







### **Preface**

Thank you for purchasing the TASKalfa 306ci.

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

Please read this Operation Guide before using the machine.

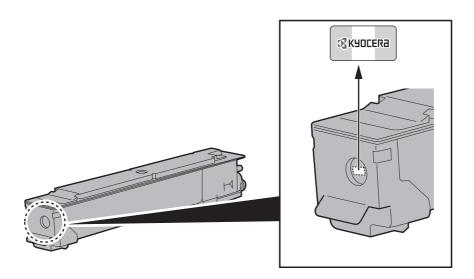
#### We recommend the use of our own brand supplies.

Please use our genuine toner containers, which have passed rigorous quality control testing.

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

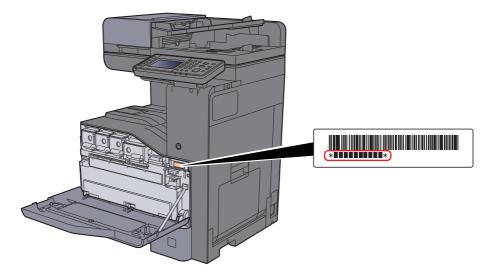
We will not be liable for any damages caused by the use of third party supplies in this machine.

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



#### **Checking the Equipment's Serial Number**

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



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

# **Contents**

	Preface	i
	Contents	
	Overview	
	Machine Features	
	Color and Image Quality Functions	xv
	Basic Color Modes	
	Adjusting Image Quality and Color	XV
	Guides Provided with the Machine	xvi
	About the Operation Guide (this Guide)	
	Structure of the guide	
	Conventions Used in This Guide	
	Мепи Мар	
1	Legal and Safety Information	1_1
•		
	Notice	
	Safety Conventions in This Guide	
	Environment	_
	Precautions for Use	
	Laser Safety (Europe)	
	SAFETY OF LASER BEAM (USA)	
	Safety Instructions Regarding the Disconnection of Power	
	Compliance and Conformity	1-7
	Radio Tag Technology	1-7
	Other precautions (for users in California, the United States)	1-7
	Warranty (the United States and Canada)	1-8
	Legal Restriction on Copying/Scanning	
	EN ISO 7779	
	EK1-ITB 2000	
	Legal Information	
	Energy Saving Control Function	
	Automatic 2-Sided Print Function	
	Resource Saving - Paper	
	Environmental benefits of "Power Management"	
	Energy Star (ENERGY STAR®) Program	
	Energy Star (ENERGY STARS) Frogram	1-17
2	Installing and Setting up the Machine	
	Part Names (Machine Exterior)	
	Part Names (Connectors/Interior)	2-4
	Part Names (With Optional Equipments Attached)	2-5
	Connecting the Machine and Other Devices	2-6
	Connecting Cables	2-7
	Connecting LAN Cable	2-7
	Connecting USB Cable	
	Connecting the Power Cable	
	Power On/Off	
	Power On	
	Power Off	
	Using the Operation Panel	
	Operation Panel Keys	
	Adjusting the Operation Panel Angle	
	Touch Panel	
	Home Screen	
	Display for Device Information	
	Functions key	
	Display of Keys That Cannot Be Set	
	Enter key and Quick No. Search key	2-19

	Help Screen	2-20
	Login/Logout	
	Login	
	Logout	
	Default Settings of the Machine	
	Setting Date and Time	
	Network Setup (LAN Cable Connection)	
	· · · · · · · · · · · · · · · · · · ·	
	Energy Saver function	
	Low Power Mode	
	Sleep	
	Auto Sleep	
	Sleep Rules (models for Europe)	
	Sleep Level (Energy Saver and Quick Recovery) (models except for Europe)	2-27
	Quick Setup Wizard	2-28
	Installing Software	2-30
	Software on DVD (Windows)	
	Installing Software in Windows	
	Uninstalling the Software	
	Installing Software in Mac Computer	
	Setting TWAIN Driver	
	Setting WIA Driver	
	Checking the Counter	
	Additional Preparations for the Administrator	
	Sending Documents to a PC	
	Strengthening the Security	
	Command Center RX	2-46
	Accessing Command Center RX	2-47
	Changing Security Settings	2-48
	Changing Device Information	
	E-mail Settings	
	Registering Destinations	
	Creating a New Custom Box	
	Printing a document stored in a Custom Box	
	Transferring Data from Our Other Products	
	Migrating the Address Book	2-00
3	Preparation before Use	3-1
	Loading Paper	3_2
	Precaution for Loading Paper	
	Selecting the Paper Feeder Units	
	Loading in the Cassettes	
	Loading in the Large Capacity Feeder	
	Paper Stopper	
	Envelope Stack Guide	
	Stack Level Adjuster	
	Preparation for Sending a Document to a Shared Folder in a PC	3-12
	Making a note of the computer name and full computer name	3-12
	Making a note of the user name and domain name	
	Creating a Shared Folder, Making a Note of a Shared Folder	
	Configuring Windows Firewall	
	Registering Destinations in the Address Book	
	Adding a Destination (Address Book)	
	Adding a Destination (Address Book)	
	- · · · · · · · · · · · · · · · · · · ·	
4	Printing from PC	4-1
	Printer Driver Print Settings Screen	4-2
	Displaying the Printer Driver Help	
	Changing the Default Printer Driver Settings (Windows 7)	
	changing the bolder times brive bettings (willdows /)	

	Printing from PC	4-4
	Printing on Standard Sized Paper	
	Printing on Non-standard Sized Paper	
	Canceling Printing from a Computer	
	Printing from the Handheld Device	
	Printing by AirPrint	
	Printing by Google Cloud Print	
	Printing by Mopria	
	Printing Data Saved in the Printer	
	Specifying the Job Box from a Computer and Storing the Job	
	Printing Documents from Private Print Box	
	Deleting the Documents Stored in the Private Print Box	
	Printing Document from Stored Job Box	4-12
	Deleting the Documents Stored in the Stored Job Box	
	Printing Document from Quick Copy Box	4-13
	Deleting the Documents Stored in the Quick Copy Box	
	Printing Document from Proof and Hold Box	4-14
	Deleting the Documents Stored in the Proof and Hold Box	4-14
	Monitoring the Printer Status (Status Monitor)	4-15
	Accessing the Status Monitor	
	Exiting the Status Monitor	
	Quick View State	4-15
	Printing Progress Tab	
	Paper Tray Status Tab	
	Toner Status Tab	
	Alert Tab	
	Status Monitor Context Menu	4-17
	Status Monitor Notification Settings	
	Operation on the Machine	5_1
5	Operation on the Machine	
5	Loading Originals	5-2
5	Loading OriginalsPlacing Originals on the Platen	<b>5-2</b> 5-2
5	Loading Originals	<b>5-2</b> 5-2 5-3
5	Loading Originals  Placing Originals on the Platen  Loading Originals in the Document Processor  Loading Paper in the Multi Purpose Tray	<b>5-2</b> 5-2 5-3 <b>5-5</b>
3	Loading Originals  Placing Originals on the Platen  Loading Originals in the Document Processor  Loading Paper in the Multi Purpose Tray  Favorites	
3	Loading Originals  Placing Originals on the Platen  Loading Originals in the Document Processor  Loading Paper in the Multi Purpose Tray  Favorites  Registering Favorite Using the Wizard Mode	5-2 5-3 5-3 5-5 5-8 5-9
3	Loading Originals  Placing Originals on the Platen  Loading Originals in the Document Processor  Loading Paper in the Multi Purpose Tray  Favorites  Registering Favorite Using the Wizard Mode  Registering Favorite Using the Program Mode	5-2 5-3 5-5 5-8 5-9 5-10
3	Loading Originals  Placing Originals on the Platen  Loading Originals in the Document Processor  Loading Paper in the Multi Purpose Tray  Favorites  Registering Favorite Using the Wizard Mode	5-2 5-3 5-5 5-5 5-8 5-9 5-10
3	Loading Originals  Placing Originals on the Platen  Loading Originals in the Document Processor  Loading Paper in the Multi Purpose Tray  Favorites  Registering Favorite Using the Wizard Mode  Registering Favorite Using the Program Mode  Recalling Favorite using the Wizard Mode	5-2 5-3 5-5 5-5 5-9 5-10 5-12
3	Loading Originals  Placing Originals on the Platen  Loading Originals in the Document Processor  Loading Paper in the Multi Purpose Tray  Favorites  Registering Favorite Using the Wizard Mode  Registering Favorite Using the Program Mode  Recalling Favorite using the Wizard Mode  Recalling Favorite using the Program Mode	5-2 5-3 5-5 5-5 5-9 5-10 5-12 5-12
3	Loading Originals  Placing Originals on the Platen Loading Originals in the Document Processor  Loading Paper in the Multi Purpose Tray  Favorites  Registering Favorite Using the Wizard Mode Registering Favorite Using the Program Mode Recalling Favorite using the Wizard Mode Recalling Favorite using the Program Mode Recalling Favorite using the Program Mode Editing Favorite	5-2 5-3 5-5 5-5 5-8 5-9 5-10 5-12 5-12
9	Loading Originals  Placing Originals on the Platen Loading Originals in the Document Processor  Loading Paper in the Multi Purpose Tray  Favorites  Registering Favorite Using the Wizard Mode Registering Favorite Using the Program Mode Recalling Favorite using the Wizard Mode Recalling Favorite using the Program Mode Recalling Favorite Deleting Favorite	5-2 5-3 5-5 5-8 5-9 5-12 5-12 5-13
3	Loading Originals  Placing Originals on the Platen Loading Originals in the Document Processor  Loading Paper in the Multi Purpose Tray  Favorites  Registering Favorite Using the Wizard Mode Registering Favorite Using the Program Mode Recalling Favorite using the Wizard Mode Recalling Favorite using the Program Mode Recalling Favorite Deleting Favorite  Application	5-2 5-3 5-5 5-5 5-9 5-12 5-12 5-13 5-13
3	Loading Originals  Placing Originals on the Platen Loading Originals in the Document Processor  Loading Paper in the Multi Purpose Tray  Favorites  Registering Favorite Using the Wizard Mode Registering Favorite Using the Program Mode Recalling Favorite using the Wizard Mode Recalling Favorite using the Program Mode Recalling Favorite using the Program Mode Editing Favorite Deleting Favorite  Application Installing Applications	5-2 5-3 5-5 5-5 5-8 5-9 5-10 5-12 5-12 5-13 5-13
9	Loading Originals  Placing Originals on the Platen Loading Originals in the Document Processor  Loading Paper in the Multi Purpose Tray  Favorites  Registering Favorite Using the Wizard Mode Registering Favorite Using the Program Mode Recalling Favorite using the Wizard Mode Recalling Favorite using the Program Mode Recalling Favorite using the Program Mode Editing Favorite Deleting Favorite  Application  Installing Applications Activating Applications	5-2 5-3 5-5 5-8 5-9 5-10 5-12 5-12 5-13 5-13 5-14 5-15
9	Placing Originals on the Platen Loading Originals in the Document Processor  Loading Paper in the Multi Purpose Tray Favorites  Registering Favorite Using the Wizard Mode Registering Favorite Using the Program Mode Recalling Favorite using the Wizard Mode Recalling Favorite using the Program Mode Recalling Favorite using the Program Mode Editing Favorite Deleting Favorite  Application  Installing Applications Activating Applications Deactivating Applications	5-2 5-3 5-5 5-8 5-9 5-10 5-12 5-12 5-12 5-13 5-13 5-14 5-15
9	Placing Originals on the Platen Loading Originals in the Document Processor  Loading Paper in the Multi Purpose Tray  Favorites  Registering Favorite Using the Wizard Mode Registering Favorite Using the Program Mode Recalling Favorite using the Wizard Mode Recalling Favorite using the Program Mode Recalling Favorite using the Program Mode Retiting Favorite Deleting Favorite  Application  Installing Applications Activating Applications Deactivating Applications Uninstalling Applications	5-2 5-3 5-5 5-8 5-9 5-10 5-12 5-12 5-13 5-14 5-15 5-15 5-16
9	Placing Originals on the Platen Loading Paper in the Multi Purpose Tray  Favorites  Registering Favorite Using the Wizard Mode Registering Favorite Using the Program Mode Recalling Favorite using the Wizard Mode Recalling Favorite using the Program Mode Recalling Favorite using the Program Mode Recalling Favorite Deleting Favorite Deleting Favorite Deleting Favorite Deleting Favorite Application Installing Applications Activating Applications Deactivating Applications Uninstalling Applications Registering Shortcuts	5-2 5-3 5-5 5-8 5-9 5-10 5-12 5-12 5-13 5-13 5-14 5-15 5-15 5-15 5-16
3	Loading Originals Placing Originals on the Platen Loading Originals in the Document Processor  Loading Paper in the Multi Purpose Tray Favorites  Registering Favorite Using the Wizard Mode Registering Favorite Using the Program Mode Recalling Favorite using the Program Mode Recalling Favorite using the Program Mode Editing Favorite Deleting Favorite Deleting Favorite  Application  Installing Applications Activating Applications Deactivating Applications Uninstalling Applications Registering Shortcuts Editing Shortcuts Deleting Shortcuts	5-2 5-3 5-5 5-8 5-9 5-10 5-12 5-12 5-13 5-13 5-14 5-15 5-15 5-16 5-16 5-17
9	Loading Originals Placing Originals on the Platen Loading Originals in the Document Processor  Loading Paper in the Multi Purpose Tray Favorites  Registering Favorite Using the Wizard Mode Registering Favorite Using the Program Mode Recalling Favorite using the Program Mode Recalling Favorite using the Program Mode Editing Favorite Deleting Favorite Deleting Favorite  Application  Installing Applications Activating Applications Deactivating Applications Uninstalling Applications Registering Shortcuts Editing Shortcuts Deleting Shortcuts Deleting Shortcuts Deleting Shortcuts Copying	5-2 5-3 5-5 5-5 5-8 5-9 5-10 5-12 5-13 5-13 5-14 5-15 5-15 5-15 5-16 5-17 5-17
9	Loading Originals Placing Originals on the Platen Loading Paper in the Multi Purpose Tray  Favorites  Registering Favorite Using the Wizard Mode Registering Favorite Using the Program Mode Recalling Favorite using the Wizard Mode Recalling Favorite using the Program Mode Recalling Favorite using the Program Mode Editing Favorite Deleting Favorite Deleting Favorite  Application Installing Applications Activating Applications Deactivating Applications Uninstalling Applications Registering Shortcuts Editing Shortcuts Deleting Shortcuts	5-2 5-2 5-3 5-5 5-5 5-8 5-9 5-10 5-12 5-12 5-13 5-13 5-14 5-15 5-15 5-16 5-17 5-17 5-18
3	Loading Originals Placing Originals on the Platen Loading Paper in the Multi Purpose Tray Favorites  Registering Favorite Using the Wizard Mode Registering Favorite Using the Program Mode Recalling Favorite using the Wizard Mode Recalling Favorite using the Program Mode Recalling Favorite using the Program Mode Editing Favorite Deleting Favorite  Application  Installing Applications Activating Applications Deactivating Applications Uninstalling Applications Registering Shortcuts Editing Shortcuts Editing Shortcuts Deleting Shortcuts	5-2 5-3 5-5 5-5 5-8 5-9 5-10 5-12 5-12 5-12 5-13 5-14 5-15 5-15 5-16 5-16 5-17 5-17 5-18 5-18
3	Loading Originals Placing Originals on the Platen Loading Originals in the Document Processor  Loading Paper in the Multi Purpose Tray Favorites  Registering Favorite Using the Wizard Mode Registering Favorite Using the Program Mode Recalling Favorite using the Wizard Mode Recalling Favorite using the Program Mode Recalling Favorite using the Program Mode Editing Favorite Deleting Favorite  Application  Installing Applications Activating Applications Deactivating Applications Uninstalling Applications Registering Shortcuts Editing Shortcuts Deleting Shortcuts Copying  Basic Operation Interrupt Copy Canceling Jobs	5-2 5-3 5-5 5-5 5-8 5-9 5-10 5-12 5-12 5-12 5-13 5-14 5-15 5-15 5-15 5-16 5-16 5-17 5-18 5-18 5-19
3	Loading Originals Placing Originals on the Platen Loading Paper in the Multi Purpose Tray Favorites  Registering Favorite Using the Wizard Mode Registering Favorite Using the Program Mode Recalling Favorite using the Wizard Mode Recalling Favorite using the Program Mode Recalling Favorite using the Program Mode Recalling Favorite using the Program Mode Editing Favorite Deleting Favorite  Application Installing Applications Activating Applications Deactivating Applications Uninstalling Applications Registering Shortcuts Editing Shortcuts Deleting Shortcuts Deleting Shortcuts Deleting Shortcuts Deleting Shortcuts Topying Basic Operation Interrupt Copy Canceling Jobs Frequently-Used Sending Method	5-2 5-3 5-5 5-5 5-8 5-9 5-10 5-12 5-12 5-13 5-13 5-14 5-15 5-15 5-16 5-16 5-17 5-18 5-19 5-19
3	Placing Originals on the Platen Loading Paper in the Multi Purpose Tray Favorites  Registering Favorite Using the Wizard Mode Registering Favorite using the Program Mode Recalling Favorite using the Program Mode Recalling Favorite using the Program Mode Recalling Favorite using the Program Mode Editing Favorite Deleting Favorite Deleting Favorite  Application Installing Applications Activating Applications Deactivating Applications Uninstalling Applications Registering Shortcuts Adding Shortcuts Editing Shortcuts Copying  Basic Operation Interrupt Copy Canceling Jobs Frequently-Used Sending Method Sending Document via E-mail	5-2 5-2 5-3 5-5 5-8 5-9 5-10 5-12 5-12 5-13 5-14 5-15 5-15 5-16 5-16 5-17 5-17 5-18 5-19 5-19 5-20 5-20
3	Loading Originals Placing Originals on the Platen Loading Paper in the Multi Purpose Tray Favorites  Registering Favorite Using the Wizard Mode Registering Favorite Using the Program Mode Recalling Favorite using the Wizard Mode Recalling Favorite using the Program Mode Recalling Favorite using the Program Mode Recalling Favorite using the Program Mode Editing Favorite Deleting Favorite  Application Installing Applications Activating Applications Deactivating Applications Uninstalling Applications Registering Shortcuts Editing Shortcuts Deleting Shortcuts Deleting Shortcuts Deleting Shortcuts Deleting Shortcuts Topying Basic Operation Interrupt Copy Canceling Jobs Frequently-Used Sending Method	5-2 5-2 5-3 5-5-5 5-8 5-9 5-10 5-12 5-12 5-13 5-13 5-14 5-15 5-15 5-16 5-17 5-17 5-18 5-18 5-19 5-19 5-19 5-20 5-21

	Sending Document to Desired Shared Folder on a Computer (Scan to PC)	3-22
	Configuring Settings before Sending	
	Sending Document to Desired Shared Folder on a Computer	5-22
	Sending Document to Folder on an FTP Server (Scan to FTP)	5-25
	Configuring Settings before Sending	5-25
	Sending Document to Folder on an FTP Server	5-25
	Scanning using TWAIN or WIA	5-27
	Configuring Settings before Sending	
	Scanning Document Using Application	
	Useful Sending Method	
	WSD Scan	
	Installing Driver Software	
	WSD scan	
	Scanning with File Management Utility	
	Configuring Settings before Sending	
	Recalling a Favorite Configured in FMU	
	Sending to Different Types of Destinations (Multi Sending)	
	Send to Me (E-mail)	
	Configuring Settings before Sending	
	Sending a document to the mail address of the logged in user	
	Canceling Sending Jobs	
	Canceling Scanning	
	Handling Destination	
	Specifying Destination	
	Choosing from the Address Book	
	Choosing from the External Address Book	
	Choosing from the One Touch Key	
	Checking and Editing Destinations	
	Confirmation Screen of Destinations	
	Recall	
	How to use the FAX Function	5-40
	Using Document Boxes	
	What is Custom Box?	5-41
	What is Custom Box?	5-41 5-41
	What is Custom Box? What is Job Box? What is Removable Memory Box?	5-41 5-41 5-41
	What is Custom Box?	5-41 5-41 5-41
	What is Custom Box? What is Job Box? What is Removable Memory Box?	5-41 5-41 5-41
	What is Custom Box? What is Job Box? What is Removable Memory Box? Sub Address Box/Polling Box	5-41 5-41 5-41 5-42
	What is Custom Box? What is Job Box? What is Removable Memory Box? Sub Address Box/Polling Box Basic Operation for Document Box	5-41 5-41 5-41 5-42 5-43
	What is Custom Box? What is Job Box? What is Removable Memory Box? Sub Address Box/Polling Box Basic Operation for Document Box Creating a New Custom Box	5-41 5-41 5-41 5-42 5-43
	What is Custom Box? What is Job Box? What is Removable Memory Box? Sub Address Box/Polling Box Basic Operation for Document Box Creating a New Custom Box Editing Custom Box	5-41 5-41 5-41 5-42 5-43 5-44
	What is Custom Box? What is Job Box? What is Removable Memory Box? Sub Address Box/Polling Box Basic Operation for Document Box Creating a New Custom Box Editing Custom Box Deleting Custom Box	5-41 5-41 5-41 5-42 5-42 5-43 5-44 5-45
	What is Custom Box? What is Job Box? What is Removable Memory Box? Sub Address Box/Polling Box Basic Operation for Document Box Creating a New Custom Box Editing Custom Box Deleting Custom Box Storing Documents Printing Documents in Custom Box	5-41 5-41 5-41 5-42 5-43 5-44 5-45 5-45
	What is Custom Box? What is Job Box? What is Removable Memory Box? Sub Address Box/Polling Box Basic Operation for Document Box Creating a New Custom Box Editing Custom Box Deleting Custom Box Storing Documents Printing Documents in Custom Box Moving Documents in Custom Box	5-41 5-41 5-41 5-42 5-43 5-44 5-45 5-45 5-46
	What is Custom Box? What is Job Box? What is Removable Memory Box? Sub Address Box/Polling Box Basic Operation for Document Box Creating a New Custom Box Editing Custom Box Deleting Custom Box Storing Documents Printing Documents in Custom Box Moving Documents in Custom Box Deleting Documents in Custom Box	5-41 5-41 5-41 5-42 5-43 5-44 5-45 5-45 5-46 5-46
	What is Custom Box? What is Job Box? What is Removable Memory Box? Sub Address Box/Polling Box Basic Operation for Document Box Creating a New Custom Box Editing Custom Box Deleting Custom Box Storing Documents Printing Documents in Custom Box Moving Documents in Custom Box Deleting Documents in Custom Box Operating using Removable USB Memory	5-41 5-41 5-41 5-42 5-43 5-44 5-45 5-45 5-46 5-47
	What is Custom Box? What is Job Box? What is Removable Memory Box? Sub Address Box/Polling Box Basic Operation for Document Box Creating a New Custom Box Editing Custom Box Deleting Custom Box Storing Documents Printing Documents in Custom Box Moving Documents in Custom Box Deleting Documents in Custom Box Moving Documents in Custom Box Deleting Documents in Custom Box Deleting Documents Stored in Removable USB Memory	5-41 5-41 5-41 5-42 5-43 5-44 5-45 5-45 5-46 5-46 5-47 5-48
	What is Custom Box? What is Job Box? What is Removable Memory Box? Sub Address Box/Polling Box Basic Operation for Document Box Creating a New Custom Box Editing Custom Box Deleting Custom Box Storing Documents Printing Documents in Custom Box Moving Documents in Custom Box Deleting Documents in Custom Box Printing Documents in Custom Box Deleting Documents in Custom Box Deleting Documents in Custom Box Deleting Documents in Custom Box Storing Using Removable USB Memory Printing Documents Stored in Removable USB Memory Saving Documents to USB Memory (Scan to USB)	5-41 5-41 5-41 5-42 5-43 5-45 5-45 5-46 5-46 5-47 5-48 5-50
	What is Custom Box? What is Removable Memory Box? Sub Address Box/Polling Box Basic Operation for Document Box Creating a New Custom Box Editing Custom Box Deleting Custom Box Storing Documents Printing Documents in Custom Box Moving Documents in Custom Box Deleting Custom Box Storing Documents in Custom Box Moving Documents in Custom Box Deleting Documents in Custom Box Deleting Documents in Custom Box Operating using Removable USB Memory Printing Documents Stored in Removable USB Memory Saving Documents to USB Memory (Scan to USB) Check the USB Memory Information	5-41 5-41 5-41 5-42 5-43 5-45 5-45 5-46 5-46 5-47 5-48 5-50 5-51
	What is Custom Box? What is Job Box? What is Removable Memory Box? Sub Address Box/Polling Box Basic Operation for Document Box Creating a New Custom Box Editing Custom Box Deleting Custom Box Storing Documents Printing Documents in Custom Box Moving Documents in Custom Box Deleting Documents in Custom Box Printing Documents in Custom Box Deleting Documents in Custom Box Deleting Documents in Custom Box Deleting Documents in Custom Box Storing Using Removable USB Memory Printing Documents Stored in Removable USB Memory Saving Documents to USB Memory (Scan to USB)	5-41 5-41 5-41 5-42 5-43 5-45 5-45 5-46 5-46 5-47 5-48 5-50 5-51
	What is Custom Box? What is Job Box? What is Removable Memory Box? Sub Address Box/Polling Box Basic Operation for Document Box Creating a New Custom Box Editing Custom Box Deleting Custom Box Storing Documents Printing Documents in Custom Box Moving Documents in Custom Box Deleting Documents in Custom Box Operating using Removable USB Memory Printing Documents Stored in Removable USB Memory Saving Documents to USB Memory (Scan to USB) Check the USB Memory	5-41 5-41 5-41 5-42 5-43 5-45 5-45 5-46 5-46 5-48 5-50 5-51
6 Using \	What is Custom Box? What is Removable Memory Box? Sub Address Box/Polling Box Basic Operation for Document Box Creating a New Custom Box Editing Custom Box Deleting Custom Box Storing Documents Printing Documents in Custom Box Moving Documents in Custom Box Deleting Custom Box Storing Documents in Custom Box Moving Documents in Custom Box Deleting Documents in Custom Box Deleting Documents in Custom Box Operating using Removable USB Memory Printing Documents Stored in Removable USB Memory Saving Documents to USB Memory (Scan to USB) Check the USB Memory Information	5-41 5-41 5-41 5-42 5-43 5-45 5-45 5-46 5-46 5-48 5-50 5-51
6 Using \	What is Job Box? What is Removable Memory Box? Sub Address Box/Polling Box Basic Operation for Document Box Creating a New Custom Box Editing Custom Box Deleting Custom Box Storing Documents Printing Documents in Custom Box Moving Documents in Custom Box Deleting Documents in Custom Box Operating using Removable USB Memory Printing Documents Stored in Removable USB Memory Saving Documents to USB Memory (Scan to USB) Check the USB Memory Removing USB Memory Warious Functions	5-41 5-41 5-41 5-42 5-43 5-45 5-45 5-46 5-46 5-47 5-48 5-50 5-51
6 Using \	What is Custom Box? What is Removable Memory Box? Sub Address Box/Polling Box Basic Operation for Document Box Creating a New Custom Box Editing Custom Box Deleting Custom Box Storing Documents Printing Documents in Custom Box Moving Documents in Custom Box Deleting Documents in Custom Box Operating using Removable USB Memory Printing Documents to USB Memory (Scan to USB) Check the USB Memory Removing USB Memory Warious Functions Functions Available on the Machine	5-41 5-41 5-41 5-42 5-43 5-45 5-45 5-46 5-46 5-48 5-5-51 5-51
6 Using \	What is Custom Box? What is Removable Memory Box? Sub Address Box/Polling Box Basic Operation for Document Box Creating a New Custom Box Editing Custom Box Deleting Custom Box Storing Documents Printing Documents in Custom Box Moving Documents in Custom Box Deleting Custom Box Storing Documents in Custom Box Moving Documents in Custom Box Deleting Documents in Custom Box Deleting Documents in Custom Box Operating using Removable USB Memory Printing Documents Stored in Removable USB Memory Saving Documents to USB Memory (Scan to USB) Check the USB Memory Information Removing USB Memory   /arious Functions Functions Available on the Machine About Functions Available on the Machine	5-41 5-41 5-41 5-42 5-43 5-45 5-45 5-46 5-46 5-47 5-48 5-50 5-51 6-1
6 Using \	What is Custom Box? What is Job Box? What is Removable Memory Box? Sub Address Box/Polling Box Basic Operation for Document Box Creating a New Custom Box Editing Custom Box Deleting Custom Box Storing Documents Printing Documents in Custom Box Moving Documents in Custom Box Deleting Documents in Custom Box Operating using Removable USB Memory Printing Documents Stored in Removable USB Memory Saving Documents to USB Memory (Scan to USB) Check the USB Memory Information Removing USB Memory	5-41 5-41 5-41 5-42 5-43 5-45 5-45 5-46 5-46 5-47 5-48 5-50 5-51 5-51 6-1 6-2
6 Using \	What is Custom Box? What is Job Box? What is Removable Memory Box? Sub Address Box/Polling Box Basic Operation for Document Box Creating a New Custom Box Editing Custom Box Deleting Custom Box Storing Documents Printing Documents in Custom Box Moving Documents in Custom Box Deleting Documents in Custom Box Operating using Removable USB Memory Printing Documents Stored in Removable USB Memory Saving Documents to USB Memory (Scan to USB) Check the USB Memory Removing USB Memory  Various Functions  Functions Available on the Machine About Functions Available on the Machine How to Select Functions Copy	5-41 5-41 5-41 5-42 5-43 5-45 5-45 5-46 5-46 5-47 5-51 6-1 6-2 6-2
6 Using \	What is Custom Box? What is Job Box? What is Removable Memory Box? Sub Address Box/Polling Box Basic Operation for Document Box Creating a New Custom Box Editing Custom Box Deleting Custom Box Storing Documents Printing Documents in Custom Box Moving Documents in Custom Box Deleting Documents in Custom Box Operating using Removable USB Memory Printing Documents Stored in Removable USB Memory Saving Documents to USB Memory (Scan to USB) Check the USB Memory Information Removing USB Memory	5-41 5-41 5-41 5-42 5-43 5-45 5-45 5-46 5-46 5-47 5-48 5-50 5-51 6-1 6-2 6-2 6-2
6 Using \	What is Custom Box? What is Job Box? What is Removable Memory Box? Sub Address Box/Polling Box Basic Operation for Document Box Creating a New Custom Box Editing Custom Box Deleting Custom Box Storing Documents Printing Documents in Custom Box Moving Documents in Custom Box Deleting Documents in Custom Box Operating using Removable USB Memory Printing Documents Stored in Removable USB Memory Saving Documents to USB Memory (Scan to USB) Check the USB Memory Removing USB Memory  Various Functions  Functions Available on the Machine About Functions Available on the Machine How to Select Functions Copy	5-41 5-41 5-41 5-41 5-42 5-43 5-45 5-45 5-46 5-46 5-47 5-48 5-50 5-51 6-1 6-2 6-2 6-2 6-6-4

	Functions	6-9
	Original Size	6-9
	Paper Selection	6-10
	Original Orientation	6-11
	Mixed Size Originals	
	Collate/Offset	
	Staple	
	Paper Output	
	Density	
	Original Image	
	EcoPrint	
	Color Selection	
	Color Balance	
	Hue Adjustment	
	Sharpness	
	Contrast	
	Background Density Adj. (Background Density Adjustment)	
	Saturation	
	Prevent Bleed-through	
	Zoom	
	Combine	6-25
	Duplex	6-27
	Continuous Scan	6-28
	Job Finish Notice	6-29
	File Name Entry	6-29
	Priority Override	
	Quiet Mode	
	Skip Blank Page	
	Duplex (2-sided Original)	
	Sending Size	
	File Format	
	File Separation	
	Scan Resolution	
	E-mail Subject/Body	
	FTP Encrypted TX	
	Delete after Print	
	Storing Size	
	Encrypted PDF Password	
	JPEG/TIFF Print	
	XPS Fit to Page	6-39
7	Status/Joh Canad	7.4
7	Status/Job Cancel	
	Checking Job Status	7-2
	Details of the Status Screens	
	Checking Detailed Information of Jobs	7-7
	Checking Job History	
	Checking the Detailed Information of Histories	
	Sending the Log History	
	Job Operation	
	Pause and Resumption of Jobs	
	Canceling of Jobs	
	Device/Communication	
	Checking the Remaining Amount of Toner and Paper (Paper/Supplies)	
0	Satur and Degistration (System Many)	0.4
8	Setup and Registration (System Menu)	
	System Menu	
	Operation Method	
	System Menu Settings	8-3

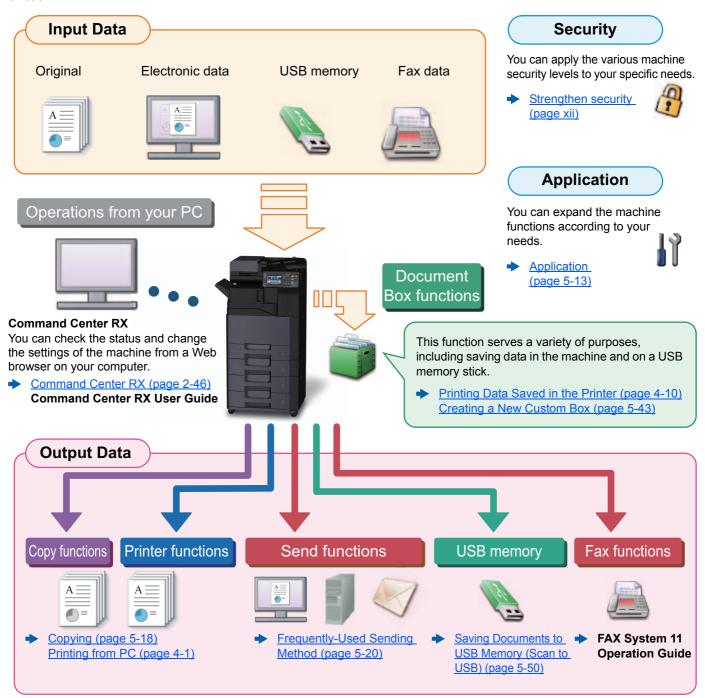
	Language	8-5
	Report	
	User Property	8-7
	Cassette/MP Tray Settings	8-8
	Common Settings	8-10
	Home	8-22
	Copy	8-22
	Send	8-23
	Document Box	8-24
	FAX	8-24
	Application	8-24
	Internet	
	Address Book/One Touch	
	User Login/Job Accounting	
	Printer	
	System/Network	
	Date/Timer/Energy Saver	
	Adjustment/Maintenance	
	/ lajustificitation	0 72
9	User Authentication and Accounting (User Login, Job Accounting)	9-1
	Overview of User Login Administration	
	Enabling User Login Administration	
	Setting User Login Administration	
	Authentication Security	
	Adding a User (Local User List)	
	Changing User Properties	
	User Login Administration for Printing	
	Managing the Users to Scan Using TWAIN	
	Managing the Users to Scan Using WIA	
	Local Authorization	
	Group Authorization Settings	
	Guest Authorization Set.	
	Obtain NW User Property	
	Simple Login Settings	
	ID Card Settings	
	PIN Login Settings	
	Using User Login Administration	
	Login/Logout	
	Overview of Job Accounting	
	Enabling Job Accounting	
	Job Accounting Access	
	Setting an Account	9-34
	Adding an Account	9-34
	Restricting the Use of the Machine	9-35
	Editing an Account	9-36
	Deleting an Account	9-37
	Job Accounting for Printing	9-38
	Job Accounting for Scan Using TWAIN	
	Job Accounting for Scan Using WIA	
	Job Accounting for the FAX Transmitted from a Computer	
	Configuring Job Accounting	
	Default Setting	
	Counting the Number of Pages Printed	
	Print Accounting Report	
	Using Job Accounting	
	Login/Logout	

	Unknown ID Job	9-46
10	Troubleshooting	10-1
	Regular Maintenance	10-2
	Cleaning	
	Cleaning Glass Platen	
	Cleaning inside of the Document Processor	
	Cleaning Slit Grass	
	Replace the toner container	
	Replace the waste toner box	
	Loading Paper	
	Replacing Staples	
	Troubleshooting	
	Solving Malfunctions	
	Machine Operation Trouble	
	Printed Image Trouble	
	Color printing trouble	
	Responding to Messages	
	Adjustment/Maintenance	
	Overview of Adjustment/Maintenance	
	Color Registration Procedure	
	Tone Curve Adjustment	
	Drum Refresh	
	Calibration	
	Laser Scanner Cleaning	
	Clearing Paper Jams	
	Jam Location Indicators	
	Remove any jammed paper in Cassette 1 and 2	
	Remove any jammed paper in Cassette 3 (500-sheet x 2)	
	Remove any jammed paper in Cassette 3 (2000-sheet x 1)	
	Remove any jammed paper in Cassette 4 (500-sheet x 2)	
	Remove any jammed paper in the Multi Purpose Tray	
	Remove any jammed paper in Right Cover 1	
	Remove any jammed paper in Right Cover 2	
	Remove any jammed paper in Right Cover 3 (500-sheet x 2)	
	Remove any jammed paper in Right Cover 3 (2000-sheet x 1)	
	Remove any jammed paper in the Bridge Unit	
	Remove any jammed paper in the Mailbox	
	Remove any jammed paper in the Inner Finisher	
	Remove any jammed paper in the Document Processor	
	Clearing a Staple Jam	
	Clearing a staple jam	
44	Annondiv	44.4
11	Appendix	
	Optional Equipment	
	Overview of Optional Equipment	
	Optional Applications	
	Character Entry Method	
	Entry Screens	
	Entering Characters	
	Paper	
	Basic Paper Specifications	
	Choosing the Appropriate Paper	
	Special Paper	
	Specifications	
	Machine	11-19
	Copy Functions	11-21
	Printer Functions	11-21

ndexI	ndex-1
Glossary	11-26
Job separator	
Mailbox	
Innner Finisher	
Paper Feeder (2,000-sheet)	11-23
Paper Feeder (500-sheet x 2)	11-23
Paper Feeder (500-sheet)	11-23
Document Processor	11-22
Scanner Functions	11-22

### **Overview**

This machine provides standard copy and print functions, and a scanned image can be sent to an E-mail recipient as an attachment or to a computer on the same network. On products with a FAX function, it is also possible to use the fax function.



#### NOTE

- · Before using the machine, be sure to read the following:
- Legal and Safety Information (page 1-1)
- To prepare the device for use, including setting up cable connections and installing software.
- ▶ Installing and Setting up the Machine (page 2-1)
- To learn how to load paper, set up shared folders, and add addresses to the address book, refer to the following:
- → Preparation before Use (page 3-1)

### **Machine Features**

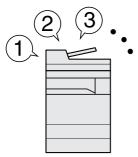
The machine is equipped with many useful functions.

→ Using Various Functions (page 6-1)

Here are some examples.

#### Optimize your office workflow

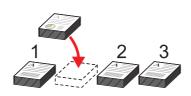
Access to frequently used functions with just one touch (Favorites)



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

→ Favorites (page 5-8)

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



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

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

Interrupt Copy (page 5-19)

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





It is useful when preparing conference materials.

You can set the different sized originals at one time so you don't need to reset the originals regardless of size.

→ Mixed Size Originals (page 6-12)

#### Optimize your office workflow

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

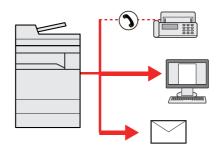


It is useful when preparing many-page handouts.

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

Continuous Scan (page 6-28)

Send one time with multiple sending options (Multi Sending)



You can send a same document to the multiple destinations using a different method.

You can specify multiple destinations of different send methods such as E-mail, SMB, and Fax.

You can reduce your workflow by sending a job at once.

 Sending to Different Types of Destinations (Multi Sending) (page 5-32) Save frequently used documents in the machine (Custom Box)

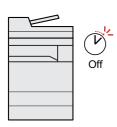


You can save the frequently used document in the machine and print it when needed.

 Creating a New Custom Box (page 5-43)

#### Save energy and cost

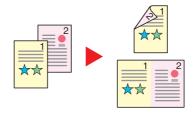
### Save energy as needed (Energy Saver function)



The machine is equipped with Energy Saver function that automatically switched into Sleep Mode.

Energy Saver function (page 2-26)

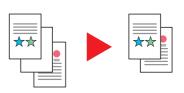
# Reduce paper use (Paper Saving Printing)



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

→ Favorites (page 5-8)

# Skip blank pages when printing (Skip Blank Page)

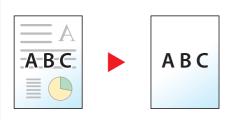


When there are blank pages in a scanned document, this function skips the blank pages and prints only pages that are not blank.

→ Skip Blank Page (page 6-30)

#### **Create attractive documents**

# Prevent image bleed-through (Prevent Bleed-through)

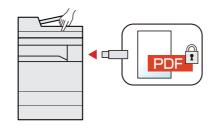


You can prevent image bleed-through from the reverse side when scanning thin originals.

Prevent Bleed-through (page 6-23)

#### Strengthen security

### Password-protect a PDF file (PDF Encryption Functions)



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

► Encrypted PDF Password (page 6-38)

# Protect data on the SSD (Encryption / Overwrite)



You can overwrite the unnecessary data that remains on the SSD automatically. To prevent an external leakage, the

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

→ Data Security (page 8-39)

#### Strengthen security

# Prevent loss of finished documents (Private Print)



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

 Printing Data Saved in the Printer (page 4-10)

# Log in by ID card (Card Authentication)



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

★ Card Authentication Kit(B) "Card Authentication Kit" (page 11-5)

# Strengthen security (Settings for Administrator)

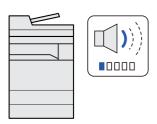


Various functions are available for administrators to strengthen security.

 Strengthening the Security (page 2-44)

#### Use functions more efficiently

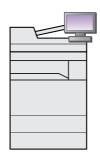
# Make the machine quiet (Quiet Mode)



You can make the machine quiet by reducing its running noise. You can configure this mode by job.

→ Quiet Mode (page 6-30)

# Expand functions as necessary (Application)



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

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

◆ Application (page 5-13)

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

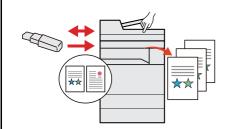


If there is a wireless LAN environment, it is possible to install the unit without worrying about the network wiring.

→ Setup (page 8-35)

#### Use functions more efficiently

# Use USB memory (USB Memory)



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

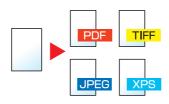
You can print the document from the USB memory by plugging it directly into the machine.

Original scanned at the machine can be saved in the USB memory also.

▶ Printing Documents Stored in Removable USB Memory (page 5-48)
Service Decuments to USB Memory

Saving Documents to USB Memory (Scan to USB) (page 5-50)

# Specify image file format (File Format)



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

→ File Format (page 6-33)

# Perform remote operation (Command Center RX)



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

Administrators can configure the machine behavior or management settings.

Command Center RX (page 2-46)

# **Color and Image Quality Functions**

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

#### **Basic Color Modes**

The basic color modes are as follows.

Color mode Description		Reference image		Reference
Color mode	Description	Before	After	page
Auto Color	Automatically recognizes whether a document being scanned is color or black & white.			page 6-18
Full Color	Scans a document in full color.			page 6-18
Grayscale	Scans a document in grayscale.			page 6-18
Black & White	Scans a document in black & white.		**	page 6-18
Single Color	Prints in any desired color.			page 6-18

For details, refer to the following:

→ Color Selection (page 6-18)

# **Adjusting Image Quality and Color**

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

I want to	Sample image		Function	D	
i want to	Before	After	Function	Page	
djust the color precisely.					
Adjust the density.	A I	A <u> </u>	Density	page 6-16	
Adjust the color by strengthening blue or red tones.  Example: Strengthening red			Color Balance	page 6-19	
Change the image by individually adjusting each of the six colors: red, blue, green, cyan, magenta, and yellow.  Example: Changing red tones close to yellow to yellow, and cyan tones close to blue to blue			Hue adjustment	page 6-20	
Adjust the saturation.			Saturation	page 6-22	
djust the image quality precisely					
Emphasize or blur the image outline. Example: Emphasize the image outlines			Sharpness	page 6-21	
Adjust the difference between dark and light parts of the image.			Contrast	page 6-21	
Darken or lighten the background (the area with no texts or images) of a document.  Example: Lightening the background	A <u></u>	A <u></u>	Background Density	page 6-22	
Prevent bleed-through in 2-sided originals.	— A <b>A B C</b>	АВС	Prevent Bleed- through	page 6-23	
djust the scanned image					
Decrease the file size and produce the characters clearly.	Сору	Сору	File format [High Comp. PDF]	page 6-33	

### **Guides Provided with the Machine**

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

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

#### **Printed guides**

# Start using the machine quickly



#### **Quick Guide**

Explains how to use basic functions of the machine, how to use convenient features, how to perform routine maintenance, and what to do when problems occur.

#### Safety Guide



F

Provides safety and cautionary information for installation environment and use of the machine. Be sure to read this guide before using the machine.

#### Safety Guide (TASKalfa 306ci)

Indicates the space required for machine installation, and describes the cautionary labels and other safety information. Be sure to read this guide before using the machine.

#### **Guides (PDF) on the DVD (Product Library)**

# Use the machine thoughtfully

#### **Operation Guide (This Guide)**

Explains how to load paper and perform copy, print and scan operations, and indicates default settings and other information.

#### Use the fax functions

#### FAX System 11 Operation Guide

Explains how to use the fax function.

#### Use the ID card

#### Card Authentication Kit (B) Operation Guide

Explains how to perform authentication using the ID card.

#### Strengthen security

#### Data Security Kit (E) Operation Guide

Explains how to introduce and use the Data Security kit (E), and how to overwrite and encrypt data.

# Easily register machine information and configure settings

#### **Command Center RX User Guide**

Explains how to access the machine from a Web browser on your computer to check and change settings.

# Print data from a computer

#### Printer Driver User Guide

Explains how to install the printer driver and use the printer function.

#### Directly print a PDF file

#### **KYOCERA Net Direct Print Operation Guide**

Explains how to print PDF files without launching Adobe Acrobat or Reader.

# Monitor the machine and printers on the network

#### **KYOCERA Net Viewer User Guide**

Explains how to monitor your network printing system (the machine) with KYOCERA Net Viewer.

# Scan images and save with information

#### File Management Utility User Guide

Explains how to use File Management Utility to set various parameters and send and save scanned documents.

# Print without using the printer driver

#### PRESCRIBE Commands Command Reference

Describes the native printer language (PRESCRIBE commands).

#### PRESCRIBE Commands Technical Reference

Describes the PRESCRIBE command functions and control for each type of emulation.

# Adjust the print or scan position

#### **Maintenance Menu User Guide**

Maintenance Menu provides the explanation on how to configure the print, scan, and other settings.

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

# **About the Operation Guide (this Guide)**

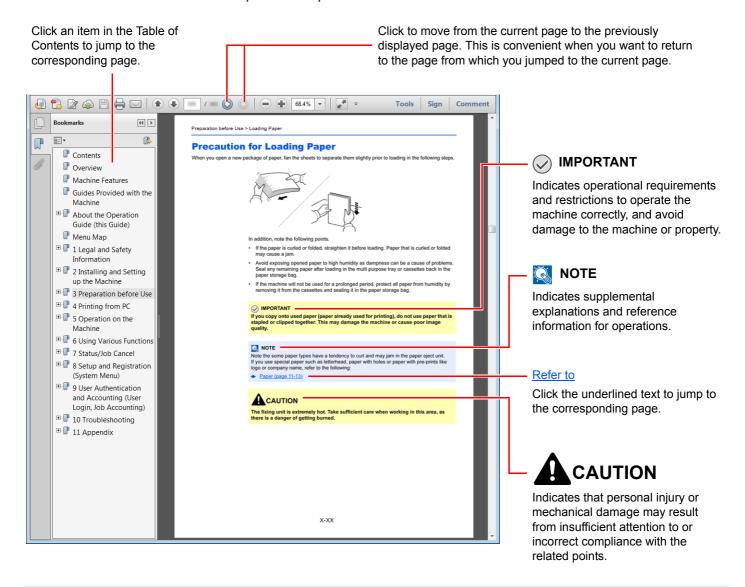
### Structure of the guide

The Operation Guide contains the following chapters.

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

#### **Conventions Used in This Guide**

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





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

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

Convention	Description
[Bold]	Indicates keys and buttons.
"Regular"	Indicates a message or setting.

#### Conventions used in procedures for operating the machine

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

Actual procedure	Procedure indicated in this guide
Select the [System Menu] key.	[System Menu] key > [Common Settings] > [Sound]
▼	
Select [✓].	
▼	
Select [Common Settings].	
▼	
Select [Sound].	

# **Menu Map**

This is a list of menus displayed on the touch panel. Depending on the settings, some menus may not be displayed. Some menu names may differ from their reference titles.





U





Paper Selection (page 6-10)				
Zoom (page 6-23)				
Density (page 6-16)				
Duplex (page 6-27)				
Combine (page 6-25)				
Color Selection (page 6-18)				
Functions	Quiet Mode (page 6-30)			
	Collate/Offset (page 6-12)			
	Original Size (page 6-9)			
	Original Orientation (page 6-11)			
	Mixed Size Originals (page 6-12)			
	Paper Output (page 6-15)			
	Staple (page 6-13)			
	Original Image (page 6-16)			
	EcoPrint (page 6-17)			
	Hue Adjustment (page 6-20)			
	Color Balance (page 6-19)			
	Sharpness (page 6-21)			
	Contrast (page 6-21)			
	Background Density Adj. (page 6-22)			
	Prevent Bleed-through (page 6-23)			
	Skip Blank Page (page 6-30)			
Saturation (page 6-22)				
	Continuous Scan (page 6-28)			
	Job Finish Notice (page 6-29)			
	File Name Entry (page 6-29)			
	Priority Override (page 6-30)			



or





One Touch Key (page 5-38)

Address Book (page 5-35)

Ext Address Book (Refer to Command Center RX User Guide.)

E-mail (page 5-21)

:-mail ( <u>page 5-21)</u>				
Folder (page 5-22)(page 5-25)				
FAX (Refer to FAX System 11 Operation Guide.)				
WSD Scan (page 5-30)				
Functions	Color Selection (page 6-18)			
	Quiet Mode (page 6-30)			
	File Format (page 6-33)			
	Original Size (page 6-9)			
	Original Orientation (page 6-11)			
	Mixed Size Originals (page 6-12)			
	Duplex (page 6-31)			
	Sending Size (page 6-32)			
	File Separation (page 6-36)			
	Scan Resolution (page 6-36)			
	Density (page 6-16)			
	Original Image (page 6-16)			
	Sharpness (page 6-21)			
	Contrast (page 6-21)			
	Background Density Adj. (page 6-22)			
	Prevent Bleed-through (page 6-23)			
	Skip Blank Page (page 6-30)			
	FAX TX Resolution (Refer to FAX System 11 Operation Guide.)			
	Zoom (page 6-23)			
	Continuous Scan (page 6-28)			

FAX Delayed Transmission (Refer to **FAX System 11 Operation Guide**.)

File Name Entry (page 6-29)

E-mail Subject/Body (page 6-36)

Job Finish Notice (page 6-29)

FTP Encrypted TX (page 6-37)

Functions	FAX Direct Transmission (Refer to FAX System 11 Operation Guide.)
	FAX Polling RX (Refer to FAX System 11 Operation Guide.)
	FAX TX Report (Refer to <b>FAX System 11 Operation Guide</b> .)





Custom Box	Menu	Print	Paper Selection (page 6-10)		
			Collate/Offset (p	age 6-12)	
		Duplex (page 6-27)			
			Delete after Prin	t (page 6-37)	
			Quiet Mode (pag	ge 6-30)	
			Functions	Priority Override (page 6-30)	
				File Name Entry (page 6-29)	
				Job Finish Notice (page 6-29)	
				EcoPrint (page 6-17)	





Job Box	Private Print/Stored Job (page 4-11)	
	Quick Copy/Proof and Hold (page 4-13)	





Removable Memory	Print	Paper Selection (page 6-10)			
		Collate/Offset (p	t ( <u>page 6-12</u> )		
		Duplex (page 6-27)			
		Quiet Mode (page 6-30)			
		Color Selection (	( <u>page 6-18</u> )		
		Functions	EcoPrint (page 6	<u>6-17</u> )	
			Job Finish Notice (page 6-29)		
			Priority Override	e (page 6-30)	
			Encrypted PDF	Password (page 6-38)	
			JPEG/TIFF Print	t ( <u>page 6-39</u> )	
			XPS Fit to Page	(page 6-39)	
	Menu	Store File	File Format (pag	<u>ge 6-33)</u>	
			Duplex (page 6-	<u>31</u> )	
			Scan Resolution (page 6-36)		
			Density (page 6-16)		
			File Name Entry (page 6-29)		
			Color Selection (page 6-18)		
			Functions	Quiet Mode (page 6-30)	
				Original Size (page 6-9)	
				Original Orientation (page 6-11)	
				Mixed Size Originals (page 6-12)	
				Storing Size (page 6-38)	
				Original Image (page 6-16)	
				Sharpness (page 6-21)	
				Contrast (page 6-21)	
				Background Density Adj. (page 6-22)	
				Prevent Bleed-through (page 6-23)	
				Skip Blank Page (page 6-30)	
				Zoom (page 6-23)	
				Continuous Scan (page 6-28)	
				Job Finish Notice (page 6-29)	
				File Separation (page 6-36)	





#### Sub Address Box (Refer to FAX System 11 Operation Guide.)





#### Polling Box (Refer to FAX System 11 Operation Guide.)



0





Print Job Status (page 7-8)

Send Job Status (page 7-4)

Store Job Status (page 7-5)

Scheduled Job (page 7-6)

Print Job Log (page 7-8)

Send Job Log (page 7-8)

Store Job Log (page 7-8)

FAX Job Log (Refer to FAX System 11 Operation Guide.)

Scanner (page 7-11)

Printer (page 7-11)

FAX (refer to FAX System 11 Operation Guide.)

Toner Status (page 7-12)

Paper Status (page 7-12)

Removable Memory (page 7-11)

USB Keyboard (page 7-11)

Staple (page 7-12)

Network Connection Status (page 7-11)

Option Network Connection Status (page 7-11)

Wireless Network (page 7-11)

SSD (page 7-11)

#### System Menu / Counter



or



Quick Setup Wizard	FAX Setup (page 2-28)			
	Energy Saver Setup (pa	age 2-28)		
	Network Setup (page 2-28)			
Language (page 8-5)				
Report	Report Print	Status Page (page 8-5)		
		Font List (page 8-5)		
		Network Status (page 8-5)		
		Service Status (page 8-6)		
		Accounting Report (page 8-6)		
		Sub Address Box List (Refer to FAX System 11 Operation Guide.)		
		FAX List (Index) (Refer to FAX System 11 Operation Guide.)		
		FAX List (No.) (Refer to FAX System 11 Operation Guide.)		
		Outgoing FAX Report (Refer to FAX System 11 Operation Guide.)		
		Incoming FAX Report (Refer to FAX System 11 Operation Guide.)		
		Optional Network Status (page 8-6)		
	Admin Report Settings	Outgoing FAX Report (Refer to FAX System 11 Operation Guide.)		
	Settings	Incoming FAX Report (Refer to FAX System 11 Operation Guide.)		
	Result Report Setting	Send Result Report (page 8-6)		
		RX Result Report (Refer to FAX System 11 Operation Guide.)		
		Job Finish Notice Setting (page 8-6)		
	Send Log History	Sending Log History (page 8-7)		
		Auto Sending (page 8-7)		
		Destination (page 8-7)		
		Job Log Subject (page 8-7)		
		Personal Information (page 8-7)		
Counter	Printed Pages (page 2-	<u>43</u> )		
	Scanned Pages (page 2-43)			
User Property (page 9	<u>-8</u> )			
Cassette/MP Tray Settings	Cassette 1 (page 8-8)			
	Cassette 2 (page 8-8)			
	Cassette 3 (page 8-8)			
	Cassette 4 (page 8-8)			
	Multi Purpose Tray (page 8-9)			

Common Settings	Default Screen (page 8-10)		
	Sound	Buzzer (page 8-10)	
		FAX Speaker Volume (Refer to FAX System 11 Operation Guide.)	
		FAX Monitor Volume (Refer to FAX System 11 Operation Guide.)	
	Original Settings	Custom Original Size (page 8-11)	
		Auto Detect Original Size (DP) (page 8-11)	
		Default Original Size (Platen) (page 8-12)	
		Default Original Size (page 8-12)	
	Paper Settings	Custom Paper Size (page 8-13)	
		Media Type Settings (page 8-15)	
		Default Paper Source (page 8-14)	
		Paper Selection (page 8-14)	
		Media for Auto (Color) (page 8-14)	
		Media for Auto (B & W) (page 8-14)	
		Special Paper Action (page 8-14)	
I	Function Defaults	File Format (page 8-16)	
		Original Orientation (page 8-16)	
		Collate/Offset (page 8-16)	
		File Separation (page 8-16)	
		Scan Resolution (page 8-16)	
		Color Selection (Copy) (page 8-16)	
		Color Select.(Send/Store) (page 8-16)	
		Original Image (Copy) (page 8-16)	
		Original Image (Send/Store) (page 8-16)	
		Background Density Adj. (Copy) (page 8-16)	
		Background Density Adj. (Send/Store) (page 8-16)	
		EcoPrint (page 8-16)	
		Prevent Bleed-through (Copy) (page 8-16)	
		Prevent Bleed-through (Send/Store) (page 8-16)	
		Skip Blank Page (Copy) (page 8-16)	
		Skip Blank Page (Send/Store) (page 8-16)	
		FAX TX Resolution (Refer to FAX System 11 Operation Guide.)	
		Zoom (page 8-17)	

Common Settings	Function Defaults	Continuous Scan (Except FAX) (page 8-17)		
		Continuous Scan (FAX) (Refer to FAX System 11 Operation Guide.)		
		File Name Entry (page 8-17)		
		E-mail Subject/Body (page 8-17)		
		FTP Encrypted TX (page 8-17)		
		JPEG/TIFF Print (page 8-17)  XPS Fit to Page (page 8-17)		
		Detail Settings	Image Quality (page 8-17)	
			PDF/A (page 8-17)	
			High Comp. PDF (page 8-17)	
			Blank Detection Level (Copy) (page 8-17)	
			Blank Detection Level (Send/Store) (page 8-17)	
	Paper Output (page 8-1	<u>8</u> )		
	Preset Limit (page 8-18	)		
	Error Handling	Duplexing Error (page	<u>8-19</u> )	
		Finishing Error (page 8	<u>-19</u> )	
		No Staple Error (page 8	3-19)	
		Stapling Limit Error (pa	ge 8-19)	
		Paper Mismatch Error	(page 8-19)	
		Inserted Paper Mismat	ch ( <u>page 8-19</u> )	
	Color Toner Empty Action	<u>e 8-20)</u>		
	Measurement (page 8-2			
	Low Toner Alert Level (			
	Keyboard Layout (page 8-20)			
	USB Keyboard Type (page 8-20)			
	Offset Documents by Jo	ob ( <u>page 8-20</u> )		
	Offset One Page Docur	ments ( <u>page 8-21</u> )		
	Format SSD (page 8-21	L)		
	Format SD Card (page	<u>8-21</u> )		
	Display Status/Log (pag	<u>je 8-21</u> )		
	Function Key Usage (pa	age 8-22)		
Home	Customize Desktop (pa	ge 2-13)		
	Customize Taskbar (page	ge 2-13)		
	Wallpaper (page 2-13)			
Сору	Auto Paper Selection (g	page 8-22)		
	Auto % Priority (page 8	<u>-22</u> )		
	Reserve Next Priority (page 8-22)			
	DP Read Action (page 8-22)			
	1			

0	Doct Charly hafara Cand (name 0.00)			
Send	Dest. Check before Send (page 8-23)			
	Entry Check for New Dest. (page 8-23)			
	Send and Forward (page 8-23)			
	Color TIFF Compression (page 8-23)			
	Default Screen (page 8-23)			
	New Destination Entry (	(page 8-23)		
	Recall Destination (pag	<u>e 8-23</u> )		
Document Box	Custom Box (page 5-43	<u>3</u> )		
	Sub Address Box (Refe	er to FAX System 11 Ope	ration Guide.)	
	Job Box	Quick Copy Job Retent	ion ( <u>page 8-24</u> )	
		Deletion of Job Retention	on ( <u>page 8-24</u> )	
		Storage Media (page 8-	<u>24</u> )	
	Polling Box (Refer to FA	AX System 11 Operation	Guide.)	
FAX (Refer to FAX Sys	stem 11 Operation Guid	e.)		
Application (page 5-13	<u>3</u> )			
Internet	Proxy (page 8-25)			
Address Book/One	Address Book (page 3-2	22)		
Touch	One Touch Key (page 3-27)			
	Address Book Sort (page 8-25)			
	Defaults	Address Book (page 8-25)		
	Print List (Refer to FAX	ist (Refer to FAX System 11 Operation Guide.)		
User Login/Job	User Login Settings User Login (page 9-3)			
Accounting		Local User List (page 9-5)		
		ID Card Settings	Keyboard Login (page 9-28)	
			Additional Authentication (page 9-28)	
			PIN Login(page 9-29)	
		Simple login	Simple Login (page 9-25)	
		settings	Simple Login Setup (page 9-25)	
		Local User Authorizatio	n ( <u>page 9-16</u> )	
		User Account	Lockout (page 9-4)	
		Lockout Settings	Lockout Policy (page 9-4)	
			Locked out Users List (page 9-4)	
		Group Authorization	Group Authorization (page 9-17)	
		Set.	Group List (page 9-18)	
		Guest Authorization Set.	Guest Authorization (page 9-20)	
			Guest Property (page 9-21)	
		Obtain NW User Proper		
		Columnitate Cool i Topel	· y \ <u>page v = v</u> /	

User Login/Job	Job Accounting	Job Accounting (page 9	9-32)	
Accounting	Settings	Job Accounting Access (page 9-33)		
		Print Accounting Report (page 9-44)		
		Total Job Accounting (page 9-43)		
		Each Job Accounting (g	page 9-43)	
		Accounting List (page 9	9-34)	
		Default Setting	Apply Limit (page 9-42)	
			Copy/Printer Count (page 9-42)	
			Default Counter Limit (page 9-42)	
	Unknown ID Job (page	9-46)		
Printer	Emulation (page 8-26)			
	Color Setting (page 8-2	<u>6</u> )		
	EcoPrint (page 8-26)			
	Override A4/Letter (page 8-26)			
	Duplex (page 8-26)  Copies (page 8-26)  Orientation (page 8-26)			
	Wide A4 (page 8-27)			
	Form Feed TimeOut (pa	age 8-27)		
	LF Action (page 8-27)			
	CR Action (page 8-27)			
	Job Name (page 8-27) User Name (page 8-27)			
	MP Tray Priority (page	<u>8-27</u> )		
	Paper Feed Mode (pag	<u>e 8-27</u> )		
	Auto cassette Change (	( <u>page 8-28</u> )		
	Gloss Mode (page 8-28	3)		

System/Network	Network	Host Name (page 8-29)	
		TCP/IP Settings	TCP/IP (page 8-29)
			IPv4 Settings (page 8-29)
			IPv6 Settings (page 8-30)
			Bonjour (page 8-30)
			Protocol Detail (page 8-31)
		WSD Scan (page 8-32)	
		WSD Print (page 8-32)	
		Enhanced WSD (page 8-32)	
		Enhanced WSD (SSL) (page 8-33)	
		IPSec (page 8-33)	
		Secure Protocol	SSL (page 8-33)
			IPP Security (page 8-33)
			HTTP Security (page 8-33)
			SMTP Security (page 8-33)
			POP3 Security (User 1) (page 8-33)
			POP3 Security (User 2) (page 8-33)
			POP3 Security (User 3) (page 8-33)
		LAN Interface (page 8-3	33)
		Ping (page 8-34)	
		Restart Network (page 8	8-34)
		Proxy ( <u>page 8-34</u> )	
	Optional Network	Basic ( <u>page 8-35</u> )	
	Wireless Network	Setup (page 8-35)	
		Basic ( <u>page 8-35</u> )	
	Network Interface (Send) (page 8-36)		
	Interface Block Setting	USB Host (page 8-37)	
		USB Device (page 8-37)	
		USB Storage (page 8-37)	
		Optional Interface 1 (page 8-37)	
		Optional Interface 2 (pa	ge 8-37)

System/Network	Security Level (page 8-37)		
	Restart (page 8-37)		
	RAM Disk Setting (page 8-38)		
	Optional Memory (page 8-38)		
	Data Security (page 8-39)		
	Optional Function (page 11-6)		
Date/Timer/Energy	Date/Time (page 8-40)		
Saver	Date Format (page 8-40)		
	Time Zone (page 8-40)		
	Auto Panel Reset (page 8-40)		
	Panel Reset Timer (page 8-40)		
	Low Power Timer (page 8-40)		
	Sleep Rules (models for Europe) (page 8-41)		
	Sleep Level (models except for Europe) (page 8-41)		
	Sleep Timer (page 8-41)		
	Auto Error Clear (page 8-41)		
	Error Clear Timer (page 8-41)		
	Interrupt Clear Timer (page 8-41)		
	Unusable Time (Refer to FAX System 11 Operation Guide.)		
	Ping Timeout (page 8-41)		
Adjustment/ Maintenance	Quiet Mode Settings	Quiet Mode (page 8-42)	
		Specify for Each Job (page 8-42)	
	Density Adjustment	Copy (page 8-42)	
		Send/Box (page 8-42)	
	Contrast	Copy (page 8-42)	
		Send/Box (page 8-42)	
	Background Density Adj.	Copy (Auto) (page 8-42)	
		Send/Box (Auto) (page 8-42)	
	Auto Color Correction (page 8-42)		
	Correcting Black Line (page 8-42)		
	Display Brightness (page 8-42)		
	Color Registration (page 8-42)		
	Calibration Cycle (page 8-43)		
	Tone Curve Adjustment (page 8-43)		
	Drum Refresh (page 8-43)		
	Calibration (page 8-43)		
	Laser Scanner Cleaning (page 8-43)		
	Service Setting (page 8-43)		

# 1 Legal and Safety Information

Please read this information before using your machine. This chapter provides information on the following topics. Environment 1-3 SAFETY OF LASER BEAM (USA) ....... 1-6 Legal Restriction on Copying/Scanning ...... 1-9 Legal Information 1-10 Resource Saving - Paper ...... 1-16

### **Notice**

### **Safety Conventions in This Guide**

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



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



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

#### **Symbols**

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



... [General warning]



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



... [Warning of prohibited action]



... [Disassembly prohibited]

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



... [Alert of required action]



... [Remove the power plug from the outlet]



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

Please contact your service representative to order a replacement if the safety warnings in this Operation Guide are illegible or if the guide itself is missing (fee required).



#### NOTE

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

#### **Environment**

The service environmental conditions are as follows:

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

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

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

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

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

#### **Precautions for Use**

#### Cautions when handling consumables



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

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

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

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

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

#### Other precautions

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

Store the machine while avoiding exposure to direct sunlight.

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

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

# **Laser Safety (Europe)**

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

This machine is classified as Class 1 laser product under IEC/EN 60825-1:2007.

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

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



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

CLASS 1 LASER PRODUCT
KLASSE 1 LASER PRODUKT

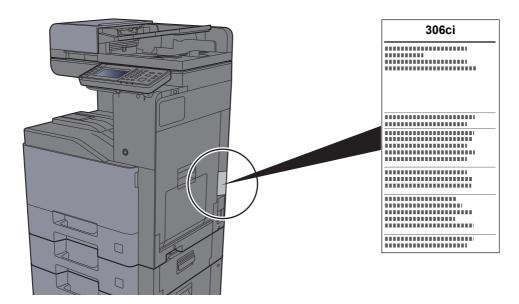
# **SAFETY OF LASER BEAM (USA)**

#### 1. Safety of laser beam

This machine has been certified by the manufacturer to Class 1 level under the radiation performance standards established by the U.S.DHHS (Department of Health and Human Services) in 1968. This indicates that the product is safe to use during normal operation and maintenance. The laser optical system, enclosed in a protective housing and sealed within the external covers, never permits the laser beam to escape.

#### 2. The CDRH Act

A laser-product-related act was implemented on Aug. 2, 1976, by the Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration (FDA). This act prohibits the sale of laser products in the U.S. without certification, and applies to laser products manufactured after Aug. 1, 1976. The label shown below indicates compliance with the CDRH regulations and must be attached to laser products marketed in the United States. On this machine, the label is on the right.



#### 3. Optical unit

When checking the optical unit, avoid direct exposure to the laser beam, which is invisible. Shown at below is the label located on the cover of the optical unit.



#### 4. Maintenance

For safety of the service personnel, follow the maintenance instructions in the other section of this manual.

#### 5. Safety switch

The power to the laser unit is cut off when the front cover is opened.

# **Safety Instructions Regarding the Disconnection of Power**

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

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

# **Compliance and Conformity**

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules.

These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- · Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.
- The use of a non-shielded interface cable with the referenced device is prohibited.

CAUTION — The changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

This device complies with Part 15 of FCC Rules.

Operation is subject to the following two conditions; (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

This device complies with Industry Canada licence-exempt RSS standard(s). Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

The antenna(s) used for this transmitter must be installed to provide a separation distance of at least 20 cm from all persons and must not be co-located or operating in conjunction with any other transmitter.

1059B-2R6A0881 is the module's certification number.

\* The above statements are valid only in the United States of America and Canada.

NOTE — Use shielded interface cables.

# Radio Tag Technology

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

# Other precautions (for users in California, the United States)

Perchlorate Material - special handling may apply. See www.dtsc.ca.gov/hazardouswaste/perchlorate.

# **Warranty (the United States and Canada)**

# 306ci COLOR MULTIFUNCTIONAL PRODUCT LIMITED WARRANTY

KYOCERA Document Solutions America, Inc. and KYOCERA Document Solutions Canada, Ltd. (both referred to as "KYOCERA") warrant the Customer's new Color Multifunctional Product (referred to as "MFP"), and the new accessories installed with the initial installation of the MFP, against any defects in material and workmanship for a period of one year, or 200,000 copies/prints from date of installation, whichever first occurs. In the event the MFP or an accessory is found to be defective within the warranty period, KYOCERA's only obligation and the Customer's exclusive remedy shall be replacement of any defective parts. KYOCERA shall have no obligation to furnish labor.

This warranty covers Maintenance Kits and the components of Maintenance Kits included with the original MFP for a period of one year or 200,000 copies/prints, whichever first occurs. Maintenance Kits consist of the developing unit, the drum unit, the transfer belt, and the fixing unit. Replacement Maintenance Kits have a 90 day Limited Warranty.

This warranty is valid only for the original retail purchaser (referred to as the "Customer") of a new KYOCERA MFP in the United States of America or Canada, based upon the country of purchase.

In order to obtain performance of this warranty, the Customer must immediately notify the Authorized KYOCERA Dealer from whom the product was purchased. If the KYOCERA Dealer is not able to provide service, write to KYOCERA at the address below for the name and address of the Authorized KYOCERA Dealer in your area, or check KYOCERA's website at <a href="https://www.kyoceradocumentsolutions.com">www.kyoceradocumentsolutions.com</a> for KYOCERA Document Solutions Canada, Ltd.

This warranty does not cover MFPs or accessories which: (a) have become damaged due to operator negligence, misuse, accidents, improper storage or unusual physical or electrical stress,

(b) have used parts or supplies which are not genuine KYOCERA brand parts or supplies, (c) have been installed or serviced by a technician not employed by KYOCERA or an Authorized KYOCERA Dealer, or (d) have had the serial number modified, altered, or removed.

This warranty gives the Customer specific legal rights. The Customer may also have other rights, which vary from state to state, or province to province. Neither the seller, nor any other person, is authorized to extend the time period or expand this warranty on behalf of KYOCERA.

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**KYOCERA Document Solutions America, Inc.** 

225 Sand Road, Fairfield, New Jersey 07004-0008, USA **KYOCERA Document Solutions Canada, Ltd.** 

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- · Paper money
- · Bank note
- Securities
- Stamp
- Passport
- · Certificate

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

#### **EN ISO 7779**

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

# **EK1-ITB 2000**

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# **Energy Saving Control Function**

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

#### **Low Power Mode**

The device automatically enters Low Power Mode when 3 minutes have passed since the device was last used. The amount of time of no activity that must pass before Low Power Mode is activated may be lengthened.

**▶** Low Power Mode (page 2-26)

#### Sleep

The device automatically enters Sleep when 20 minutes (models for Europe), or 30 minutes (models except for Europe) have passed since the device was last used. The amount of time of no activity that must pass before Sleep is activated may be lengthened.

→ Sleep (page 2-26)

#### **Auto Power Off (models for Europe)**

The device automatically turns its power off after the preset time has passed since the device was last used, when the device is not connected to any computers.

#### **Automatic 2-Sided Print Function**

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

<u>Duplex (page 6-27)</u>

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

# **Resource Saving - Paper**

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

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

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

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

# **Environmental benefits of "Power Management"**

To reduce power consumption when idle, this machine is equipped with a power management function that automatically activates energy-saving mode when the machine is idle for a certain period of time. Although it takes the machine a slight amount of time to return to READY mode when in energy-saving mode, a significant reduction in energy consumption is possible. It is recommended that the machine be used with the activation time for energy-saving mode set to the default setting.

# **Energy Star (ENERGY STAR®) Program**



We have determined as a participating company in the International Energy Star Program that this product is compliant with the standards laid out in the International Energy Star Program.

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

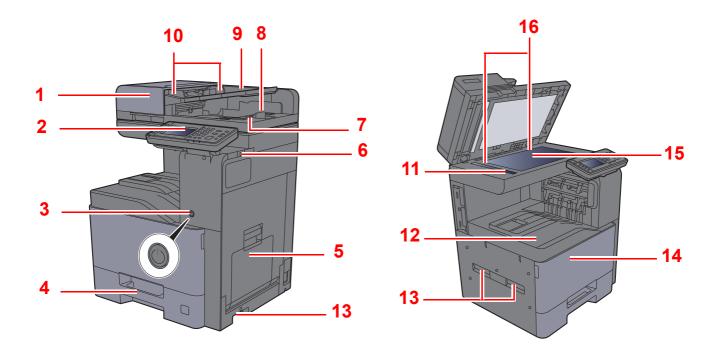
# 2 Installing and Setting up the Machine

This chapter provides information for the administrator of this machine, such as part names, cable connection, and software installation.

Part Names (Machine Exterior)	2-2
Part Names (Connectors/Interior)	
Part Names (With Optional Equipments	
Attached)	2-5
Connecting the Machine and Other	
Devices	
Connecting Cables	
Connecting LAN Cable	
Connecting USB Cable	
Connecting the Power Cable	
Power On/Off	
Power On	
Power Off	
Using the Operation Panel	
Operation Panel Keys	2-10
Adjusting the Operation	
Panel Angle	
Touch Panel	
Home Screen	
Display for Device Information	
Functions key	2-17
Display of Keys That Cannot	
Be Set	2-18
Enter key and Quick No.	
Search key	
Help Screen	
Login/Logout	
Login	
Logout	
Default Settings of the Machine	
Setting Date and Time	2-23
Network Setup (LAN Cable	
Connection)	
Energy Saver function	
Low Power Mode	
Sleep	
Auto Sleep	
Sleep Rules (models for Europe)	2-27
Sleep Level (Energy Saver and	
Quick Recovery) (models except for	
Europe)	
Quick Setup Wizard	2-28

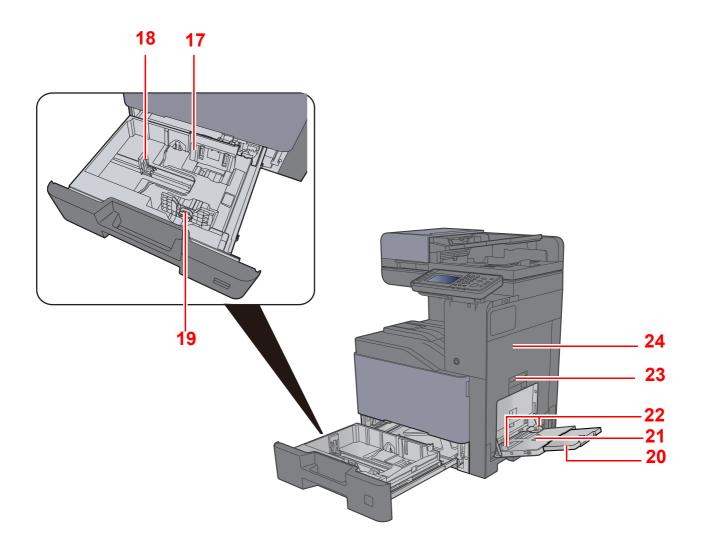
Installing Software	2-30
Software on DVD (Windows)	
Installing Software in Windows	
Uninstalling the Software	
Installing Software	
in Mac Čomputer	2-38
Setting TWAIN Driver	
Setting WIA Driver	
Checking the Counter	
Additional Preparations for	
the Administrator	2-44
Sending Documents to a PC	2-44
Strengthening the Security	2-44
Command Center RX	
Accessing Command	
Center RX	2-47
Changing Security Settings	2-48
Changing Device Information	2-50
E-mail Settings	
Registering Destinations	2-56
Creating a New Custom Box	2-57
Printing a document stored in a Custo	
Box	2-58
Transferring Data from Our Other	
Products	
Migrating the Address Book	2-60

# **Part Names (Machine Exterior)**



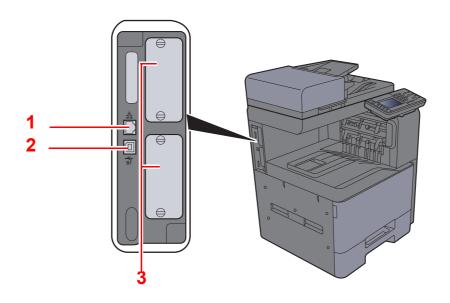
- 1 Document Processor
- 2 Operation Panel
- 3 Power Switch
- 4 Cassette 1
- 5 Multi Purpose Tray
- 6 USB Memory Slot
- 7 Original Eject Table
- 8 Original Stopper

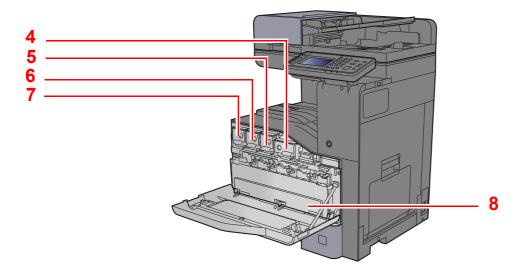
- 9 Original Table
- 10 Original Width Guides
- 11 Slit Glass
- 12 Inner Tray
- 13 Handles
- 14 Front Cover
- 15 Platen
- 16 Original Size Indicator Plates



- 17 Paper Width Guide
- 18 Paper Length Guide
- 19 Paper Width Adjusting Tab
- 20 Support Tray Section of the Multi Purpose Tray
- 21 Multi Purpose Tray
- 22 Paper Width Guide
- 23 Right Cover 1 Lever
- 24 Right Cover 1

# **Part Names (Connectors/Interior)**

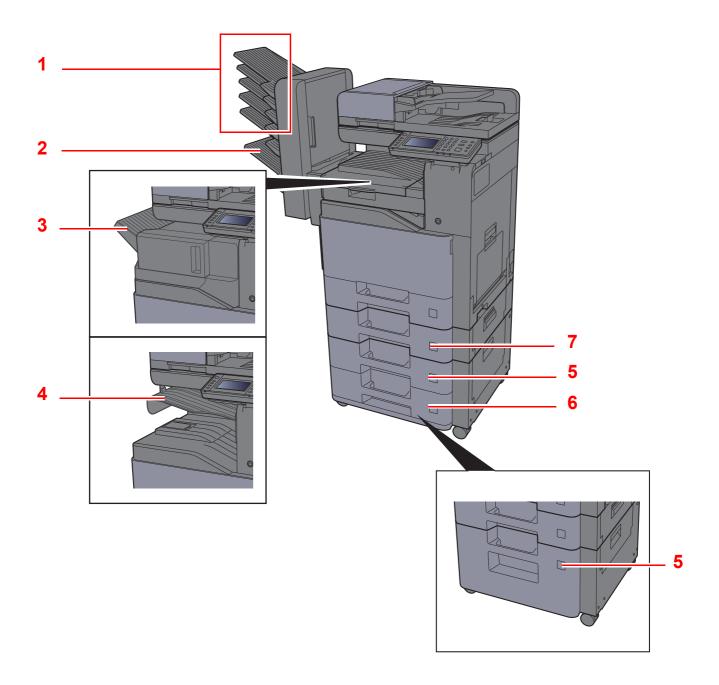




- 1 Network Interface Connector
- 2 USB Interface Connector
- 3 Option Interface Slot
- 4 Toner Container (Black)

- 5 Toner Container (Magenta)
- 6 Toner Container (Cyan)
- 7 Toner Container (Yellow)
- 8 Waste Toner Box

# Part Names (With Optional Equipments Attached)



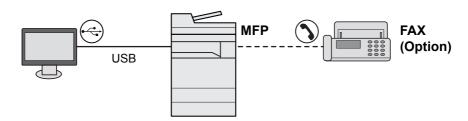
- 1 Tray 1 to 5 (tray 1 is the top tray)
- 2 Tray A
- 3 Finisher Tray
- 4 Job Separator Tray

- 5 Cassette 3
- 6 Cassette 4
- 7 Cassette 2
- → Optional Equipment (page 11-2)

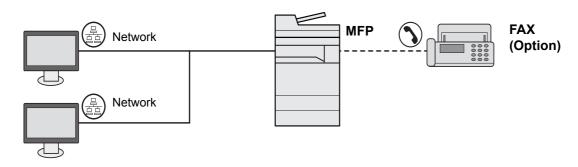
# **Connecting the Machine and Other Devices**

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

#### When Connecting the Machine to the PC via USB



#### When Connecting the Machine to the PC on the Network



#### NOTE

If you are using the machine with the optional wireless interface kit attached, you do not need to connect the LAN cable. To use a wireless LAN, it is necessary to change the default settings for the machine using the System Menu.

Optional Network (page 8-35)

#### Cables that Can Be Used

Connection Environment	Function	Necessary Cable
Connect a LAN cable to the machine.	Printer/Scanner/Network FAX*1	LAN cable (10BASE-T, 100BASE-TX, 1000BASE-T)
Connect a USB cable to the machine.	Printer/Scanner (TWAIN/WIA)	USB2.0 compatible cable (Hi-Speed USB compliant, Max. 5.0 m)

<sup>\*1</sup> Only on products with the fax function installed.

# **Connecting Cables**

# **Connecting LAN Cable**

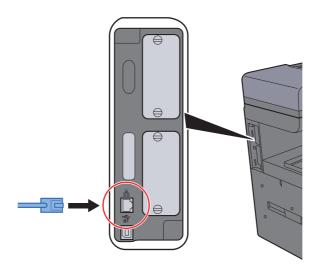
**⊘** IMPORTANT

If the power is on, turn the power switch off.

→ Power Off (page 2-9)

#### Connect the cable to the machine.

1 Connect the LAN cable to the network interface connector.



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

#### Power on the machine and configure the network.

Network Setup (LAN Cable Connection) (page 2-24)

# **Connecting USB Cable**

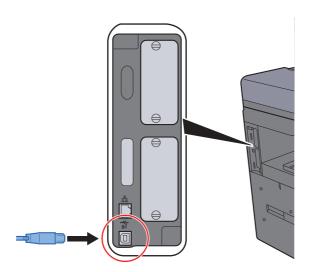
**◯** IMPORTANT

If the power is on, turn the power switch off.

→ Power Off (page 2-9)

#### Connect the cable to the machine.

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



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

#### Power on the machine.

# **Connecting the Power Cable**

#### Connect the cable to the machine.

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

#### **◯** IMPORTANT

Only use the power cable that comes with the machine.

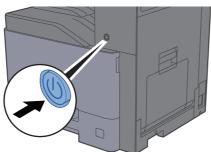


When connecting the power cord to this machine, the touch panel may be displayed momentarily.

### **Power On/Off**

#### **Power On**

#### Turn the power switch on.



#### 

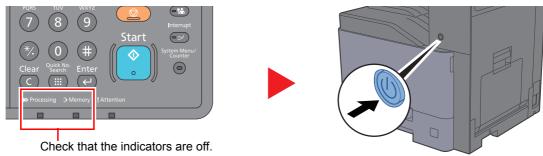
When turning off the power switch, do not turn on the power switch again immediately. Wait more than 5 seconds, and then turn on the power switch.

#### **Power Off**

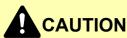
#### **⊘** IMPORTANT

When the [Processing] indicator or [Memory] indicator is lit up or blinked, the machine is operating. Turning off the power switch while the machine is operating may cause it to malfunction.

#### Turn the power switch off.



In case of not using the machine for an extended period of time...



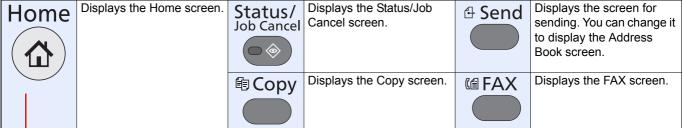
If this machine will be left unused for an extended period (e.g. overnight), turn it off at the power switch. If the machine will not be used for an even longer period of time (e.g. vacation), remove the power plug from the outlet as a safety precaution.

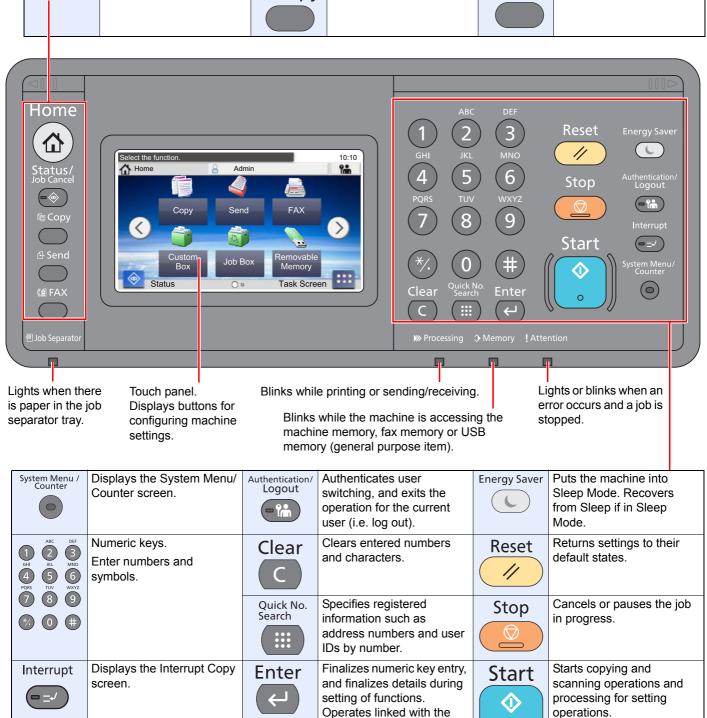
# **⊘** IMPORTANT

If using the products equipped with the fax function, note that turning the machine off at the power switch disables fax transmission and reception. Remove paper from the cassettes and seal it in the paper storage bag to protect it from humidity.

# **Using the Operation Panel**

# **Operation Panel Keys**



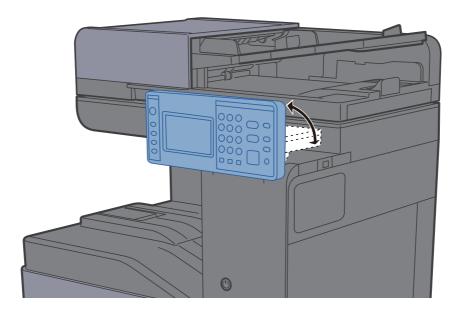


on-screen [OK].

0

# **Adjusting the Operation Panel Angle**

The angle of the operation panel can be adjusted.



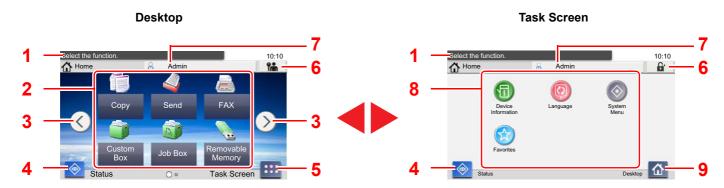
# **Touch Panel**

#### **Home Screen**

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

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

→ Editing the Home Screen (page 2-13)



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

No.	Item	Description		
1	Message	Displays the message depending on the status.		
2	Desktop	Displays the function icon. Registered function to favorites are also displayed. Icons that are not displayed on the first page will appear by changing the page.		
3	Screen-switching keys	Use these buttons to switch between desktop pages.		
		NOTE		
		You can also switch views by touching the screen and moving the finger sideways (i.e. swiping).		
		Select the function.  Home  Admin  Send  FAX  Copy  Address  Box  Polling B  Creen  2		
4	[Status]	Displays the Status screen. If an error occurs, the icon will show "!". Once the error clears, the display will return to normal.		
5	[Task Screen]	Displays the Task Screen.		
6	[Logout]	Logs out the current user. This is displayed when user login administration is enabled.		
7	Login User Name	Displays the logged-in user name. This is displayed when user login administration is enabled. Selecting "Login User Name" will display the information of the logged-in user.		
8	Task Screen	Displays the task icons.		
9	[Desktop]	Displays the Desktop.		

#### **Editing the Home Screen**

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

#### Display the screen.

1 [System Menu/Counter] key > [Home]

#### **NOTE**

If the user authentication screen appears, enter your login user name and login password and select [Login]. For this, you need to login with administrator privileges. The factory default login user name and login password are set as shown below.

3000 **Login User Name: Login Password:** 3000

#### Configure the settings.

The available settings are shown below.

Item	Description		
Customize Desktop	Specify the function icons to display on the desktop.*1		
	Select [ + ] to display the screen for selecting the function to display. Select the function to display and [ <b>OK</b> ].		
	Select an icon and [ <b>Previous</b> ] or [ <b>After</b> ] to change the display position of the selected icon on the Desktop.		
	To delete an icon from desktop, select the desired one and select [ 🛅 ].		
Customize Task Screen	Specify the task icons to display on the task screen.*2		
Wallpaper	Configure the wallpaper of the Home screen.  Value: Images 1 to 8		

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

<sup>\*2 4</sup> task icons can be displayed.

#### **Available Functions to Display on Desktop**

Function	Icon	Description	Reference page
Copy*1	To the second se	Displays the Copy screen.	page 5-18
Send <sup>*1</sup>		Displays the Send screen.	page 5-20
FAX*2	Description of the second	Displays the FAX screen.	Refer to FAX System 11 Operation Guide.
Custom Box*3		Displays the Custom Box screen.	page 5-41
Job Box*1		Displays the Job Box screen.	page 4-10
Removable Memory <sup>*1</sup>		Displays the Removable Memory screen.	page 5-48
Sub Address Box <sup>*2</sup>		Displays the Sub Address Box screen.	Refer to FAX System 11 Operation Guide.
Polling Box*2	(भूगा)	Displays the Polling Box screen.	Refer to FAX System 11 Operation Guide.
Send to Me (E-mail)*4		Displays the Send screen. The E-mail address of the logged-in user is set as the destination.	page 5-33
Favorites		Calls up the registered favorite. The icon will change according to the function of the favorite.	page 5-8
Application Name <sup>*5</sup>	Q	Displays the selected applications.	page 5-13

<sup>\*1</sup> Selected at the time of shipment from factory.

<sup>\*2</sup> Displayed only on products with the fax function installed.

<sup>\*3</sup> Displayed when the optional SSD is installed.

<sup>\*4</sup> Displayed when user login administration is enabled.

<sup>\*5</sup> The icon of the application appears.

#### **Available Functions to Display on Task Screen**

Function	Icon	Description	Reference page
Device Information	1	Displays the Device Information screen. Check the system and network information. You can also check information on the options that are used.	page 2-16
Language	0	Displays the Language setting screen in System Menu.	page 8-5
System Menu	<b>③</b>	Displays the System Menu screen.	page 8-3
Favorites		Displays the favorite list screen.	<u>page 5-8</u>

# **Display for Device Information**

Shows device information. Allows you to check system and network information, as well as options that are used.

- 1 [Home] key > [Task Screen] > [Device Information]
- 2 Check the device information.

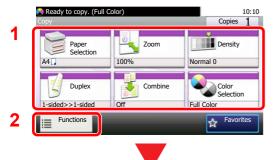
Device information

Tab	Description
Identification/Network	You can check ID information such as the model name, serial number, host name and location, and the IP address.
FAX*1	You can check the local fax number, local fax name, local fax ID and other fax information.
Software Ver./Capability	You can check the software version and performance.
Option	You can check information on the options that are used.

<sup>\*1</sup> Displayed only on products with the fax function installed.

# **Functions key**

This screen appears when the Functions icon is selected.



1 Display functions.

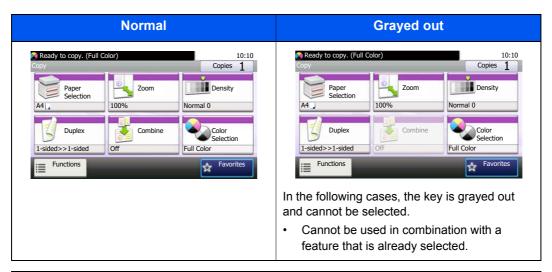
3

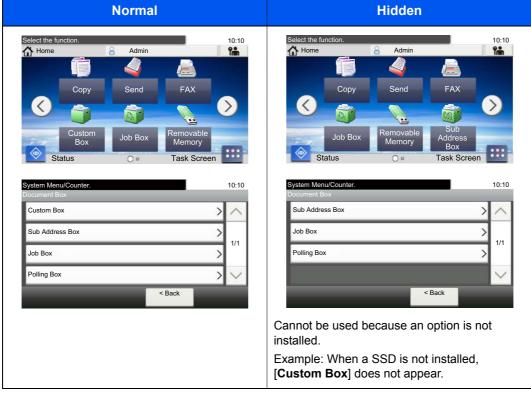
- 2 Select [Functions] to display other functions.
- 3 Select [ ] or [ ] to scroll up and down.



# **Display of Keys That Cannot Be Set**

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





#### NOTE

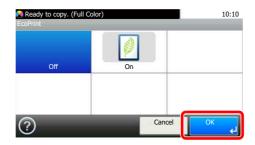
If a key that you wish to use is grayed out, the settings of the previous user may still be in effect. In this case, select the [Reset] key and try again.

# **Enter key and Quick No. Search key**

This section explains how to use the [Enter] key and [Quick No. Search] key on the operation panel.

#### Using the [Enter] key ( ← )

The [Enter] key has the same function as the key with the Enter mark ( $\leftarrow$ ), such as the [OK  $\leftarrow$ ] key and the [Close  $\leftarrow$ ].



#### Using the [Quick No. Search] key ( iiii)

The [Quick No. Search] key is used when using the numeric keys to directly enter the number, for example, when specifying the destination for the transmission using a speed-dial number.

For more information on speed dialing, refer to the following:

Specifying Destination (page 5-35)



# **Help Screen**

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

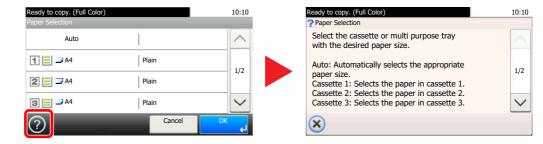
When the [?] (help) is displayed on the touch panel, you can select it to display the Help screen. The Help screen shows explanations of functions and how to use them.

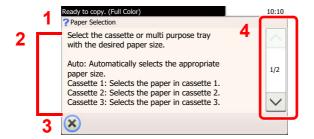
Example: Checking the paper selection Help screen

#### Display the Paper Selection screen.

→ Paper Selection (page 6-10)

2





- 1 Help titles
- 2 Displays information about functions and machine operation.
- 3 Closes the Help screen and returns to the original screen.
- 4 Scrolls up and down when the help text cannot be displayed in its entirety on a single screen.

# Login/Logout

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

NOTE

The factory default login user name and login password are set as shown below.

Login User Name: 3000 Login Password: 3000

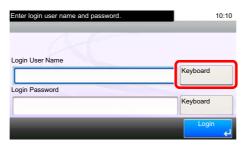
You will be unable to login if you forget your login user name or login password. In this event, login with administrator privileges and change your login user name or login password.

### Login

#### **Normal login**

#### Enter the login user name and login password to login.

1 If this screen is displayed during operations, select [Keyboard] to enter the login user name.



- ◆ Character Entry Method (page 11-8)
- 2 [Password] > Enter the login password > [OK]

NOTE

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

### 2 Select [Login].

### Simple Login



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



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

Simple Login Settings (page 9-25)

# Logout



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

Users are automatically logged out in the following circumstances:

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

# **Default Settings of the Machine**

Before using this machine, configure such settings as date and time, network configuration, and energy saving functions as needed. The Machine Setup Wizard is launched when the equipment is turned on for the first time after being installed. Also, configure the following settings if necessary.

#### NOTE

The default settings of the machine can be changed in System Menu. For settings that are configurable from System Menu, refer to the following:

➤ Setup and Registration (System Menu) (page 8-1)

# **Setting Date and Time**

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

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

#### NOTE

- · To make changes after this initial configuration, refer to the following:
- ▶ Date/Timer/Energy Saver (page 8-40)
- The correct time can be periodically set by obtaining the time from the network time server.
- **Command Center RX User Guide**

### Display the screen.

[System Menu/Counter] key > [Date/Timer/Energy Saver]

### Configure the settings.

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

Item	Description
Time Zone	Set the time difference from GMT. Choose the nearest listed location from the list. If you select a region that utilizes summer time, configure settings for summer time.
Date/Time	Set the date and time for the location where you use the machine. If you perform Send as E-mail, the date and time set here will be displayed on the header.
	Value: Year (2000 to 2037), Month (1 to 12), Day (1 to 31), Hour (00 to 23), Minute (00 to 59), Second (00 to 59)
Date Format	Select the display format of year, month, and date. The year is displayed in Western notation.  Value: Month/Day/Year, Day/Month/Year, Year/Month/Day

# **Network Setup (LAN Cable Connection)**

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

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

For other network settings, refer to the following:

Network (page 8-29)



#### NOTE

If user login administration is enabled, you can only change the settings by logging in with administrator privileges. If user login administration is disabled, the user authentication screen appears. Enter a login user name and password, and select [Login].

The factory default login user name and login password are set as shown below.

Login User Name: 3000 Login Password: 3000

#### TCP/IP Settings

#### **IPv4** setting

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

The default settings are "TCP/IP: On, DHCP: On, Auto-IP: On".



#### **NOTE**

Ask your network administrator for the IP address in advance, and have it ready when you configure this setting. In the following cases, set the IP address of DNS server on the Command Center RX.

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

Setting the IP Address of the DNS Server, refer to the following:

Command Center RX User Guide

# Display the screen.

[System Menu/Counter] key > [System/Network] > "Network" > "TCP/IP Setting"

# Configure the settings.

[IPv4 Settings]

Set the following.

When using DHCP server

[DHCP]: Set to [On].

When setting the static IP address

[DHCP]: Set to [Off].

[IP Address]: Enter the address.

[Subnet Mask]: Enter the subnet mask in decimal representation (0 to 255).

[**Default Gateway**]: Enter the address.

When using the Auto-IP, enter "0.0.0.0" in [IP Address].



#### **IMPORTANT**

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

Restart Network (page 8-34)

#### Wireless Network Settings

When the optional Wireless Network Interface Kit is installed on the machine and the connection settings are configured, it is possible to print in a wireless network (wireless LAN) environment. The following is an introduction to the settings for connecting using the Quick Setup.

To connect to a wireless access point, Quick Setup has the following four methods. Select a desired method.

→ Setup (page 8-35)

#### **Available Network**

Displays access points to which the machine can connect. Select a desired access point from the list.

#### **Push Button**

If the access point supports the push button method, wireless settings can be configured using the push button. This setting executes push button, and the connection is started by pressing the push button on the access point.



#### **NOTE**

The push button method supports only the WPS.

#### **PIN Code Method (Device)**

Starts connection at both sides using the PIN code which has been generated at the machine. In addition, the same PIN code should be entered into the access point previously.

#### **PIN Code Method (Terminal)**

Starts connection at both sides using the PIN code which has been generated at the access point. In addition, the same PIN code should be entered into the machine previously.

# **Energy Saver function**

If a certain period of time elapses after the machine is last used, the machine automatically enters Low Power Mode to reduce power consumption. If a further period of time elapses without the machine being used, the machine automatically enters sleep mode, which minimizes power consumption. If the machine is not used while in sleep mode, the power automatically turns off.

### **Low Power Mode**

If the machine is not operated for a certain period of time, the energy saver indicator will light up and the screen will become dark to reduce power consumption. This status is referred to as Low Power Mode. "Low power." will be displayed on the screen.

The default preset time is 3 minute.

If print data is received during Low Power Mode, the machine automatically wakes up and starts printing. Also when fax data arrives while the machine is in Low Power Mode, the machine automatically wakes up and starts printing.

To resume, perform one of the following actions.

- Press the touch panel or any key on the operation panel.
- · Open the document processor.
- Place originals in the document processor.

The machine will be ready to operate within 10 seconds.

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

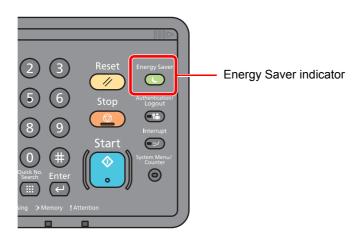


#### NOTE

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

# Sleep

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



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

Also when fax data arrives while the machine is in Sleep, the machine automatically wakes up and starts printing.

To resume, perform the following actions.

· Select the [Energy Saver] key.

The machine will be ready to operate within 17.6 seconds.

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

# **Auto Sleep**

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

The default preset time is 20 minutes (models for Europe) or 30 minutes (models except for Europe).

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

Quick Setup Wizard (page 2-28)



**NOTE** 

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

# Sleep Rules (models for Europe)

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

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

Sleep Rules (models for Europe) (page 8-41)

# Sleep Level (Energy Saver and Quick Recovery) (models except for Europe)

For sleep level, you can toggle between the following two modes: Energy Saver mode and Quick Recovery mode. The default setting is Energy Saver mode.

Energy Saver mode reduces power consumption even more than Quick Recovery mode, and allows Sleep Mode to be set separately for each function. The ID card cannot be recognized.



NOTE

If the optional Network Interface Kit is installed, Energy Saver cannot be specified.

To resume, select the [Energy Saver] key on the operation panel. If print data is received during Sleep, the machine automatically wakes up and starts printing.

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

Quick Setup Wizard (page 2-28)

# **Quick Setup Wizard**

For FAX functions, paper settings, Energy Saver functions and network settings, the following settings can be configured in a wizard-style screen.

FAX Setup <sup>*1</sup>	Configures basic fax settings.		
	1. Dialing/RX Mode	Dialing Mode <sup>*2</sup>	
		Reception Mode	
		Auto (DRD)*3	
	2. Local FAX Info.	Local FAX Name	
		Local FAX Number	
		Local FAX ID	
		ТТІ	
	3. Sound	Speaker Volume	
		Monitor Volume	
		Job Finish Buzzer	
	4. Rings	Normal*4	
		Answering Machine*4	
		FAX/TEL Switch*4	
	5. Output	Paper Output*5	
	6. Redial	Retry Times	
Energy Saver Setup	Configures sleep mode and low power mode.		
	1. Sleep Mode	Sleep Timer	
		Sleep Level (models except for Europe)	
	2. Low Power Mode	Low Power Timer	
Network Setup	Configures network settings.		
	1. Network	Obtain IP Address	
		IP Address <sup>*6</sup>	
		Subnet Mask*6	
		Default Gateway*6	

- \*1 FAX functions are available only on products with the fax function installed.
- \*2 Inch version only.
- \*3 DRD reception mode is available for some countries.
- \*4 This setting does not appear in some regions.
- \*5 Displayed only when the optional Job Separator and mailbox are installed.
- \*6 Not displayed when "Obtain IP Address" is set to [Auto (DHCP)].

# NOTE

If the user authentication screen appears, enter your login user name and login password and select [**Login**]. For this, you need to login with administrator privileges. The factory default login user name and login password are set as shown below.

Login User Name: 3000 Login Password: 3000

# Display the screen.

[System Menu/Counter] key > [Quick Setup Wizard]

### Select a function.

### Configure the settings.

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

NOTE

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

→ Help Screen (page 2-20)

Control	Description
End	Exits the wizard. Settings configured so far are applied.
Previous	Returns to the previous item.
Skip	Advances to the next item without setting the current item.
Next	Advances to the next screen.
Back	Returns to the previous screen.
Complete	Register the settings and exit the wizard.

# **Installing Software**

Install appropriate software on your PC from the included DVD (Product Library) if you want to use the printer function of this machine or perform TWAIN / WIA transmission or Network FAX transmission from your PC.

# **Software on DVD (Windows)**

You can use either [Express Install] or [Custom Install] can be selected for the installation method. [Express Install] is the standard installation method. To install components that cannot be installed by [Express Install], use [Custom Install].

For details on Custom Installation, refer to the following:

#### Custom Install (page 2-34)

Software	Description	Express Install
KX DRIVER	This driver enables files on a computer to be printed by the machine.  Multiple page description languages (PCL XL, KPDL, etc.) are supported by a single driver. This printer driver allows you to take full advantage of the features of the machine.	0
	Use this driver to create PDF files.	
KX XPS DRIVER	This printer driver supports the XPS (XML Paper Specification) format developed by Microsoft Corporation.	-
KPDL mini-driver/PCL mini- driver	This is a Microsoft MiniDriver that supports PCL and KPDL. There are some restrictions on the machine features and option features that can be used with this driver.	-
FAX Driver	This makes it possible to send a document created in a computer software application as a fax via the machine.	-
Kyocera TWAIN Driver	This driver enables scanning on the machine using a TWAIN-compliant software application.	0
Kyocera WIA Driver	WIA (Windows Imaging Acquisition) is a function of Windows that enables reciprocal communication between an imaging device such as a scanner and an image processing software application. An image can be acquired using a WIA-compliant software application, which is convenient when a TWAIN-compliant software application is not installed in the computer.	-
KYOCERA Net Viewer	This is a utility that enables monitoring of the machine on the network.	-
Status Monitor	This is a utility that monitors the printer status and provides an ongoing reporting function.	0
File Management Utility	This makes it possible to send and save a scanned document to a specified network folder.	-
KYOCERA Net Direct Print	This makes it possible to print a PDF file without starting Adobe Acrobat/ Reader.	-
FONTS	These are display fonts that enable the machine's built-in fonts to be used in a software application.	0

# NOTE

- · Installation on Windows must be done by a user logged on with administrator privileges.
- The optional FAX Kit is required in order to make use of fax functionality.
- · WIA Driver and KX XPS DRIVER cannot be installed on Windows XP.

# **Installing Software in Windows**

#### **Express Install**

The following procedure is an example for installing the software in Windows 7 using [Express Install].

For details on Custom Installation, refer to the following:

Custom Install (page 2-34)

### Insert the DVD.



### NOTE

- Installation on Windows must be done by a user logged on with administrator privileges.
- If the "Welcome to the Found New Hardware Wizard" dialog box displays, select [Cancel].
- If the autorun screen is displayed, click [Run setup.exe].
- If the user account management window appears, click [Yes] ([Allow]).

### Display the screen.



- Click [View License Agreement] and read the License Agreement.
- 2 Click [Accept].

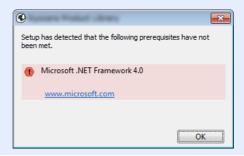
### Install using [Express Install].



You can also select [**Use host name for port name**] and set to use the host name of the standard TCP/IP port. (A USB connection cannot be used.)

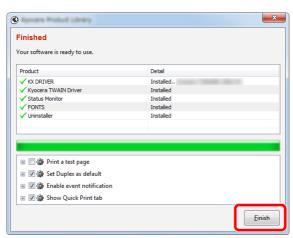
# NOTE

- The machine cannot be detected unless it is on. If the computer fails to detect the machine, verify that it is connected to the computer via a network or USB cable and that it is turned on and click C (Refresh).
- If the Windows security window appears, click [Install this driver software anyway].
- To install Status Monitor, it is necessary to install Microsoft .NET Framework 4.0 beforehand.





#### Finish the installation.



When "Your software is ready to use" appears, you can use the software. To print a test page, click the "Print a test page" checkbox and select the machine.

Click [Finish] to exit the wizard.



When you have selected [Device settings] in Windows XP, the dialog box for device setting will appear after [Finish] is clicked. Configure the settings for options installed on the machine. Device settings can be configured after the installation is completed.

#### Printer Driver User Guide

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

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

Setting TWAIN Driver (page 2-40)

#### **Custom Install**

The following procedure is an example for installing the software in Windows 7 using [Custom Install].

#### Insert the DVD.



# NOTE

- Installation on Windows must be done by a user logged on with administrator privileges.
- If the "Welcome to the Found New Hardware Wizard" dialog box displays, select [Cancel].
- If the autorun screen is displayed, click [Run setup.exe].
- If the user account management window appears, click [Yes] ([Allow]).

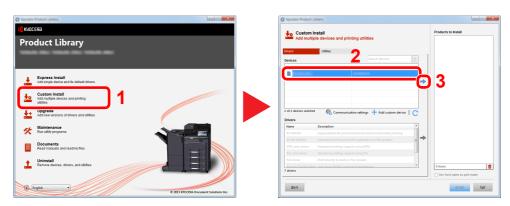
### Display the screen.



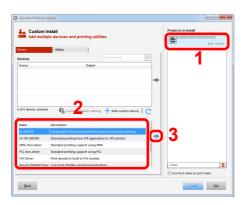
- 1 Click [View License Agreement] and read the License Agreement.
- 2 Click [Accept].

# 3 Install using [Custom Install].

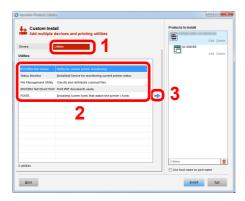
Select the device to be installed.



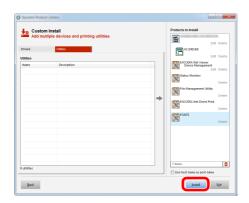
2 Select the driver to be installed.



3 Select the utility to be installed.

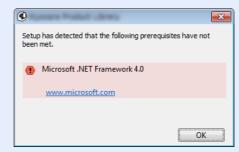


4 Click [Install].



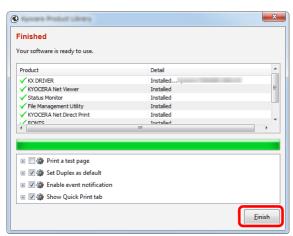
# NOTE

 To install Status Monitor, it is necessary to install Microsoft .NET Framework 4.0 beforehand.





#### Finish the installation.



When "Your software is ready to use" appears, you can use the software. To print a test page, click the "Print a test page" checkbox and select the machine.

Click [Finish] to exit the wizard.



#### NOTE

When you have selected [Device settings] in Windows XP, the dialog box for device setting will appear after [Finish] is clicked. Configure the settings for options installed on the machine. Device settings can be configured after the installation is completed.

#### Printer Driver User Guide

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

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

→ Setting TWAIN Driver (page 2-40)

# **Uninstalling the Software**

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



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

### Display the screen.

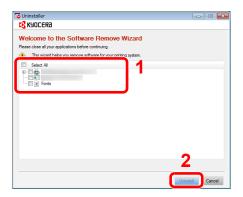
Click [Start] button on the Windows and then select [All Programs], [Kyocera], and [Uninstall Kyocera Product Library] to display the Uninstall Wizard.



In Windows 8, click [Search] in charms, and enter "Uninstall Kyocera Product Library" in the search box. Select [Uninstall Kyocera Product Library] in the search list.

### Uninstall the software.

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



# Finish uninstalling.

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

# NOTE

- The software can also be uninstalled using the Product Library.
- In the Product Library screen, click [Uninstall], and follow the on-screen instructions to uninstall the software.

# **Installing Software in Mac Computer**

The machine's printer functionality can be used by a Mac computer.

### **NOTE**

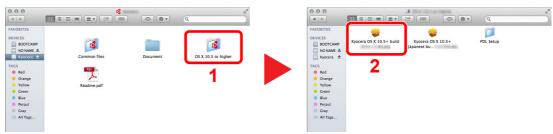
- Installation on Mac OS must be done by a user logged on with administrator privileges.
- When printing from a Macintosh computer, set the machine's emulation to [KPDL] or [KPDL(Auto)].
- → Printer (page 8-26)
- If connecting by Bonjour, enable Bonjour in the machine's network settings.
- Bonjour (page 8-30)
- In the Authenticate screen, enter the name and password used to log in to the operating system.

### Insert the DVD.



Double-click the [Kyocera] icon.

### Display the screen.



Double-click [Kyocera OS X x.x] depending on your Mac OS version.

# 3 Install the Printer Driver.



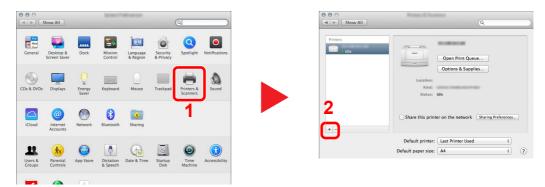
Install the printer driver as directed by the instructions in the installation software.

This completes the printer driver installation.

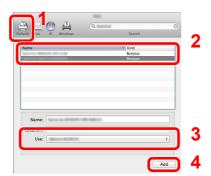
If a USB connection is used, the machine is automatically recognized and connected. If an IP connection is used, the settings below are required.

### Configure the printer.

1 Open System Preferences and add the printer.



2 Select [Default] and click the item that appears in "Name".



3 Select the driver in "Use".

### **NOTE**

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

**3** Select the options available for the machine.



4 The selected machine is added.



# **Setting TWAIN Driver**

Register this machine to the TWAIN Driver. Instructions are based on interface elements as they appear in Windows 7.

### Display the screen.

1 Select [Start] button on the Windows, [All Programs], [Kyocera] and then [TWAIN Driver Setting]. TWAIN Driver screen appears.



In Windows 8, click [Search] in charms, and enter "TWAIN Driver Setting" in the search box. Select [TWAIN Driver Setting] in the search list.

2 Click [Add].



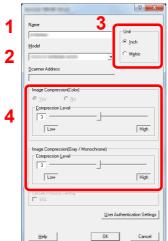
## Configure TWAIN Driver.





- 1 Enter the machine name.
- 2 Select this machine from the list.
- 3 Enter the machine's IP address or host name.
- 4 Set units of measurement.
- 5 When using SSL, select the checkbox beside SSL.





- 1 Enter the machine name.
- 2 Select this machine from the list.
- 3 Set units of measurement.
- 4 Set the Compression Level.



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

# **3** Finish registering.





Click [Delete] to delete the added machine. Click [Edit] to change names.

# **Setting WIA Driver**

Register this machine to the WIA Driver. Instructions are based on interface elements as they appear in Windows 7.

### Display the screen.

1 Click [Start] button on the Windows and enter [Scanner] in [Program and File Search]. Click [View scanners and cameras] in the search list then the Scanners and Cameras screen appears.



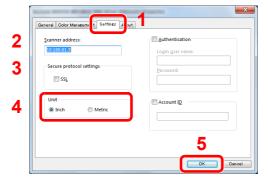
In Windows 8, click [Search] in charms, and enter "View scanners and cameras" in the search box. Select [View scanners and cameras] in the search list then the Scanners and Cameras screen appears.

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



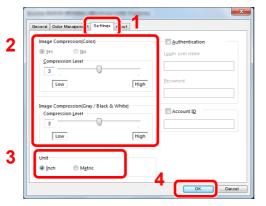
# Configure WIA Driver.

(Network)



- 1 Click the [Settings] tab.
- 2 Enter the machine IP addresses or host name.
- 3 When using SSL, select the checkbox beside SSL.
- 4 Set units of measurement.
- 5 Click [OK].

(USB)



- Click the [Settings] tab.
- 2 Set the Compression Level.
- 3 Set units of measurement.
- 4 Click [OK].

# **Checking the Counter**

Check the number of sheets printed and scanned.

- Display the screen.

  [System Menu/Counter] key > [Counter]
- Check the counter.

# **Additional Preparations for the Administrator**

In addition to the information provided in this chapter, the administrator of this machine should check the following, and configure the settings as needed.

# Sending Documents to a PC

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

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

▶ Preparation for Sending a Document to a Shared Folder in a PC (page 3-12)

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

You can send a scanned original image as an E-mail attachment.

► E-mail Settings (page 2-52)

# **Strengthening the Security**

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

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

→ User Authentication and Accounting (User Login, Job Accounting) (page 9-1)

I want to	Function	Reference page	
Restrict the users of the machine.	User Login	page 9-2	
	Auto Panel Reset	page 8-40	
	ID Card Settings <sup>*1</sup>	page 9-28	
Restrict the basic functions that can be used.	Local Authorization	page 9-16	
	Group Authorization Set.	page 9-17	
Prevent another user from handling the documents stored in the machine.	Custom Box*2	page 5-43	
Prevent the data stored in the machine from	Data Overwrite*3	Refer to the <b>Data</b>	
being leaked.	Encryption*3	Security Kit (E) Operation Guide.	
	PDF Encryption Functions	page 6-34	
Completely delete the data on the machine before disposing of the machine.	Data Sanitization	page 8-39	

<sup>\*1</sup> The optional Card Authentication Kit is required.

<sup>\*2</sup> The optional SSD is required.

<sup>\*3</sup> The optional Data Security Kit is required.

I want to	Function	Reference page
Protect the transmission from interception and wiretapping.	IPP over SSL	page 8-31
	HTTPS	page 8-31
	LDAP Security	Refer to the Command Center RX User Guide.
	SMTP Security	page 8-33
	POP3 Security	page 8-33
	FTP Encrypted TX	page 6-37
	Enhanced WSD (SSL)	page 8-33
	IPSec	page 8-33
	SNMPv3	page 8-31

# **Command Center RX**

If the machine is connected to the network, you can configure various settings using Command Center RX.

This section explains how to access Command Center RX, and how to change security settings and the host name.

#### Command Center RX User Guide



#### NOTE

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

**Login User Name: Admin Login Password: Admin** 

Settings that the administrator and general users can configure in Command Center RX are as follows.

Setting	Description	Administ- rator	General User
Device Information	The machine's structure can be checked.	0	0
Job Status	Displays all device information, including print and scan jobs, storing jobs, scheduled jobs, and job log history.	0	0
Document Box	Add or delete document boxes, or delete documents within a document box.	0	O*1
Address Book	Create, edit, or delete addresses and address groups.	0	○*1
Device Settings	Configure the advanced settings of the machine.	0	-
Function Settings	Configure the advanced function settings.	0	-
Network Settings	Configure the network advanced settings.	0	-
Security Settings	Configure the security advanced settings.	0	-
Management Settings	Configure the advanced management settings.	0	-

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



### **NOTE**

Here, information on the FAX settings has been omitted.

▶ FAX System 11 Operation Guide

# **Accessing Command Center RX**

### Display the screen.

Launch your Web browser.

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

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

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

Examples: https://192.168.48.21/ (for IP address)

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



The web page displays basic information about the machine and Command Center RX as well as their current status.

# NOTE

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

#### Command Center RX User Guide

You can also continue the operation without configuring the certificate.

# Configure the function.

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

# NOTE

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

Login User Name: Admin Login Password: Admin

# **Changing Security Settings**

This section explains how to change the security settings.

### Display the screen.

- 1 Launch your Web browser.
- 2 In the address or location bar, enter the machine's IP address or the host name.
  Click in the following order to check the machine's IP address and the host name.
  - $[\textbf{Device Information}] \ \text{in the home screen} > [\textbf{Identification/Network}]$
- 3 Log in with administrator privileges.



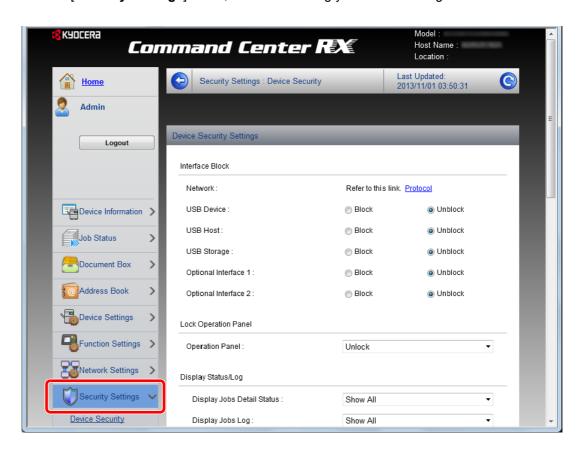
The factory default setting for the default user with administrator privileges is shown below. (Upper case and lower case letters are distinguished (case sensitive).)

Login User Name: Admin Login Password: Admin

4 Click [Security Settings].

### Configure the Security Settings.

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





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

Command Center RX User Guide

# **Changing Device Information**

Change the device information of the machine.

### Display the screen.

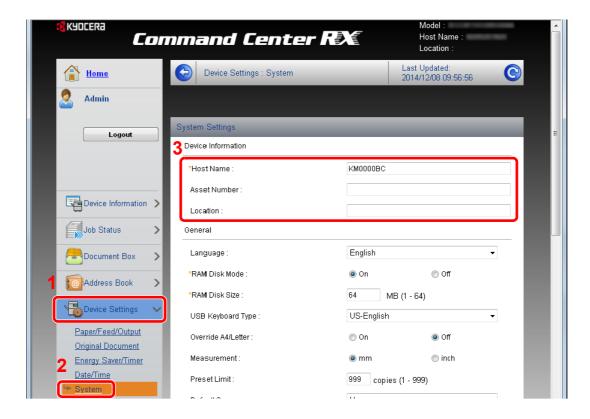
- 1 Launch your Web browser.
- 2 In the address or location bar, enter the machine's IP address or the host name.
  Click in the following order to check the machine's IP address and the host name.
  [Device Information] in the home screen > [Identification/Network]
- 3 Log in with administrator privileges.



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

Login User Name: Admin Login Password: Admin

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



# 2 Specify the host name.

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



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

To restart the network interface card, click [Reset] in the [Management Settings] menu, and then click [Restart Network] in "Restart".

# **E-mail Settings**

By configuring the SMTP settings, it is possible to send the images scanned by the machine as E-mail attachments and to send E-mail notices when jobs have been completed.

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

In addition, configure the following.

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

The procedure for specifying the SMTP settings is explained below.

### Display the screen.

Display the SMTP Protocol screen.

- 1 Launch your Web browser.
- 2 In the address or location bar, enter the machine's IP address or the host name. Click in the following order to check the machine's IP address and the host name.

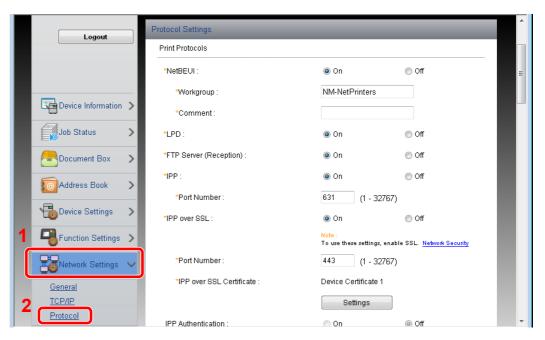
[Device Information] in the home screen > [Identification/Network]

3 Log in with administrator privileges.



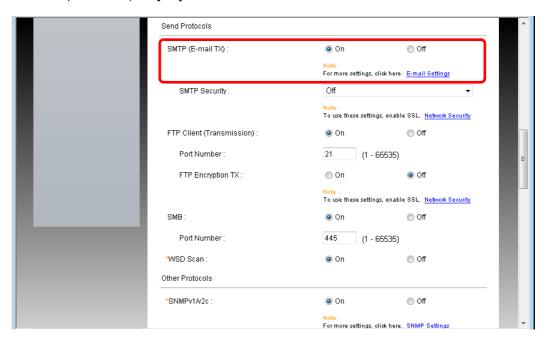
The factory default setting for the default user with administrator privileges is shown below. (Upper case and lower case letters are distinguished (case sensitive).)

Login User Name: Admin Login Password: Admin 4 From the [Network Settings] menu, click [Protocol].



### Configure the settings.

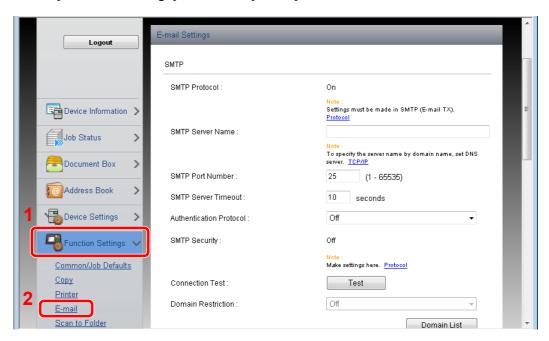
Set "SMTP (E-mail TX)" to [On] in the "Send Protocols".



# 3 Display the screen.

Display the E-mail Settings screen.

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



### Configure the settings.

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

Setting		Description	
SMTP		Set to send e-mail from the machine.	
	SMTP Protocol	Displays the SMTP protocol settings. Check that "SMTP Protocol" is set to [ <b>On</b> ]. If [ <b>Off</b> ] is set, click [ <b>Protocol</b> ] and set the SMTP protocol to [ <b>On</b> ].	
	SMTP Server Name*1	Enter the host name or IP address of the SMTP server.	
	SMTP Port Number	Specify the port number to be used for SMTP. The default port number is 25.	
	SMTP Server Timeout	Set the amount of time to wait before time-out in seconds.	
	Authentication Protocol	To use SMTP authentication, enter the user information for authentication.	
	SMTP Security	Set SMTP security.	
		Turn on "SMTP Security" in "SMTP (E-mail TX)" on the [Protocol Settings] page.	
	Connection Test	Tests to confirm that the settings are correct.	
	Domain Restriction	To restrict the domains, click the [ <b>Domain List</b> ] and enter the domain names of addresses to be allowed or rejected. Restriction can also be specified by e-mail address.	
POP3	POP3 Protocol	You don't need to set the following items when you only enable the	
	Check Interval	function of sending e-mail from the machine. Set the following items if you want to enable the function of receiving e-mail on the	
	Run once now	machine.	
	Domain Restriction	Command Center RX User Guide	
	POP3 User Settings		
E-mail Send Settings	E-mail Size Limit	Enter the maximum size of E-mail that can be sent in kilobytes. When E-mail size is greater than this value, an error message appears and E-mail sending is cancelled. Use this setting if you have set E-mail Size Limit for SMTP server. If not, enter a value of 0 (zero) to enable E-mail sending regardless of the size limit.	
	Sender Address*1	Specify the sender address for when the machine sends E-mails, such as the machine administrator, so that a reply or non-delivery report will go to a person rather than to the machine. The sender address must be entered correctly for SMTP authentication. The maximum length of the sender address is 128 characters.	
	Signature	Enter the signature. The signature is free form text that will appear at the end of the E-mail body. It is often used for further identification of the machine. The maximum length of the signature is 512 characters.	
	Function Defaults	Change the function default settings in [Common/Job Default Settings] page.	

<sup>\*1</sup> Be sure to enter the items.

# 5 Click [Submit].

# **Registering Destinations**

You can register destinations to the machine's Address Book, from Command Center RX.

### Display the screen.

- 1 Launch your Web browser.
- 2 In the address or location bar, enter the machine's IP address or the host name.

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

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

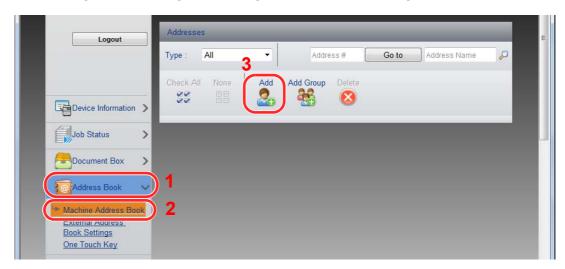
3 Log in with administrator privileges.

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



Login User Name: Admin Login Password: Admin

4 From the [Address Book] menu, click [Machine Address Book].



5 Click [Add].

# Populate the fields.

1 Enter the destination information.

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

- Registering Destinations in the Address Book (page 3-22)
- 2 Click [Submit].

# **Creating a New Custom Box**

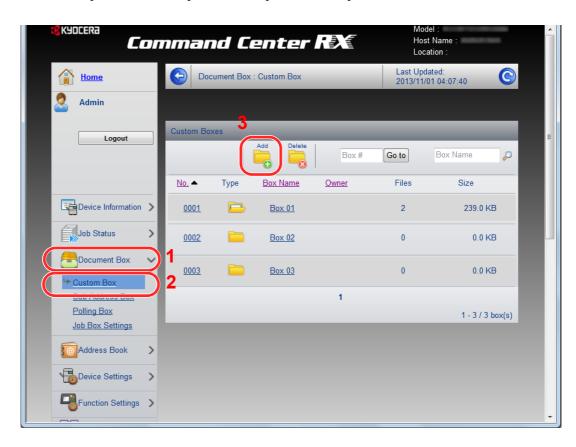
You can register a custom box from Command Center RX.

**NOTE** 

To use Custom Box, an optional SSD must be installed in the machine.

### Display the screen.

- 1 Launch your Web browser.
- 2 In the address or location bar, enter the machine's IP address or the host name.
  Click in the following order to check the machine's IP address and the host name.
  [Device Information] in the home screen > [Identification/Network]
- 3 From the [Document Box] menu, click [Custom Box].



4 Click [Add].

# **2** Configure the Custom Box.

1 Enter the box details.

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

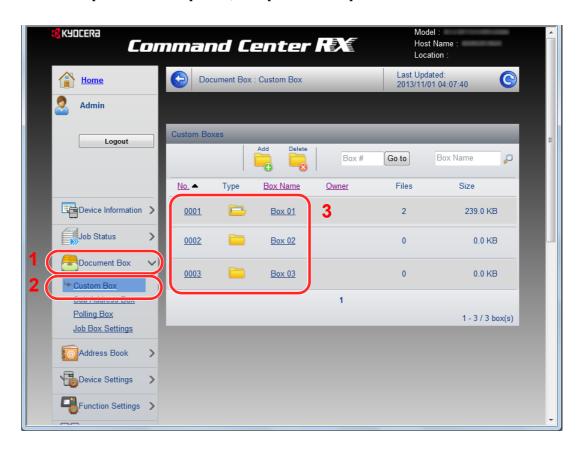
- Command Center RX User Guide
- 2 Click [Submit].

## **Printing a document stored in a Custom Box**

A document stored in a Custom Box can be printed from Command Center RX.

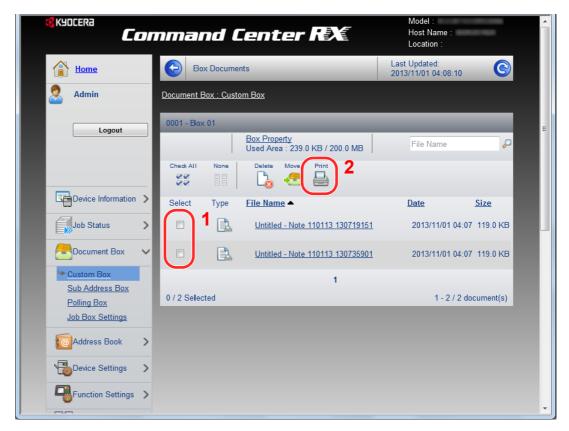
## Display the screen.

- 1 Launch your Web browser.
- 2 In the address or location bar, enter the machine's IP address or the host name.
  Click in the following order to check the machine's IP address and the host name.
  [Device Information] in the home screen > [Identification/Network]
- 3 From the [Document Box] menu, click [Custom Box].



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

## Print the document.



- Select the document you wish to print.
   Select the checkbox of the document to be printed.
- 2 Click [Print].
- 3 Configure settings for printing, click [Print].

## **Transferring Data from Our Other Products**

By using the machine's utility, you can smoothly migrate address books when the machine is to be replaced.

This section explains how to transfer data between our products.

## **Migrating the Address Book**

The Address Book registered on the machine can be backed up or migrated using the KYOCERA Net Viewer on the included DVD.

For details on operating the KYOCERA Net Viewer, refer to the following:

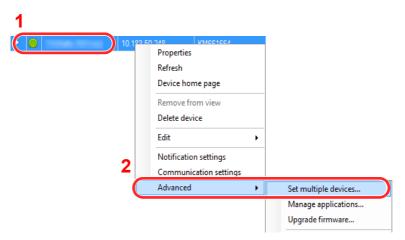
KYOCERA Net Viewer User Guide

## **Backing Up Address Book Data to PC**

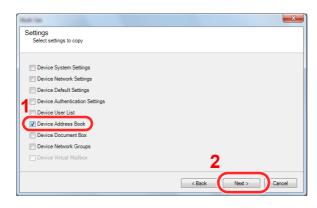
## Launch the KYOCERA Net Viewer.

## Create a backup.

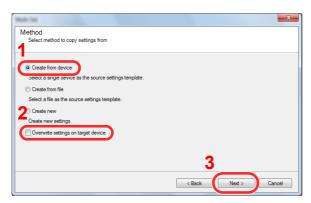
1 Right-click on the model name from which you want to back up the Address Book, and select [Advanced] - [Set multiple devices].



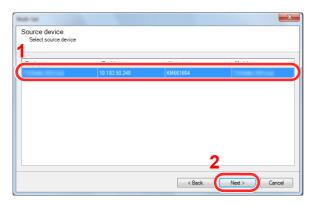
- 2 Click [Next].
- 3 Select [Device Address Book] and click [Next].



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



5 Select the model you want to back up, and click [Next].



## **NOTE**

If the "Admin Login" screen appears, enter the "Admin Login" and "Login Password", and then click [**OK**]. The default settings are as follows (Upper case and lower case letters are distinguished (case sensitive)).

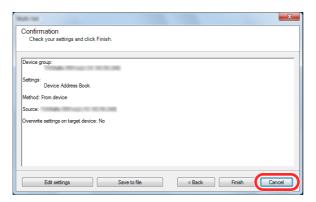
Login User Name: Admin Login Password: Admin

6 Click on [Save to file].



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

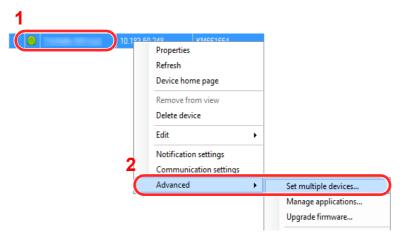
8 After saving the file, always click [Cancel] to close the screen.



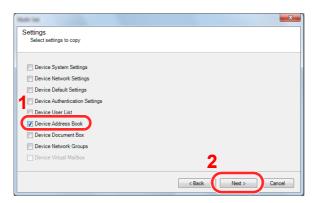
Please note that selecting [Finish] will write the data to the machine's Address Book.

## Writing Address Book Data to the Machine

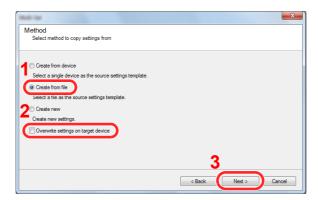
- Launch the KYOCERA Net Viewer.
- Load the Address Book data.
  - 1 Right-click on the model name to which you want to transfer the Address Book, and select [Advanced] [Set multiple devices].



- 2 Click [Next].
- 3 Select [Device Address Book] and click [Next].

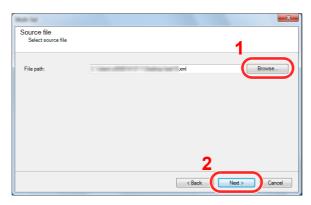


4 Select [Create from file] and remove the checkmark from [Overwrite settings on target device], and then click [Next].

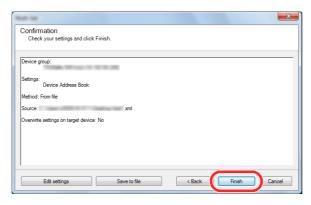


Selecting the [Overwrite settings on target device] checkbox will overwrite the machine's Address Book from entry No.1.

5 Click [Browse] and select the backup Address Book file, and then click [Next].



6 Click [Finish].



The write process of the Address Book data starts.

7 Once the write process is complete, click [Close].

# 3 Preparation before Use

This chapter explains the following operations.

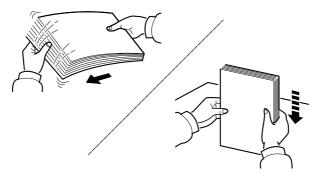
Loading Paper	3-2
Precaution for Loading Paper	3-2
Selecting the Paper Feeder Units	3-3
Loading in the Cassettes	3-4
Loading in the Large Capacity Feeder	
Paper Stopper	3-10
Envelope Stack Guide	
Stack Level Adjuster	3-11
Preparation for Sending a Document to a Shared Folder in a PC	
Making a note of the computer name and full computer name	3-12
Making a note of the user name and domain name	3-13
Creating a Shared Folder, Making a Note of a Shared Folder	3-14
Configuring Windows Firewall	
Registering Destinations in the Address Book	3-22
Adding a Destination (Address Book)	
Adding a Destination on One Touch Key (One Touch Key)	3-27

## **Loading Paper**

Load paper in the cassettes.

## **Precaution for Loading Paper**

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



Fan the paper, then tap it on a level surface.

In addition, note the following points.

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



#### *⋈ W W*

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



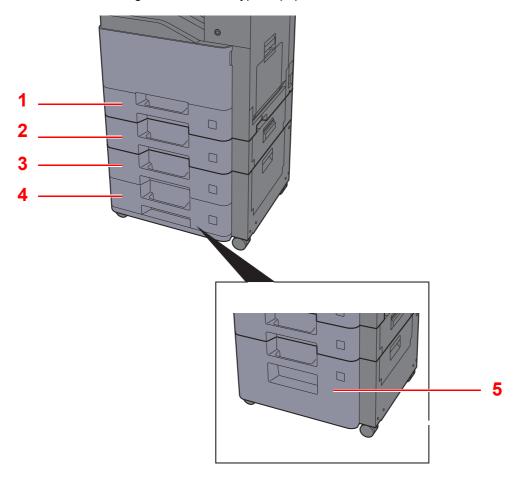
## **NOTE**

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

→ Paper (page 11-11)

## **Selecting the Paper Feeder Units**

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



No.	Name	Paper Size	Paper Type	Capacity	Page
1	Cassette 1	A4, B5, A5, A6, B6, Legal, Oficio II, Letter, Executive, Statement, Folio, 16K, 216mm×340mm, Envelope Monarch, Envelope #10, Envelope DL, Envelope C5, Envelope #9, Envelope #6-3/4, B5(ISO), YOUKEI2, YOUKEI4, Custom	Plain, Preprinted, Bond, Recycled,	500 sheets (80 g/m <sup>2</sup> )	page 3-4
2	Cassette 2		Vellum, Rough, Letterhead, Color, Prepunched, Thick, High Quality, Envelope*1, Custom 1 to 8	(80 9/111 )	
3	Cassette 3				
4	Cassette 4				
5	Cassette 3			2,000 sheets (80 g/m <sup>2</sup> )	page 3-8

<sup>\*1</sup> Cannot be used for the optional Large Capacity Feeder (2,000-sheet).

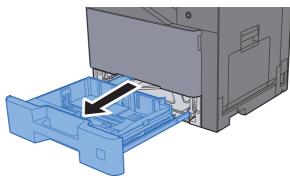
## NOTE

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

## **Loading in the Cassettes**

Load paper in the cassettes. The procedures here represent the cassette 1.

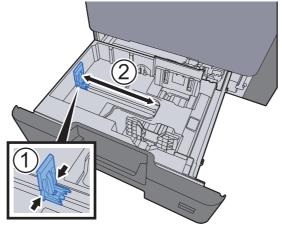
Pull the cassette completely out of the machine.



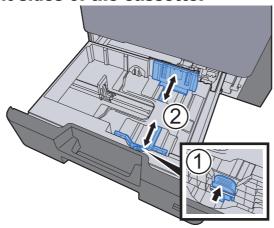
NOTE

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

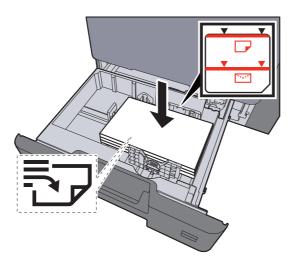
Adjust the paper length guide to the paper size required.



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

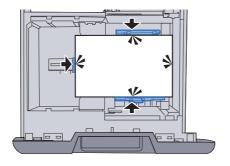


## Load paper.

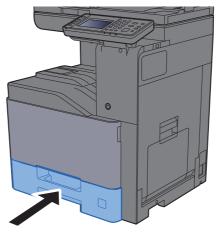


## **◯** IMPORTANT

- · Load the paper with the print side facing up.
- After removing new paper from its packaging, fan the paper before loading it in the cassettes.
- <u>▶ Loading in the Cassettes (page 3-4)</u>
- Before loading the paper, be sure that it is not curled or folded. Paper that is curled or folded may cause paper jams.
- Ensure that the loaded paper does not exceed the level indicator (see illustration above).
- If paper is loaded without adjusting the paper length guide and paper width guide, the paper may skew or become jammed.
- Be sure that the paper length and width guides rest securely against the paper. If there is a gap, readjust the guides to fit the paper.



## Gently push the cassette back in.



## Display the screen.

[System Menu/Counter] key > [Cassette/MP Tray Settings]

#### Configure the function. 8

Select the paper size and paper type

→ Cassette 1 (to 4) (page 8-8)

## **NOTE**

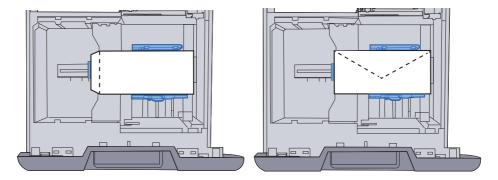
- If the size label is required, please contact your dealer or our sales and service representative.
- Paper size can be automatically detected and selected, refer to the following:
- Paper Selection (page 6-10) Cassette 1 (to 4) (page 8-8)

#### When you load envelopes in the Cassettes

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

## Load the envelope with the print side facing up.

Example: When printing the address.



### **◯** IMPORTANT

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

## **NOTE**

Approximately 50 envelopes can be loaded.

## Display the screen.

[System Menu/Counter] key > [Cassette/MP Tray Settings]>"Cassette 1"[Next]

## Configure the function.

Select the paper size and type of envelope.

## Set by using the printer driver on the PC.

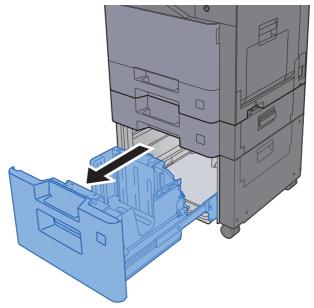
Select the paper size and type of envelope using the printer driver on the PC.

→ Printing on Standard Sized Paper (page 4-4) Printing on Non-standard Sized Paper (page 4-6)

## **Loading in the Large Capacity Feeder**

Load paper in the large capacity feeder.

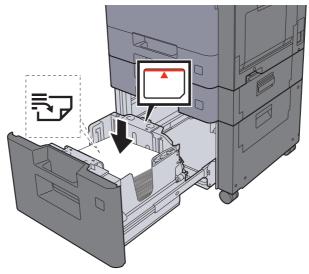
## Pull the cassette completely out of the machine.



#### **NOTE**

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

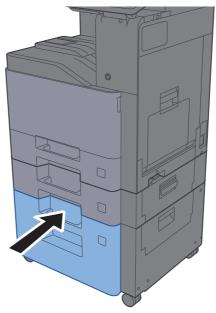
## Load paper.



## **IMPORTANT**

- · Load the paper with the print side facing up.
- After removing new paper from its packaging, fan the paper before loading it in the cassettes.
- ▶ Loading in the Cassettes (page 3-4)
- Before loading the paper, be sure that it is not curled or folded. Paper that is curled or folded may cause paper jams.
- Ensure that the loaded paper does not exceed the level indicator (see illustration above).

## Gently push the cassette back in.



Display the screen.

[System Menu/Counter] key > [Cassette/MP Tray Settings]

Select a function.

Select [Cassette 3].

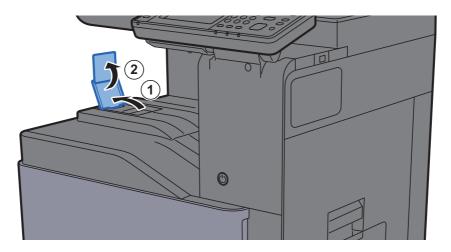
6 Configure the function.

Select the paper type

→ Cassette 1 (to 4) (page 8-8)

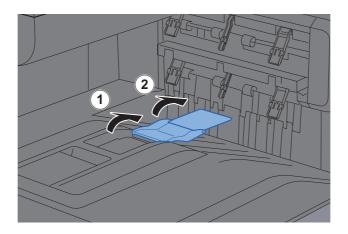
## **Paper Stopper**

When using paper large than A4/Letter, open the paper stopper shown in the figure.



## **Envelope Stack Guide**

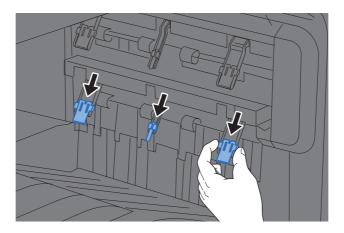
To use an envelope, open the Envelope Stack Guide as shown below.



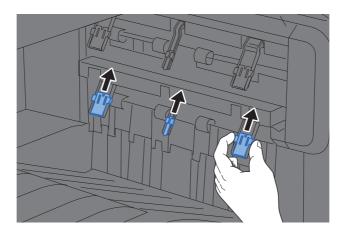
## **Stack Level Adjuster**

If output paper curls noticeably, extend the Stack Level Adjuster as shown.

## **Extending the Stack Level Adjuster**



## **Restoring the Stack Level Adjuster**





When using the Job Separator for output, you can if needed extend the Stack Level Adjuster on the Job Separator.

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

Check the information that needs to be set on the machine and create a folder to receive the document on your computer. Screens of Windows 7 are used in the following explanation. The details of the screens will vary in other versions of Windows.



#### NOTE

Log on to Windows with administrator privileges.

## Making a note of the computer name and full computer name

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

## Display the screen.

From [Start] button on the Windows, select [Computer] and then [System Properties].



In Windows XP, right-click [My Computer] and select [Properties]. The [System Properties] dialog box appears. Click the [Computer Name] tab in the window that appears.

In Windows 8, select the desktop in the Start screen, right-click [Computer] from [Libraries], and then select [Properties].

In Windows 8.1, select the desktop in the Start screen, right-click [PC] from the desktop [Explorer] and select [Properties]. Or, right-click the Window icon and select [System].

## Check the computer name.



Check the computer name and full computer name.

#### Screen example:

Computer name: PC001

Full computer name: PC001.abcdnet.com

#### Windows XP:

If the full computer name does not have a dot (.), the full computer name and the computer name are the same.

If the full computer name has a dot (.), the text string in front of the dot (.) in the full computer name is the computer name.

Example: PC001.abcdnet.com

PC001 is the computer name

PC001.abcdnet.com is the full computer name

After checking the computer name, click the [Close] button to close the "System Properties" screen.

In Windows XP, after checking the computer name, click the [Cancel] button to close the "System Properties" screen.

## Making a note of the user name and domain name

Check the domain name and user name for logging onto Windows.

## Display the screen.

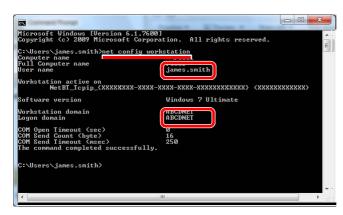
From [Start] button on the Windows, select [All Programs] (or [Programs]), [Accessories] and then [Command Prompt].

In Windows 8, display [Apps] on [Search] in charms on the Start screen, and select [Command Prompt].

The Command Prompt window appears.

## Check the domain name and user name.

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



Check the user name and domain name.

Screen example:

User Name: james.smith Domain Name: ABCDNET

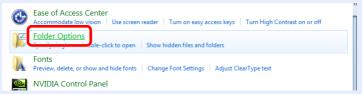
## Creating a Shared Folder, Making a Note of a Shared Folder

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



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

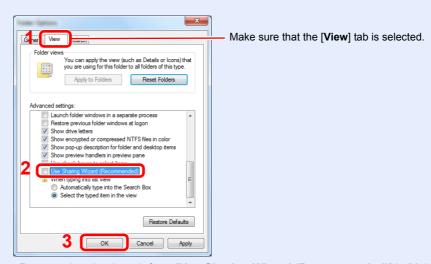
1 From [Start] button on the Windows, select [Control Panel], [Appearance and Personalization], and then [Folder Options].



In Windows XP, click [My Computer] and select [Folder Options] in [Tools].

In Windows 8, select [Settings] in charms on Desktop, and select [Control Panel], [Appearance and Personalization], and then [Folder Options].

2



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

In Windows XP, click the [View] tab and remove the checkmark from [Use Simple File Sharing (Recommended)] in "Advanced settings".

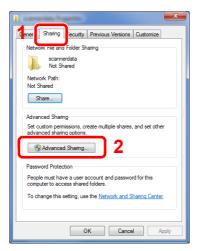
## Create a folder.

1 Create a folder on your computer.

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



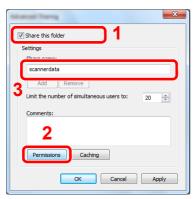
2 Right-click the "scannerdata" folder and click [Share] and [Advanced sharing]. Click the [Advanced Sharing] button.



In Windows XP, right-click the "scannerdata" folder and select [Sharing and Security] (or [Sharing]).

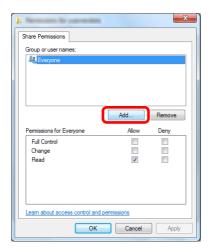
## Configure permission settings.

1 Select the [Share this folder] checkbox and click the [Permissions] button.

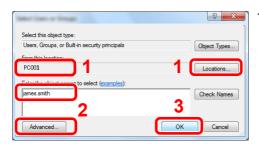


In Windows XP, select [Share this folder] and click the [Permissions] button.

- 2 Make a note of the [Share name].
- 3 Click the [Add] button.



4 Specify the location.



If the computer name that you made a note of on page is the same as the domain name: If the computer name is not shown in "From this location", click the [Locations] button, select the computer name, and click the [OK] button.

Example: PC001

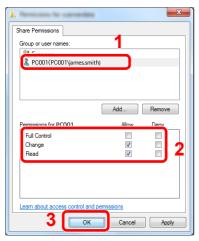
If the computer name that you made a note of on page is not the same as the domain name: If the text after the first dot (.) in the full computer name that you made a note of does not appear in "From this location", click the [Locations] button, select the text after the dot (.), and click the [OK] button.

Example: abcdnet.com

2 Enter the user name that you made a note of on page in the text box, and click the [OK] button.

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

5 Set the access permission for the user selected.



- 1 Select the user you entered.
- 2 Select the [Allow] checkbox of the "Change" and "Read" permissions
- 3 Press [**OK**].

In Windows XP, go to step 6.

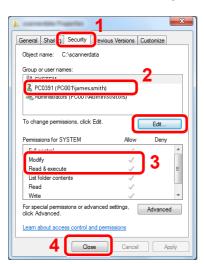


## **NOTE**

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

6 Click the [OK] button in the "Advanced Sharing" screen to close the screen.

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



- 1 Select the [Security] tab.
- 2 Select the user you entered. If the user does not appear on "Group or user names", click [Edit] button to add user in a similar way of "configuration of permission settings".
- 3 Make sure that checkmarks appear on [Allow] checkbox for the "Modify" and "Read & execute" permissions.
- 4 Click the [Close] button.

In Windows XP, make sure that checkmarks appear on [Allow] checkbox for the "Modify" and "Read & execute" permissions, and click the [OK] button.

## **Configuring Windows Firewall**

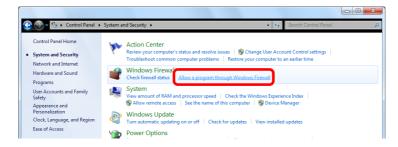
Permit sharing of files and printers and set the port used for SMB transmission.



Log on to Windows with administrator privileges.

## Check file and printer sharing.

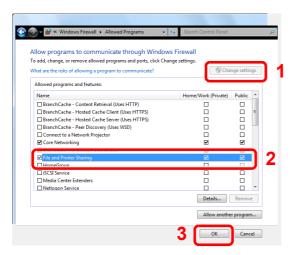
1 From [Start] button on the Windows, select [Control Panel], [System and Security], and [Allow a program through Windows Firewall].



NOTE

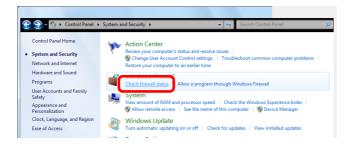
If the User Account Control dialog box appears, click the [Continue] button.

Select the [File and Printer Sharing] checkbox.



## 2 Add a port.

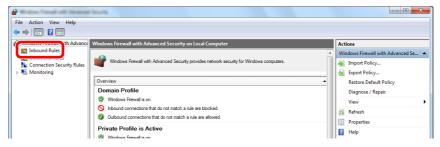
1 From [Start] button on the Windows, select [Control Panel], [System and Security], and [Check firewall status].



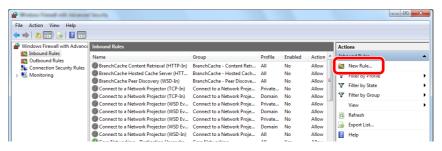
2 Select [Advanced settings].



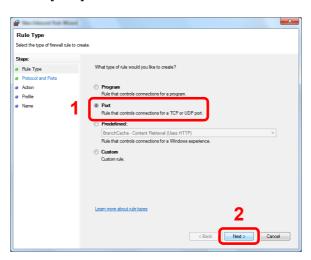
3 Select [Inbound Rules].



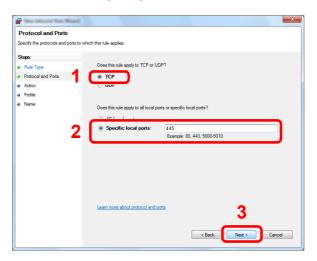
4 Select [New Rules].



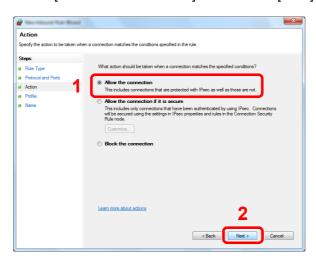
5 Select [Port].



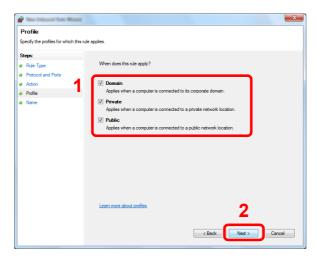
6 Select [TCP] as the port to apply the rule to. Then select [Specific local ports] and enter "445" then click [Next].



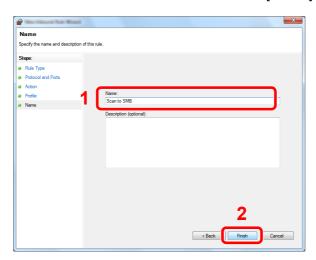
7 Select [Allow the connection] and click the [Next] button.



8 Make sure all checkboxes are selected and click the [Next] button.



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



#### In Windows XP or Windows Vista

- 1 In Windows XP, from [Start] button on the Windows, select [Control Panel], and then [Windows Firewall].
  - In Windows Vista, from [Start] button on the Windows, select [Control Panel], [Security], and then [Turn Windows Firewall on or off].
  - If the User Account Control dialog box appears, click the [Continue] button.
- 2 Click the [Exceptions] tab and then the [Add port...] button.
- 3 Specify Add a Port settings. Enter any name in "Name" (example: Scan to SMB). This will be the name of the new port. Enter "445" in "Port Number". Select [TCP] for "Protocol".
- 4 Click [OK] button.

#### In Windows 8

- 1 In charms on Desktop, click [Settings], [Control Panel], [System and Security], and then [Windows Firewall].
  - If the User Account Control dialog box appears, click the [Continue] button.
- 2 Configure the settings
  - Configuring Windows Firewall (page 3-18)

## **Registering Destinations in the Address Book**

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



#### NOTE

Registering and editing of the Address Book can also be done in Command Center RX.

→ Registering Destinations (page 2-56)

## Adding a Destination (Address Book)

Add a new destination to the Address Book. There are two registering methods, contacts and groups. When adding a group, enter the group name and select group members from the Address Book.



## NOTE

If user login administration is enabled, you can only edit destinations in the Address Book by logging in with administrator privileges.

## Registering a contact address

A maximum of 200 contact addresses can be registered. Each address can include the information such as destination name, E-mail address, FTP server folder path, computer folder path, and FAX No. (Only on products with the fax function installed).

## Display the screen.

[System Menu/Counter] key > [Address Book/One Touch] > [Address Book] > [+] > [Contact]

## Add the name.

Enter the destination name to be displayed on the Address Book > [Next]



## **NOTE**

Up to 32 characters can be entered.

Refer to the following for details on entering characters.

Character Entry Method (page 11-8)

## Add the address.

#### E-mail Address

[E-mail Address] > Enter the E-mail address > [OK]



Up to 128 characters can be entered.

Refer to the following for details on entering characters.

Character Entry Method (page 11-8)

#### The Folder (SMB) Address

[SMB] > [Host Name], [Path], [Port], [Login User Name] and [Login Password] > [OK]

#### ■ NOTE

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

Preparation for Sending a Document to a Shared Folder in a PC (page 3-12)

The table below explains the items to be entered.

Item	Description	Max. No. of Characters
Host Name	Computer name	Up to 64 characters
Path	Share name For example: scannerdata If saving in a folder in the shared folder: share name\folder name in shared folder	Up to 128 characters
Port	Port number (Normally 445.)	1 - 65535
Login User Name	If the computer name and domain name are the same: User Name For example: james.smith If the computer name and domain name are different: Domain name\User name For example: abcdnet\james.smith	Up to 64 characters
Login Password	Windows logon password (Case sensitive.)	Up to 64 characters

To search for a folder on a PC on the network, select in the following order.

#### [Menu] > [Search Folder from Network] or [Search Folder by Host Name]

If you selected [Search Folder from Network], you can search all PCs on the network for a destination.

If you selected [Search Folder by Host Name], you can enter the "Domain/Workgroup Name", and "Host Name" to search PCs on the network for the destination.

Up to 500 addresses can be displayed. The login user name and login password entry screen appears.

Select the host name (PC name) that you want to specify in the screen that appears > [Next].



## **◯** NOTE

- · Refer to the following for details on entering characters.
- Character Entry Method (page 11-8)
- Select [Menu] > [Connection Test] to check the connection to the server you chose. If the connection fails, check the entries you made.

#### The Folder (FTP) Address

[FTP] > [Host Name], [Path], [Port], [Login User Name] and [Login Password] > [OK] The table below explains the items to be entered.

Item	Descriptions	Max. No. of Characters
Host Name	Host name or IP address of FTP server	Up to 64 characters
Path*1	Path for the file to be stored For example: User\ScanData If no path is entered, the file is stored in the home directory.	Up to 128 characters
Port	Port number (Normally 21.)	1 - 65535
Login User Name	FTP server login user name	Up to 64 characters
Login Password	FTP server login password	Up to 64 characters

When the FTP server is based on Linux/UNIX, the path including the sub-folder is combined by the slash "/" not using the back-slash.

## NOTE

- · Refer to the following for details on entering characters.
- → Character Entry Method (page 11-8)
- Select [Menu] > [Connection Test] to check the connection to the FTP server you chose. If the connection fails, check the entries you made.
- 1 To specify the Address Number, select [Address Number].
- 2 Use [+] / [-] or the numeric keys to enter an address number (001 to 250).

To have the number assigned automatically, enter "000".



#### **NOTE**

- · Address Number is an ID for a destination. A free number can be selected.
- If you specify an address number that is already in use, an error message appears.
- 3 Select [OK].
- 4 Check if the destination entry is correct > [Save]

The destination is added to the Address Book.

### Registering a Group

Compile two or more contacts into a group. Designations in the group can be added at the same time. When adding a group, a maximum of 50 groups can be added in the Address Book.



#### NOTE

To add a group, you need individually added destinations. Register one or more individual destinations as needed before proceeding. Up to 100 individually registered destinations and a combined total of up to 5 SMB and FTP destination folders can be registered in a single group.

## Display the screen.

[System Menu/Counter] key > [Address Book/One Touch] > [Address Book] > [+] > [Group]

## Add the name.

Enter the group name to be displayed on the Address Book > [Next]



#### NOTE

Up to 32 characters can be entered.

Refer to the following for details on entering characters.

Character Entry Method (page 11-8)

## Select the members (destinations).

- 1 Select [Member].
- 2 Select [ + ].
- 3 Select destinations (contacts) to add to the group. The selected destinations are indicated by a checkmark in the check box.



#### **NOTE**

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

- Specifying Destination (page 5-35)
- 4 Select [OK].

If you have more destinations to add, repeat Steps 2 to 4.

- 5 Select [End].
- 6 To specify the Address Number, select [Address Number].
- 7 Use [+] / [-] or the numeric keys to enter an address number (001 to 250).

To have the number assigned automatically, enter "000".



#### NOTE

- Address Number is an ID for a destination. A free number can be selected.
- · If you specify an address number that is already in use, an error message appears.
- 8 Select [OK].
- 9 Check if the selected destination was added to the group > [Save]

The group is added to the Address Book.

### **Editing and Deleting Address Book Entries**

Edit and delete the destinations (contacts) you added to the Address Book.

## Display the screen.

[System Menu/Counter] key > [Address Book/One Touch] > [Address Book]

## Edit or delete the destination.

## **NOTE**

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

**▶** Specifying Destination (page 5-35)

#### **Editing a Contact**

- 1 Select [ ] for the destination (contacts) to edit.
- 2 Change "Name", "Address Number" and destination type and address.
  - ▶ Registering a contact address (page 3-22)
- 3 After you have completed the changes, [Save] > [Yes] Register the changed destination.

#### **Editing a Group**

- 1 Select [ ] for the group to edit.
- 2 Change "Name" and "Address Number".
  - → Registering a Group (page 3-25)
- 3 Select [Member].
- 4 To delete any destination from the group, select the destination > [ i ] > [Yes] To add the destination, select [+].
- 5 After you have completed the changes, [Save] > [Yes] Register the changed group.

#### **Deleting a Contact or Group**

Select a destination or group to delete > [ in ] > [Yes]

# Adding a Destination on One Touch Key (One Touch Key)

Assign a new destination (contact or group) to an one touch key. A maximum of 100 destinations can be registered.

## NOTE

- · Refer to the following for use of One Touch Key.
- **▶** Specifying Destination (page 5-35)
- You can add One Touch keys and change their settings on Command Center RX.
- Registering Destinations (page 2-56)

## Display the screen.

[System Menu/Counter] key > [Address Book/One Touch] > [One Touch Key]

## Add One Touch Keys.

1 Select a One Touch Key number (001 to 100) for the destination > [♣] Selecting the [Quick No. Search] key enables direct entry of a One Touch Key number. Select a One Touch Key with no registered destination.



2 Select a destination (contact or group) to add to the One Touch Key number > [Next] Selecting [ ) shows the detailed information of the selected destination.



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

- Specifying Destination (page 5-35)
- 3 Enter the One Touch Key name displayed in the send base screen > [Next]
  - NOTE

Up to 24 characters can be entered. Refer to the following for details on entering characters.

- Character Entry Method (page 11-8)
- 4 Select [Save].

The destination will be added to the One Touch Key.

## **Editing and Deleting One Touch Key**

Edit and delete the destinations you added to One Touch Key.

## Display the screen.

- 1 [System Menu/Counter] key > [Address Book/One Touch] > [One Touch Key]
- 2 Select a One Touch Key number (001 to 100) to edit. Selecting the [Quick No. Search] key enables direct entry of a One Touch Key number.

The procedure differs depending on the details to be edited.

## Edit and delete the destinations you added to One Touch Key.

#### **Changing the Registered Information**

- 1 [Menu] > [Edit] > [Destination]
- 2 Select a new destination (contact or group). Selecting [ ) shows the detailed information of the selected destination.



NOTE

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

- **▶** Specifying Destination (page 5-35)
- 3 [OK] > [Save] > [Yes]

Add the destination to the One Touch Key.

## **Deleting the Registered Information**

1 Select [ iii ].



2 Select [Yes].

Deletion of the data registered in the One Touch Key.

# 4 Printing from PC

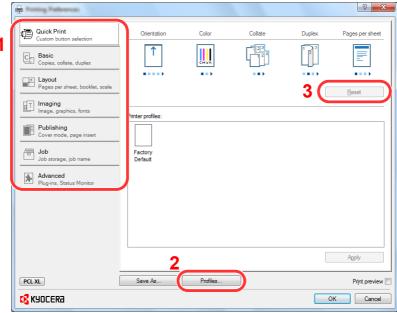
## This chapter explains the following topics:

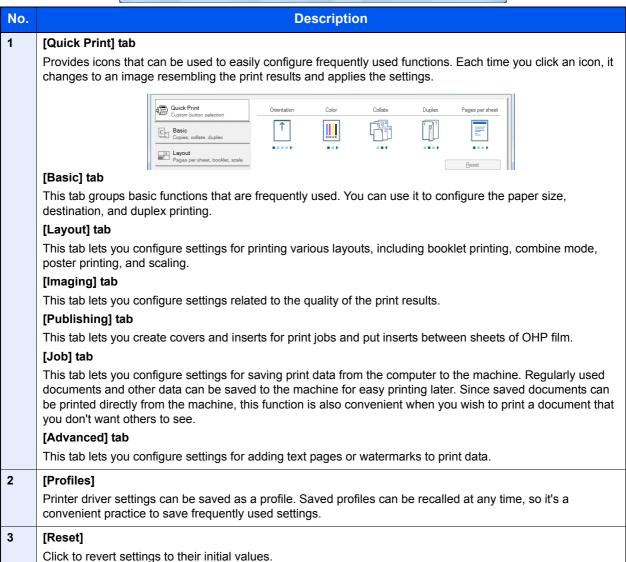
Printer Driver Print Settings Screen	4-2
Displaying the Printer Driver Help	
Changing the Default Printer Driver Settings (Windows 7)	
Printing from PC	
Printing on Standard Sized Paper	
Printing on Non-standard Sized Paper	
Canceling Printing from a Computer	
Printing from the Handheld Device	
Printing by AirPrint	
Printing by Google Cloud Print	
Printing by Mopria	
Printing Data Saved in the Printer	
Specifying the Job Box from a Computer and Storing the Job	
Printing Documents from Private Print Box	
Deleting the Documents Stored in the Private Print Box	
Printing Document from Stored Job Box	
Deleting the Documents Stored in the Stored Job Box	
Printing Document from Quick Copy Box	
Deleting the Documents Stored in the Quick Copy Box	
Printing Document from Proof and Hold Box	
Deleting the Documents Stored in the Proof and Hold Box	
Monitoring the Printer Status (Status Monitor)	
Accessing the Status Monitor	
Exiting the Status Monitor	
Quick View State	
Printing Progress Tab	4-16
Paper Tray Status Tab	
Toner Status Tab	
Alert Tab	
Status Monitor Context Menu	
Status Monitor Notification Settings	

## **Printer Driver Print Settings Screen**

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

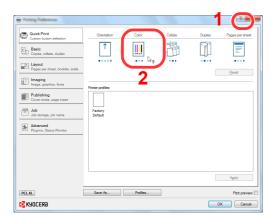
#### Printer Driver User Guide





# **Displaying the Printer Driver Help**

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



- Click the [?] button in the upper right corner of the
- 2 Click the item you want to know about.



#### **NOTE**

You can also display the printer driver help when you click the desired item and press the [F1] key on your keyboard.

# Changing the Default Printer Driver Settings (Windows 7)

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

- Printer Driver User Guide
  - Click [Start] button on the Windows, and then click [Devices and Printers].
  - Right-click the printer driver icon of the machine, and click the [Printer properties] menu of the printer driver.
  - Click the [Basic] button on the [General] tab.
  - Select the default settings and click the [OK] button.

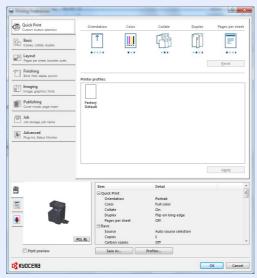
# **Printing from PC**

Follow the steps below to print documents from applications.

This section provides the printing method using the KX DRIVER.

#### **NOTE**

- To print the document from applications, install the printer driver on your computer from the supplied DVD (Product Library).
- In some environments, the current settings are displayed at the bottom of the printer driver.



- When printing the cardstock or envelopes, load the cardstock or envelopes in the multi purpose tray before performing the following procedure.
- ▶ Loading Paper in the Multi Purpose Tray (page 5-5)

# **Printing on Standard Sized Paper**

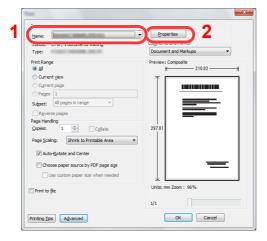
If you loaded a paper size that is included in the print sizes of the machine, select the paper size in the [Basic] tab of the print settings screen of the printer driver.

### Display the screen.

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

# Configure the settings.

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



- 2 Select the [Basic] tab.
- 3 Click "Print size" menu and select the paper size to use for printing.

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

→ Printing on Non-standard Sized Paper (page 4-6)

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



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

#### 3 Start printing.

Click the [OK] button.

# **Printing on Non-standard Sized Paper**

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

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



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

Paper Settings (page 8-13)

#### Display the print settings screen.

1 Click [Start] button on the Windows, and then click [Devices and Printers].



#### **NOTE**

In Windows 8, select [Settings] in charms on Desktop, and select [Control Panel], and then [Devices and Printers].

- 2 Right-click the printer driver icon of the machine, and click the [Printer properties] menu of the printer driver.
- 3 Click the [Basic] button on the [General] tab.

#### Register the paper size. 2

1 Click the [Basic] tab.

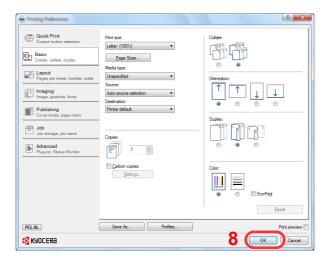


- 2 Click the [Page Size...] button.
- 3 Click the [New] button.



- 4 Enter the paper size.
- 5 Enter the name of the paper.
- 6 Click the [Save] button.
- 7 Click the [OK] button.

8 Click the [OK] button.

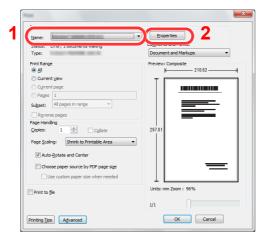


#### 3 Display the screen.

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

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

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



2 Select the [Basic] tab.

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



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

#### **NOTE**

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

- 4 Select the paper source in the "Source" menu.
- 5 Click [**OK**] button to return to the Print dialog box.
- 5 Start printing.

Click the [OK] button.

# **Canceling Printing from a Computer**

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



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

- Canceling Jobs (page 5-19)
- Double-click the printer icon ( ) displayed on the taskbar at the bottom right of the Windows desktop to display a dialog box for the printer.
- Click the file for which you wish to cancel printing and select [Cancel] from the "Document" menu.

# **Printing from the Handheld Device**

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

# **Printing by AirPrint**

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

To use the AirPrint, make sure that the AirPrint setting is enabled in the Command Center RX.

**Command Center RX User Guide** 



# **Printing by Google Cloud Print**

Google Cloud Print is a printing service provided by Google. This service enables a user with a Google account to print from a machine connected to the Internet.

The machine can be configured in the Command Center RX.

Command Center RX User Guide



#### NOTE

A Google account is necessary to use Google Cloud Print. Obtain a Google account if you do not have one.

It is also necessary to register the machine with the Google Cloud Print service in advance. The machine can be registered from a PC connected to the same network.

# **Printing by Mopria**

Mopria is a standard on printing function included in Android 4.4 or later products. Mopria Print Service needs to be installed and enabled in advance. For details on how to use, refer to a Web site of Mopria Alliance.

# **Printing Data Saved in the Printer**

You can save the print job into the Job Box of this device and print it as necessary. To use the Job Box, an optional SSD or SD/SDHC memory card must be installed in the device. The RAM disk may also be used as the Job Box.

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

Follow the work flow below when using Job Box.

Specifying the Job Box from a computer and sending the print job. (page 4-10)



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

You can print the documents from the following boxes.

- → Printing Documents from Private Print Box (page 4-11)
- Printing Document from Stored Job Box (page 4-12)
- Printing Document from Quick Copy Box (page 4-13)
- Printing Document from Proof and Hold Box (page 4-14)

# Specifying the Job Box from a Computer and Storing the Job

Use the procedure below to store data in a Job Box.

- Click [File] and select [Print] in the application. The Print dialog box displays.
- Select the machine from the "Name" menu.
- Click the [Properties] button. The Properties dialog box displays.
- Click the [Job] tab and select the [Job storage (e-MPS)] check box to set the function.



#### ■ NOTE

- To use Stored Job Box and Quick Copy Box, an optional SSD must be installed in the machine.
- For information on how to use the printer driver software, refer to the following:
- Printer Driver User Guide

# **Printing Documents from Private Print Box**

In Private Printing, you can specify that a job is not to be printed until you operate the machine. When sending the job from the application software, specify a 4-digit access code in the printer driver. The job is released for printing by entering the access code on the operation panel, ensuring confidentiality of the print job. The data will be deleted upon completion of the print job or after the power switch is turned off.

Print the documents stored in a Private Print box. The procedure is as follows.

#### Display the screen.

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

#### Print the document.

- Select the document to print > [Print]
- 2 Enter the access code.
- 3 Specify the number of copies to print as desired.
- 4 Select [OK].

Printing starts.

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

# **Deleting the Documents Stored in the Private Print Box**

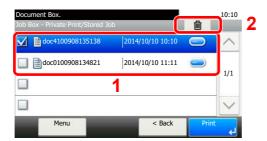
You can delete the documents stored in the Private Print Box. The procedure is as follows.

### Display the screen.

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

### Delete the document.

Select the document to delete > [ im ] > Enter the access code



The document is deleted.

# **Printing Document from Stored Job Box**

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

Print the documents stored in a Stored Job box. The procedure is as follows.

#### Display the screen.

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

#### Print the document.

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

Printing starts.



If the document is protected by an access code, the password entry screen will be displayed. Enter the password using the numeric keys.

# **Deleting the Documents Stored in the Stored Job Box**

You can delete the documents stored in the Stored Job Box. The procedure is as follows.

#### Display the screen.

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

### Delete the document.

1 Select the document to delete > [ in ]



2 Select [Yes].

The document is deleted.



If the document is protected by an access code, the password entry screen will be displayed. Enter the password using the numeric keys.

# **Printing Document from Quick Copy Box**

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

### NOTE

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

You can print the documents stored in the Quick Copy box. The procedure is as follows.

#### Display the screen.

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

#### Print the document.

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

# **Deleting the Documents Stored in the Quick Copy Box**

You can delete the documents stored in the Quick Copy Box. The procedure is as follows.

### Display the screen.

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

### 2 Delete the document.

1 Select the document to delete > [ iii]



2 Select [Yes].

The document is deleted.

# **Printing Document from Proof and Hold Box**

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

You can print the documents stored in the Proof and Hold box. The procedure is as follows.

#### Display the screen.

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

#### Print the document.

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

# **Deleting the Documents Stored in the Proof and Hold Box**

You can delete the documents stored in the Proof and Hold Box. The procedure is as follows.

#### Display the screen.

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

#### Delete the document.

1 Select the document to delete > [ im ]



2 Select [Yes].

The document is deleted.

# **Monitoring the Printer Status (Status Monitor)**

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

**NOTE** 

When you activate Status Monitor, check the status below.

- · KX DRIVER is installed.
- Either [Enhanced WSD] or [EnhancedWSD(SSL)] is enabled.
- Network (page 8-29)

# **Accessing the Status Monitor**

The Status Monitor also starts up when printing is started.

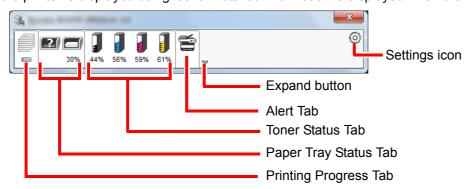
# **Exiting the Status Monitor**

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

- Exit manually:
   Click the settings icon and select Exit in the menu to exit the Status Monitor.
- Exit automatically:
   The Status Monitor automatically shuts down after 7 minutes if it is not being used.

### **Quick View State**

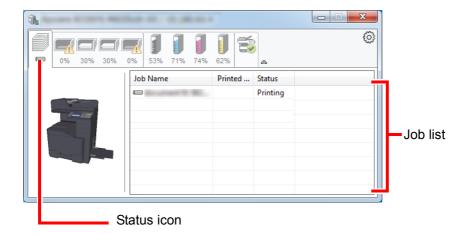
The status of the printer is displayed using icons. Detailed information is displayed when the Expand button is clicked.



Detailed information is displayed by clicking on each icon tab.

# **Printing Progress Tab**

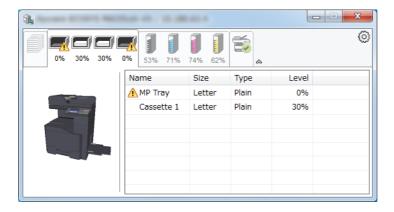
The status of the print jobs is displayed.



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

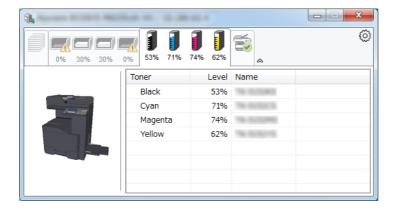
# **Paper Tray Status Tab**

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



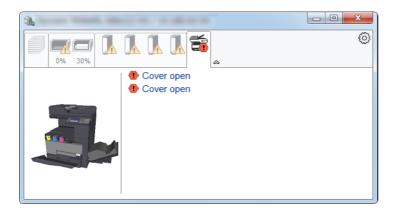
## **Toner Status Tab**

The amount of toner remaining is displayed.



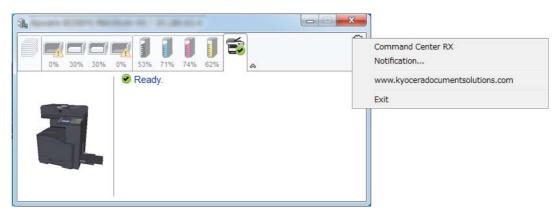
#### **Alert Tab**

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



# **Status Monitor Context Menu**

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



#### Command Center RX

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

- Command Center RX User Guide
- Notification...

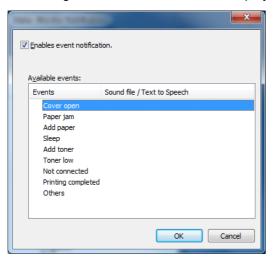
This sets the display of the Status Monitor.

- → Status Monitor Notification Settings (page 4-18)
- www.kyoceradocumentsolutions.com
   Open our website.
- Exit

Exits the Status Monitor.

# **Status Monitor Notification Settings**

The Status Monitor settings and event list details are displayed.



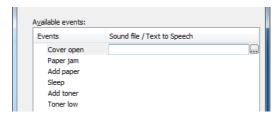
Select whether notification is performed when an error in the event list occurs.

Select Enable event notification.

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

- Select an event to use with the text to speech function in Available events.
- Click Sound file / Text to Speech column.

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





The available file format is WAV.

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

# **5** Operation on the Machine

This chapter explains the following topics	This	chapter	explains	the	following	topics:
--	------	---------	----------	-----	-----------	---------

Loading Originals 5-2	
Placing Originals on the Platen 5-2	2
Loading Originals in the Document Processor 5-3	3
Loading Paper in the Multi Purpose Tray 5-	5
Favorites 5-6	8
Registering Favorite Using the Wizard Mode 5-	9
Registering Favorite Using the Program	
Mode 5-10	0
Recalling Favorite using the Wizard	,
Mode	I
Recalling Favorite using the Program  Mode 5-12	2
Mode 5-12 Editing Favorite 5-12	
3	
Application	
Installing Applications 5-13	
Activating Applications 5-14	
Deactivating Applications 5-1	
Uninstalling Applications 5-19	
Registering Shortcuts 5-10	
Adding Shortcuts 5-10	
Editing Shortcuts 5-1	
Deleting Shortcuts 5-1	
Copying 5-18	
Basic Operation 5-18	
Interrupt Copy 5-19	
Canceling Jobs 5-19	
Frequently-Used Sending Method 5-20	
Sending Document via E-mail 5-2	
Configuring Settings before Sending 5-2	1
Sending Scanned Document via	
E-mail 5-2	1
Sending Document to Desired Shared Folder	_
on a Computer (Scan to PC) 5-22	
Configuring Settings before Sending 5-2	2
Sending Document to Desired Shared	_
Folder on a Computer 5-22	2
Sending Document to Folder on an FTP Server	_
(Scan to FTP) 5-29	
Configuring Settings before Sending 5-2	5
Sending Document to Folder on an FTP	_
Server 5-2	
Using Document Boxes 5-4	
WSD Scan 5-29	
Installing Driver Software 5-29	
WSD scan 5-30	
Scanning using TWAIN or WIA 5-2	
Configuring Settings before Sending 5-2	1

Scanning Document Using	
Application	5-27
Scanning with File Management Utility	5-31
Configuring Settings before Sending	
Recalling a Favorite Configured	
in FMU	5-31
Sending to Different Types of Destinations	
(Multi Sending)	5-32
Send to Me (E-mail)	5-33
Configuring Settings before Sending	5-33
Sending a document to the mail addre	
of the logged in user	5-33
Canceling Sending Jobs	5-34
Canceling Scanning	5-34
Handling Destination	5-35
Specifying Destination	5-35
Choosing from the Address Book	5-35
Choosing from the One Touch Key	5-38
Checking and Editing Destinations	5-38
Confirmation Screen of Destinations	
Recall	5-39
How to use the FAX Function	5-40
Using Document Boxes	5-41
What is Custom Box?	5-41
What is Job Box?	5-41
What is Removable Memory Box?	5-41
	5-41
Sub Address Box/Polling Box	-
Basic Operation for Document Box	5-42
Creating a New Custom Box	5-43
Editing Custom Box	5-44
Deleting Custom Box	5-45
Storing Documents	5-45
Printing Documents in Custom Box	5-46
Moving Documents in Custom Box	5-46
Deleting Documents in Custom Box .	5-47
Operating using Removable USB Memory	5-48
Printing Documents Stored	
in Removable USB Memory	5-48
Saving Documents to USB Memory	
(Scan to USB)	5-50
Check the USB Memory Information	
Removing USB Memory	5-51

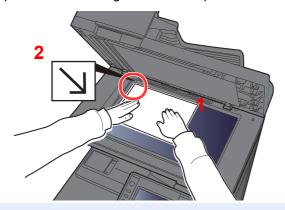
# **Loading Originals**

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

- Platen: Place the sheet, book, postcards, and envelopes.
- Document Processor: Place the multiple originals. You can also place the two sided originals.

# **Placing Originals on the Platen**

You may place books or magazines on the platen in addition to ordinary sheet originals.



- 1 Put the scanning side facedown.
- 2 Align it flush against the original size indicator plates with the back left corner as the reference point.

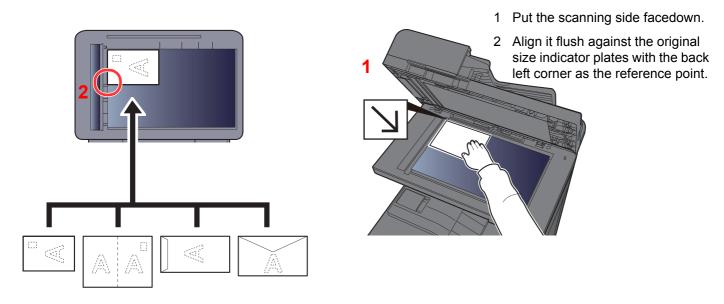


#### NOTE

For details on Original Orientation, refer to the following:

Original Orientation (page 6-11)

#### When you place envelopes or cardstock on the platen





#### NOTE

For the procedure for feeding envelopes or cardstock, refer to the following:

Multi Purpose Tray (page 8-9)



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

#### IMPORTANT

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

# **Loading Originals in the Document Processor**

The document processor automatically scans each sheet of multiple originals. Both sides of two-sided originals are scanned.

The document processor supports the following types of originals.

Weight	50 to 120 g/m <sup>2</sup> (duplex: 50 to 120 g/m <sup>2</sup> )
Sizes	Maximum Folio (Legal) to Minimum A6 (Statement)
No. of sheets	75 sheets or less (50 to 80 g/m <sup>2</sup> )

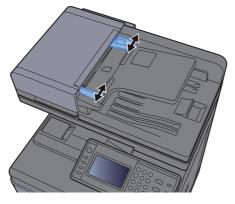
Do not use the document processor for the following types of originals. Otherwise, the originals may be jammed or the document processor may become dirty.

- Originals bound with clips or staples (Remove the clips or staples and straighten curls, wrinkles or creases before loading. Failure to do so may cause the originals to jam.)
- Originals with adhesive tape or glue
- Originals with cut-out sections
- Curled original
- Originals with folds (Straighten the folds before loading. Failure to do so may cause the originals to jam.)
- Carbon paper
- Crumpled paper

#### **IMPORTANT**

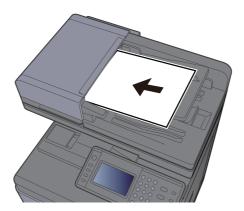
- · Before loading originals, be sure that there are no originals left on the original eject table. Originals left on the original eject table may cause the new originals to jam.
- Do not make an impact on the document processor top cover, such as aligning the originals on the top cover. It may cause an error in the document processor.





#### Place the originals.

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



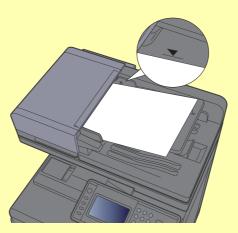
#### NOTE

For details on Original Orientation, refer to the following:

→ Original Orientation (page 6-11)

#### *⋈ W W*

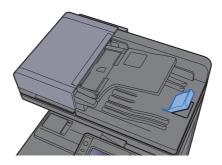
Confirm that the original width guides exactly fit the originals. If there is a gap, readjust the original width guides. The gap may cause the originals to jam.



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

Originals with punched holes or perforated lines should be placed in such a way that the holes or perforations will be scanned last (not first).

2 Open the original stopper to fit the size of the original set (Original size: B5, A4, Letter, or Legal).



# **Loading Paper in the Multi Purpose Tray**

The multi purpose tray will hold up to 100 sheets of plain paper (80 g/m<sup>2</sup>).

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

For the paper type setting, refer to the following:

→ Media Type Setting (page 8-15)

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

#### **⊘** IMPORTANT

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

The capacity of the multi purpose tray is as follows.

- Plain paper (80 g/m<sup>2</sup>), recycled paper or color paper: 100 sheets
- Thick paper (209 g/m<sup>2</sup>): 10 sheets
- Thick paper (157 g/m<sup>2</sup>): 10 sheets
- Thick paper (104.7 g/m<sup>2</sup>): 25 sheets
- · Hagaki (Cardstock): 20 sheets
- Envelope DL, Envelope C5, Envelope #10, Envelope #9, Envelope #6 3/4, Envelope Monarch, Youkei 4, Youkei 2:
   5 sheets
- OHP film: 1 sheetCoated: 30 sheets

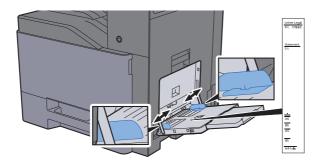
### NOTE

- · When you load custom size paper, enter the paper size by referring to the following:
- ▶ Paper Settings (page 8-13)
- When you use special paper such as transparencies or thick paper, select the media type by referring to the following:
- → Multi Purpose Tray (page 8-9)

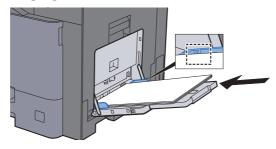
# Open the multi purpose tray.

#### Adjust the multi purpose tray size.

Paper sizes are marked on the multi purpose tray.



#### Coad paper.



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

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

Precaution for Loading Paper (page 3-2)

#### *⋈ ⋈ ⋈ ⋈ ⋈*

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

# 4 Specify the type of paper loaded in the multi purpose tray using the operation panel.

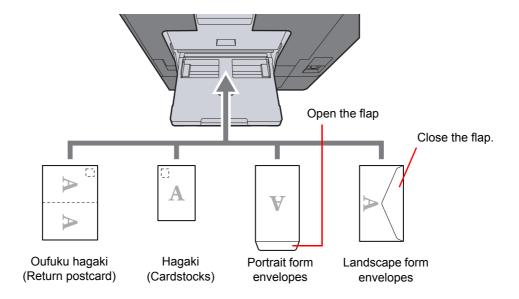
→ Multi Purpose Tray (page 8-9)

#### When you load envelopes or cardstock in the multi purpose tray

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

#### Printer Driver User Guide

Example: When printing the address.

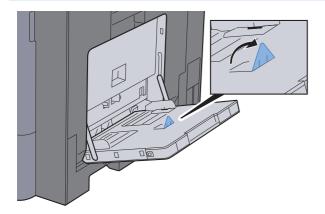


#### **IMPORTANT**

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

### NOTE

- When you load envelopes in the multi purpose tray, select the envelope type by referring to the following:
- Cassette/MP Tray Settings (page 8-8)
- Lift up the stopper when you load cardstock in the multi purpose tray.



# **Favorites**

Frequently used functions can be registered as favorites so that they can be called up easily.

The following functions are pre-registered on this machine. You can delete these functions as well as register new functions.

Favorites Name	Description	Default Registration
ID Card Copy	Use this when you want to copy a driver's license or an insurance card.  When you scan the front and back of the card, both sides will be combined and copied onto a single sheet.	<ul> <li>Copying Functions</li> <li>Program mode</li> <li>Combine: [2 in 1]         Color Selection: [Black &amp; White]         Continuous Scan: [On]         Original Size: [A5/Statement]         Paper Selection: Cassette 1         Zoom: [Auto Zoom]</li> </ul>
Paper Saving Copy	Use this when you want to reduce paper use. Page combining and two-sided copying can be set by following the screen.	<ul> <li>Copying Functions</li> <li>Wizard mode</li> <li>Combine: [2 in 1] 2-sided/Original: [1-sided] Duplex: [1-sided&gt;&gt;2-sided] Paper Selection: Cassette 1 Copies: 1</li> </ul>
Scan to PC (Address Entry)	Use this when you want to send the image to either a shared folder on a PC or an FTP server folder. The settings such as the destination and color selection can be set by following the screen.	<ul> <li>Sending Functions</li> <li>Wizard mode</li> <li>Destination: New PC Folder         Color Selection: [Full Color]         File Name Entry: Default         File Format: [PDF]         Continuous Scan: [Off]         Scan Resolution: [300×300 dpi]</li> </ul>
Scan to PC (Address Book)	Use this when you want to send the image to either a shared folder on a PC registered in the Address Book or to an FTP server folder. The settings such as the destination and color selection can be set by following the screen.	<ul> <li>Sending Functions</li> <li>Wizard mode</li> <li>Destination: Address Book         Color Selection: [Full Color]         File Name Entry: Default         File Format: [PDF]         Continuous Scan: [Off]         Scan Resolution: [300×300 dpi]</li> </ul>
Scan to E-mail (Address Entry)	Use this when you want to send the image to an E-mail address. The settings such as the destination and color selection can be set by following the screen.	<ul> <li>Sending Functions</li> <li>Wizard mode</li> <li>Destination: New E-mail Address         Color Selection: [Full Color]         File Name Entry: Default         File Format: [PDF]         Continuous Scan: [Off]         Scan Resolution: [300×300 dpi]         E-mail subject: Default         E-mail body: Default</li> </ul>

Favorites Name	Description	Default Registration
Scan to E-mail (Address Book)	Use this when you want to send the image to an E-mail address registered in the Address Book. The settings such as the destination and color selection can be set by following the screen.	<ul> <li>Sending Functions</li> <li>Wizard mode</li> <li>Destination: Address Book Color Selection: [Full Color] File Name Entry: Default File Format: [PDF] Continuous Scan: [Off] Scan Resolution: [300×300 dpi] E-mail subject: Default E-mail body: Default</li> </ul>



#### **NOTE**

Up to 20 settings can be registered as favorites.

When registering a favorite, you can choose from two methods for calling it up:

- Wizard mode: Registered settings are called up in order and configured as you check or change each one.
- Program mode: Settings are called up immediately when you select the key to which they are registered.

# **Registering Favorite Using the Wizard Mode**

Sending is explained as an example below.

#### Display the screen.

[Home] key > [Favorites]

# Register the favorite.

- 1 [Menu] > [Add]
- 2 Select the job type.
- 3 Select [Wizard].
- 4 Select the recall function > [Next]



#### **NOTE**

When the job type is "Copy", the Destination Recall Method screen will not be displayed.

- 5 Enter the new favorite name > [Next]
  - Character Entry Method (page 11-8)

6 Check the settings and change or add information as needed.

Item	Description
Name	Enter the name displayed on the favorite screen (up to 32 characters).
Job Type	The type of the selected job is displayed.
Number*1	Enter the favorite number.  If you enter 00, the smallest number available will be automatically assigned.
Owner <sup>*2</sup>	Displays the owner of the favorite.
Permission*2	Configures permission settings for favorites to determine how they are shared with other users.
Destination*3	Selects the Destination Recall Method.
Functions	Selects the functions to be displayed in the wizard.
Function Type	Selects the method for recalling favorites.

<sup>\*1</sup> If user login administration is enabled, you can only change the settings by logging in with administrator privileges.

#### 7 Select [Save].

The favorite is registered.

8 "Do you want to add a new function to the home screen?" screen appears. To display a registered favorite on the Home screen, select [Yes] and specify the position in which you want to display the icon of registered favorite, and select [Save].

# **Registering Favorite Using the Program Mode**

When registering favorites in program mode, configure the copy function, send function, fax function (Only on products with the fax function installed.), destination, or other setting to register.

### Display the screen.

- 1 [Home] key > [Send]
- Select the sending functions and destinations that you want to register in the program.
- 3 Select [Favorites].

# Register the favorite.

- 1 [Menu] > [Add]
- Select the job type.
- 3 Select [Program].
- 4 Enter the new favorite name > [Next]
  - Character Entry Method (page 11-8)

<sup>\*2</sup> Displayed when user login administration is enabled.

<sup>\*3</sup> Displayed when the job type is [Send] or [FAX].

5 Check the settings and change or add information as needed.

Item	Description
Name	Enter the name displayed on the favorite screen (up to 32 characters).
Job Type	The type of the selected job is displayed.
Number*1	Enter the favorite number.  If you enter 00, the smallest number available will be automatically assigned.
Owner <sup>*2</sup>	Displays the owner of the favorite.
Permission*2	Configures permission settings for favorites to determine how they are shared with other users.
Function Type	Selects the method for recalling favorites.

<sup>\*1</sup> If user login administration is enabled, you can only change the settings by logging in with administrator privileges.

#### 6 Select [Save].

The favorite is registered.

7 "Do you want to add a new function to the home screen?" screen appears. To display a registered favorite on the Home screen, select [Yes] and specify the position in which you want to display the icon of registered favorite, and select [Save].

# **Recalling Favorite using the Wizard Mode**

Use the procedure below to recall a registered favorite using the Wizard Mode.

#### Display the screen.

- 1 Select [Favorites] on the Home screen, or the key of the registered favorite.
  Selecting the key of the registered favorite will recall the favorite. If you selected [Favorites], proceed to the next step.
- Select the key for the favorite you want to recall.

#### Execute the favorite.

1 The registered screens are displayed in order. Make the desired settings and select [Next].
When all the settings are complete, the confirmation screen is displayed.



To edit the settings, select [**<Back**] and make changes as desired.

2 Place the originals > [Start] key

<sup>\*2</sup> Displayed when user login administration is enabled.

# **Recalling Favorite using the Program Mode**

Use the procedure below to recall a registered favorite using the Program Mode.

#### Display the screen.

- 1 Select [Favorites] on the Home screen, or the key of the registered favorite.
  Selecting the key of the registered favorite will recall the favorite. If you selected [Favorites], proceed to the next step.
- Select the key for the favorite you want to recall.

#### Execute the favorite.

Place the originals > [Start] key

# **Editing Favorite**

You can change favorite number and favorite name.

Use the procedure below to edit a favorite.

#### Display the screen.

[Home] key > [Favorites]

#### Edit the favorite.

- 1 [Menu] > [Edit]
- 2 Select the favorite you wish to edit.
- **3** Change the favorite number, favorite name, permission.
  - → When registering a favorite, you can choose from two methods for calling it up: (page 5-9)
- 4 [Save] > [Yes]

# **Deleting Favorite**

You can also delete a favorite.

Use the procedure below to delete a favorite.

#### Display the screen.

[Home] key > [Favorites]

### Delete the favorite.

#### To delete

- **1** [Menu] > [Delete]
- Select the favorite you wish to delete.
- 3 Select [Yes].

# **Application**

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

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

For details, consult your sales representative or dealer.

# **Installing Applications**

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



A maximum of 16 applications and 5 licenses can be installed on the machine. To add different applications, uninstall an application that has been installed.

The procedure is as follows.

#### Display the screen.

[System Menu/Counter] key > [Application] > [Application]

NOTE

If the user authentication screen appears, enter your login user name and login password and select [**Login**]. For this, you need to login with administrator privileges. The factory default login user name and login password are set as shown below.

Login User Name: 3000 Login Password: 3000

### 2 Install the application.

- 1 Select [ + ].
- Insert the removable memory containing the application to be installed into the USB Memory Slot.

NOTE

When the message "Removable Memory was recognized. Displaying files. Are you sure?" is displayed, select [**No**].

3 Select the application to be installed > [Install]

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

#### 4 Select [Yes].

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

Once the installation ends, the original screen reappears.

#### ■ NOTE

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

# **Activating Applications**

The procedure is as follows.

#### Display the screen.

[System Menu/Counter] key > [Application] > [Application]



#### NOTE

If the user authentication screen appears, enter your login user name and login password and select [Login]. For this, you need to login with administrator privileges. The factory default login user name and login password are set as shown below.

Login User Name: 3000 Login Password: 3000

#### Activate the application.

1 Select the desired application > [Menu] > [Activate]

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

2 [Official] > Enter the license key > [OK]

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

3 Select [Yes].



#### **◯** IMPORTANT

If you change the date/time while using the trial version of an application, you will no longer be able to use the application.

### Select the application icon in the Home screen.

Select the application icon.

The application will start up.

# **Deactivating Applications**

The procedure is as follows.

#### Display the screen.

[System Menu/Counter] key > [Application] > [Application]



#### NOTE

If the user authentication screen appears, enter your login user name and login password and select [Login]. For this, you need to login with administrator privileges. The factory default login user name and login password are set as shown below.

Login User Name: 3000 3000 **Login Password:** 

#### Deactivate the application.

- 1 Select the application you want to deactivate > [Menu] > [Deactivate] You can view detailed information on the selected application by selecting [...].
- 2 Select [Yes].

# **Uninstalling Applications**

The procedure is as follows.

#### Display the screen.

[System Menu/Counter] key > [Application] > [Application]



#### NOTE

If the user authentication screen appears, enter your login user name and login password and select [Login]. For this, you need to login with administrator privileges. The factory default login user name and login password are set as shown below.

3000 Login User Name: **Login Password:** 3000

### Uninstall the application.

- 1 Select the application you want to uninstall > [ îm ] You can view detailed information on the selected application by selecting [\_\_\_\_].
- 2 Select [Yes].

# **Registering Shortcuts**

You can register shortcuts for easy access to the frequently used functions. The settings for the selected function can also be registered. A function name linked to a registered shortcut can be changed as necessary. You can register up to 2 shortcuts for copying functions, sending functions, fax functions, and functions set for document box.

# **Adding Shortcuts**

Shortcut registration is performed in the "Functions" screen of each function. Use the procedure below to register a shortcut.

#### Display the screen.

In the Copy, Send, Document Box, or FAX screen, select as follows.

[Functions] > [Add/Edit Shortcut]

#### Register the shortcuts.

- 1 Select [Add].
- 2 Select the key to which you wish to register the shortcut.

The following types of shortcuts are available:

Private Shortcut 1, 2	Private shortcuts are only available for use by the logged in user. They can only be set while using user login administration.
Shared Shortcut 1, 2	Shared shortcuts can be used by all machine users. When using user login administration, shared shortcuts can only be set by users who have logged in as administrators.



If you select a shortcut number already registered, the currently registered shortcut can be replaced with a new one.

- 3 Select the function screen to display with the shortcut.
- 4 Enter the shortcut name > [Next]

Up to 24 characters can be entered.

- ◆ Character Entry Method (page 11-8)
- 5 Select [Save].

The shortcut is registered.

# **Editing Shortcuts**

Follow the steps shown below to change a shortcut number/name.

- In the "Functions" screen of each function, select [Add/Edit Shortcut] in the bottom of the screen.
- Edit the shortcut.
  - 1 Select [Edit].
  - 2 Select the shortcut type and number you wish to edit.
  - 3 Select [Number] or [Name].
  - 4 Change the settings > [OK]
  - 5 [Save] > [Yes]

# **Deleting Shortcuts**

Follow the steps shown below to delete a shortcut.

- In the "Functions" screen of each function, select [Add/Edit Shortcut] in the bottom of the screen.
- Delete the shortcut.
  - 1 Select [Delete].
  - **2** Select the shortcut you wish to delete.
  - 3 Select [Yes].

# Copying

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

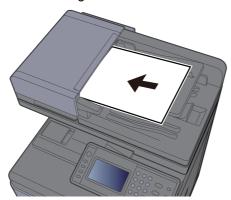
# **Basic Operation**

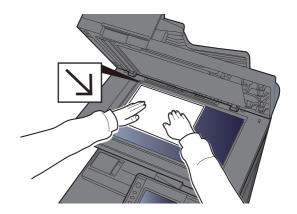
Follow the steps as below for basic copying.

#### [Home] key > [Copy]

#### Place the originals.

Place the originals.





Loading Originals (page 5-2)

#### Select the functions.

To configure the settings for functions, select the function key. By selecting [Functions], other selectable functions will be shown as a list.

How to Select Functions (page 6-2)

#### Use the numeric keys to enter the copy quantity.

Specify the desired number up to 999.

### Press the [Start] key.

Copying begins.

# NOTE

This function allows you to reserve the next job during printing. Using this function, the original will be scanned while the machine is printing. When the current print job ends, the reserved copy job is printed. If "Reserve Next Priority" is set to [Off], [Reserve Next] will appear. Select [Reserve Next] and configure the necessary settings for the copy job.

Reserve Next Priority (page 8-22)



# **Interrupt Copy**

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

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

# NOTE

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

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

- The interrupt copy function may be unavailable depending on the status of document finisher usage. In this case, try the priority override.
- → Priority Override (page 6-30)

#### Configure the settings.

- Select the [Interrupt] key.
   The current print job is temporarily interrupted.
- 2 Place the originals onto the machine for interrupt copy, and configure the copy settings.

#### Press the [Start] key.

Interrupt copying begins.

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

The machine resumes the paused print jobs.

# **Canceling Jobs**

You can also cancel jobs by selecting the [Stop] key.

- Select the [Stop] key with the copy screen displayed.
- Cancel a job.

When there is a job is being scanned

The copy job is canceled.

#### When there is a job printing or on standby

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

Select the job you wish to cancel > [Delete] > [Yes]

### NOTE

If "Reserve Next Priority" is set to [Off], the Copying screen appears in the touch panel. In such case, selecting the [Stop] key or [Cancel] will cancel the printing job in progress.

Reserve Next Priority (page 8-22)

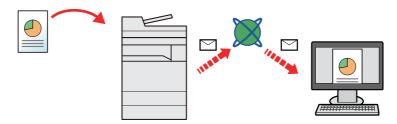
# **Frequently-Used Sending Method**

This machine can send a scanned image as an attachment of an E-mail message or to a PC linked to the network. In order to do this, it is necessary to register the sender and destination (recipient) address on the network.

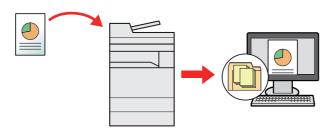
A network environment which enables the machine to connect to a mail server is required in order to send E-mail. It is recommended that a Local Area Network (LAN) be used to assist with transmission speed and security issues.

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

- Send as E-mail (E-mail Addr Entry): Sends a scanned original image as an E-mail attachment.
- Sending Document via E-mail (page 5-21)



- · Send to Folder (SMB): Stores a scanned original image in a shared folder of any PC.
- → Sending Document to Desired Shared Folder on a Computer (Scan to PC) (page 5-22)
- Send to Folder (FTP): Stores a scanned original image in a folder of an FTP server.
- → Sending Document to Folder on an FTP Server (Scan to FTP) (page 5-25)



- Image Data Scanning with TWAIN / WIA: Scan the document using a TWAIN or WIA compatible application program.
- Scanning using TWAIN or WIA (page 5-27)

### NOTE

- Different sending options can be specified in combination.
- Sending to Different Types of Destinations (Multi Sending) (page 5-32)
- The fax function can be used on products equipped with fax capability.
- FAX System 11 Operation Guide

## **Sending Document via E-mail**

Follow the steps as below for sending a document via e-mail.

## **Configuring Settings before Sending**

Before sending an E-mail, configure the SMTP and E-mail settings using the Command Center RX.

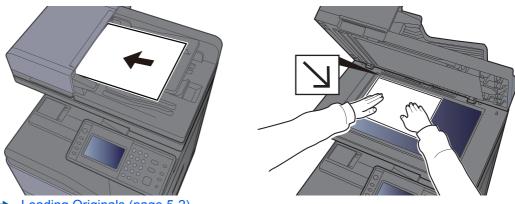
▶ E-mail Settings (page 2-52)

## **Sending Scanned Document via E-mail**

Follow the steps as below for sending a document via e-mail.

- [Home] key > [Send]
- Place the originals.

Place the originals.



- → Loading Originals (page 5-2)
- In the basic screen for sending, select [E-mail].
- Enter destination E-mail address > [OK]

Up to 128 characters can be entered.

◆ Character Entry Method (page 11-8)

To enter multiple destinations, select [**Next Destination**] and enter the next destination. Up to 100 E-mail addresses can be specified.

You can register the entered E-mail address in the Address Book by selecting [Menu] > [Add to Address Book]. You can also replace the information for a previously registered destination.

Destinations can be changed later.

- Confirmation Screen of Destinations (page 5-39)
- Select the functions.

Select [Functions] to display other functions.

- Send (page 6-4)
- 6 Press the [Start] key.

Sending starts.

# Sending Document to Desired Shared Folder on a Computer (Scan to PC)

You can store the scanned document into the desired shared folder on a computer.

## **Configuring Settings before Sending**

Before sending an document, configure the following settings.

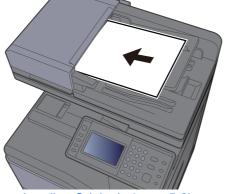
- · Make a note of the computer name and full computer name
  - → Making a note of the computer name and full computer name (page 3-12)
- Make a note of the user name and domain name
  - → Making a note of the user name and domain name (page 3-13)
- Create a shared folder and make a note of a shared folder
  - → Creating a Shared Folder, Making a Note of a Shared Folder (page 3-14)
- Configure the Windows firewall
  - → Configuring Windows Firewall (page 3-18)

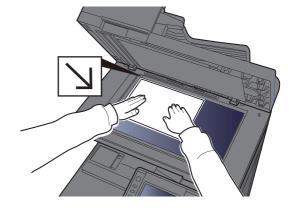
## Sending Document to Desired Shared Folder on a Computer

Follow the steps as below for sending a document to the desired shared folder on a computer.

- [Home] key > [Send]
- Place the originals.

Place the originals.





- **▶** Loading Originals (page 5-2)
- In the basic screen for sending, select [Folder].
- Select [SMB] from the folder type.

#### 5 Select the folder specification method.

To search for a folder on a PC on the network, select [Search Folder from Network] or [Search Folder by Host Name].

If you selected [**Search Folder from Network**], you can search all PCs on the network for a destination.

If you selected [**Search Folder by Host Name**], you can enter the "Domain/Workgroup", and "Host Name" to search PCs on the network for the destination.

Up to 500 addresses can be displayed. Select the host name (PC name) that you want to specify in the screen that appears, and select [Next]. The login user name and login password entry screen appears.

After you enter the login user name and login password name of the destination PC, the shared folders appear. Select the folder that you want to specify and select [Next]. The address of the selected shared folder is set.

Select the folder from the Search Results list.

#### 6 Enter the destination information.

Enter the next information. Once you have entered one item, select [Next] to advance to the next item.

#### Character Entry Method (page 11-8)

The table below lists the items to be set.

Item	Detail	Max. characters
Host Name	Computer name	Up to 64 characters
Path	Share name For example: scannerdata If saving in a folder in the shared folder: share name\folder name in shared folder	Up to 128 characters
Port	Port number (Normally 445.)	1 - 65535
Login User Name	If the computer name and domain name are the same: User Name For example: james.smith If the computer name and domain name are different: Domain name\User name For example: abcdnet\james.smith	Up to 64 characters
Login Password	Windows logon password (Case sensitive.)	Up to 64 characters

#### 7 Check the status.

1 Check the information.

Change the delay as required.

2 Check the connection.

#### [Menu] > [Connection Test]

"Connected." appears when connection to the destination is correctly established. If "Cannot connect." appears, review the entry.

To enter multiple destinations, select [Next Destination] and enter the next destination.

You can register the entered information in the Address Book by selecting [Add to Address Book].

#### Select [OK].

Destinations can be changed later.

→ Confirmation Screen of Destinations (page 5-39)

#### Select the functions.

Select [Functions] to display other functions.

→ Send (page 6-4)

## 10 Press the [Start] key.

Sending starts.

# Sending Document to Folder on an FTP Server (Scan to FTP)

You can store the scanned document into the desired shared folder on a computer.

## **Configuring Settings before Sending**

Before sending an document, configure the FTP Client (Transmission).

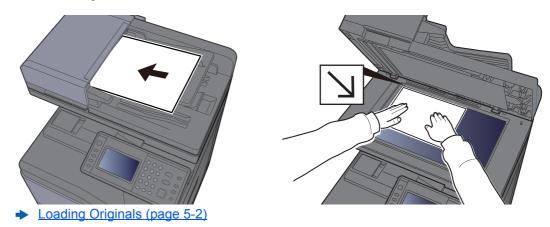
▶ Protocol Detail (page 8-31)

## Sending Document to Folder on an FTP Server

Follow the steps as below for sending a document to the folder on an FTP server.

- [Home] key > [Send]
- Place the originals.

Place the originals.



- 3 In the basic screen for sending, select [Folder].
- Select [FTP] from the folder type.

#### 5 Enter the destination information.

Enter the next information. Once you have entered one item, select [Next] to advance to the next item.

◆ Character Entry Method (page 11-8)

The table below lists the items to be set.

Item	Data to be entered	Max. characters
Host Name	Host name or IP address of FTP server	Up to 64 characters
Path*1	Path to the receiving folder For example: User\ScanData Otherwise the data will be saved in the home directory.	Up to 128 characters
Port	Port number (Normally 21.)	1 - 65535
Login User Name	FTP server login user name	Up to 64 characters
Login Password	FTP server login password (Case sensitive.)	Up to 64 characters

<sup>\*1</sup> When the FTP server is based on Linux/UNIX, the path including the sub-folder is combined by the slash "/" not using the back-slash.

#### Check the status.

1 Check the information.

Change the delay as required.

2 Check the connection.

[Menu] > [Connection Test]

"Connected." appears when connection to the destination is correctly established. If "Cannot connect." appears, review the entry.

To enter multiple destinations, select [Next Destination] and enter the next destination.

You can register the entered information in the Address Book by selecting [Add to Address Book].

#### 7 Select [OK].

Destinations can be changed later.

Confirmation Screen of Destinations (page 5-39)

#### Select the functions.

Select [Functions] to display other functions.

→ Send (page 6-4)

#### O Press the [Start] key.

Sending starts.

## **Scanning using TWAIN or WIA**

This section explains how to scan an original using TWAIN or WIA.

## **Configuring Settings before Sending**

Before sending an document, confirm that TWAIN/WIA driver is installed on a computer and the settings are configured.

- Setting TWAIN Driver (page 2-40)
- Setting WIA Driver (page 2-42)

## **Scanning Document Using Application**

This subsection explains how to scan an original using TWAIN. The WIA driver is used in the same way.

#### Display the screen.

- 1 Activate the TWAIN compatible application software.
- **2** Select the machine using the application and display the dialog box.



For selecting the machine, see the Operation Guide or Help for each application software.

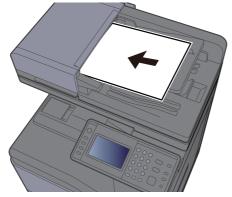
#### Configure the scan settings.

Select scanning settings in the dialog box that opens.



For the settings, refer to Help in the dialog box.

### 3 Place the originals.





#### Scan the originals.

Click the [Scan] button. The document data is scanned.

## **Useful Sending Method**

You can specify the follwing useful scanning (sending) methods.

WSD Scan: Saves images of originals scanned on this machine as files on a WSD-compatible computer.

→ WSD Scan (page 5-29)

Scanning with File Management Utility: Scans a document using the settings of File Management Utility and saves it to a specified network folder or PC.

Scanning with File Management Utility (page 5-31)

Sending to different types of destinations (Multi sending): Sends to different types of destination (E-mail addresses, folders, etc.) in a single operation.

◆ Sending to Different Types of Destinations (Multi Sending) (page 5-32)

Send to Me (E-mail): Sends to the E-mail address of the logged in user when user login is enabled.

➤ Send to Me (E-mail) (page 5-33)

## **WSD Scan**

WSD Scan saves images of originals scanned on this machine as files on a WSD-compatible computer.

#### NOTE

- · To use WSD Scan, confirm that the computer used for WSD scanning and the machine is network-connected, and "WSD Scan" is set to [On] in the network settings.
- → WSD Scan (page 8-32)
- For information on operating the computer, refer to the computer's help or the operation guide of your software.

## **Installing Driver Software**

#### For Windows 7

#### Display [Network] in the Start menu.

Click [Start] button on the Windows and then select [Network].

NOTE

When [Network] does not appear in the Start menu, perform the following procedure.

- 1 Right-click [Start] and click [Property] in the menu that appears.
- 2 Select the [[Start] menu] tab in the "Task bar and [Start] menu properties" screen, and click [Customize].
- 3 When the "Customize [Start] menu" screen appears, select the "Network" check box and click [OK].

#### Install the driver.

Right-click the machine's icon and then click [Install].

NOTE

If the "User Account Control" window appears, click [Continue].

If the "Found New Hardware" window appears, click [Cancel].

During the installation, double-click the icon shown on the task bar to display the "Driver Software Installation" screen. When "Your devices are ready to use" is displayed on the [**Driver Software Installation**] screen, the installation is completed.

#### For Windows 8 and Microsoft Windows Server 2012

#### Click [Search] in charms, [Control Panel], and then [View devices and printers].

#### Install the driver.

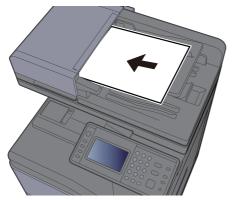
Click [Add a device]. Select the machine's icon and then click [Next].

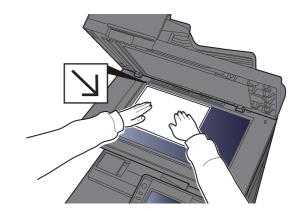
When the machine's icon is displayed in "Printers" on the [Devices and Printers] screen, the installation is completed.

### **WSD** scan

#### [Home] key > [Send]

#### Place the originals.





- → Loading Originals (page 5-2)
- Display the screen.

Select [WSD Scan].

#### Scan the originals.

#### Procedure using this machine

- 1 Select [From Operation Panel].
- 2 Select the destination computer > [OK]
  Select [Reload] to reload the computer list.
  You can view information on the selected computer by selecting [...].
- 3 Press the [Start] key.
  Sending begins and the software installed on the computer is activated.

#### **Procedure from Your Computer**

- 1 [From Computer] > [OK]
- **2** Use the software installed on the computer to send the images.

## **Scanning with File Management Utility**

File Management Utility is an application that sends a scanned document to a specified network folder or PC. You can create a work flow with FMU for processing of the scanned document, and register the workflow in the machine as a favorite.

## **Configuring Settings before Sending**

To use this function, you must install File Management Utility on your computer and configure settings for the multifunction machine to be used, scanning conditions, and the file save location. To install File Management Utility, refer to the following.

→ Installing Software (page 2-30)



For information on using File Management Utility, refer to the following:

File Management Utility User Guide

### **Recalling a Favorite Configured in FMU**

- 1 Make sure that File Management Utility is running on the computer (or server) on which File Management Utility is installed.
- Place the original.
- Recall a favorite.
  - 1 Select [Favorites] on the Home screen, or the key of the registered favorite.

    If you selected the key of the favorite registered with FMU, the favorite is activated. If you selected [Favorites], proceed to the next step.
  - Select the key of the favorite you want to use.
- 4 Follow the on-screen instructions to enter the necessary information and press [Next].
- When the scan settings screen appears, press each item and configure the necessary settings.

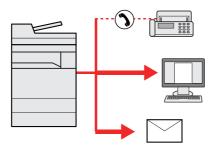
The features that can be set depend on File Management Utility.

6 Press the [Start] key.

Sending starts.

## **Sending to Different Types of Destinations** (Multi Sending)

You can specify destinations that combine E-mail addresses, folders (SMB or FTP) and fax numbers (Fax functionality can only be used on products equipped with fax capability.). This is referred to as Multi Sending. This is useful for sending to different types of destination (E-mail addresses, folders, etc.) in a single operation.



No. of broadcast items

E-mail: Up to 100

Folders (SMP, FTP): Total of 5 SMB and FTP

FAX: Up to 100

Procedures are the same as used in specifying the destinations of respective types. Continue to enter E-mail address or folder path so that they appear in the destination list. Press the [Start] key to start transmission to all destinations at one



#### **NOTE**

If the destinations include a fax, the images sent to all destinations will be black and white.

## Send to Me (E-mail)

When user login is enabled, the document is sent to the E-mail address of the logged in user.

## **Configuring Settings before Sending**

To use this function, configure the followings.

To use this function, the function icon must be displayed in the home screen.

→ Editing the Home Screen (page 2-13)

An E-mail address must be set in user login for the user who logs in.

→ Adding a User (Local User List) (page 9-5)

## Sending a document to the mail address of the logged in user

The sending procedure using [E-mail] is as follows.

- Select [Home] key.
- Select [Send to Me (E-mail)] .

## **Canceling Sending Jobs**

You can also cancel jobs by selecting the [Stop] key.

## **Canceling Scanning**

The procedure to cancel the scanned document is as follows.

- Select the [Stop] key with the send screen displayed.
- Cancel a job.

When there is a job is being scanned

Job Cancel appears.

When there is a job sending or on standby

Canceling job screen appears.
Select the job you wish to cancel > [Delete] > [Yes]

**NOTE** 

Selecting the [Stop] key will not temporarily stop a job that you have already started sending.

## **Handling Destination**

This section explains how to select and confirm the destination.

## **Specifying Destination**

Select the destination using either of the following methods except entering address directly:

- Choosing from the Address Book
  - → Choosing from the Address Book (page 5-35)
- Choosing from the External Address Book

For details on the External Address Book, refer to the following:

- Command Center RX User Guide
- Choosing from One Touch key.
- Choosing from the FAX
  - FAX System 11 Operation Guide

#### **NOTE**

- You can set the machine up so that the address book screen appears when you select the [Send] key.
- → Default Screen (page 8-23)
- If you are using the products equipped with the fax function, you can specify the fax destination. Enter the other party number using the numeric keypad.

## **Choosing from the Address Book**

Select a destination registered in the Address Book.

For more information about how to register destinations in the Address Book, refer to the following:

Registering Destinations in the Address Book (page 3-22)

#### In the basic screen for sending, select [Address Book].



NOTE

For details on the External Address Book, refer to the following:

Command Center RX User Guide

#### Select the destinations.

Select the checkbox to select the desired destination from the list. The selected destinations are indicated by a checkmark in the check box.

You can also select [Menu] to perform a more detailed search.



**◯** NOTE

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

#### **Destination Search**

Destinations registered in the Address Book can be searched.



	Keys used	Search type	Subjects searched
1		Advanced search by destination	Advanced search by type of registered destination (Email, Folder (SMB/FTP), FAX or Group).
2	Narrow Down	Advanced search by destination	Advanced search by type of registered destination (Email, Folder (SMB/FTP), FAX or Group).
	Search (Name)	Search by name	Search by registered name.
	Search (No.)	Search by number	Search by registered address number.
	Sort (Name)	Change of display	Sorts the list by destination name.
	Sort (No.)	order	Sorts the list by destination address number.
3		Search by name	Search by registered name.



#### NOTE

You can specify a destination by address number by selecting the [Quick No. Search] key.

### Accept the destination > [OK]

Destinations can be changed later.

**▶** Confirmation Screen of Destinations (page 5-39)



You can set the default "Sort" settings.

→ Sort (page 8-25)

## **Choosing from the External Address Book**

Select a destination registered in the external address book.

NOTE

For details on the External Address Book, refer to the following:

- Command Center RX User Guide
  - In the basic screen for sending, select [External Address Book].

#### Select the destinations.

Select the checkbox to select the desired destination from the list. The selected destinations are indicated by a checkmark in the check box.

You can also select [Menu] to perform a more detailed search.

NOTE

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

#### Accept the destination > [OK]

Destinations can be changed later.

→ Confirmation Screen of Destinations (page 5-39)

**NOTE** 

You can set the default "Sort" settings.

→ Sort (page 8-25)

## **Choosing from the One Touch Key**

Select the destination using the One Touch Keys.

NOTE

This procedure assumes that One Touch Keys have already been registered. For more information on adding One Touch keys, refer to the following:

→ Adding a Destination on One Touch Key (One Touch Key) (page 3-27)

#### In the basic screen for sending, select [One Touch Key].

#### Select the One Touch Keys where the destination is registered.

If the One Touch Keys for the desired destination is hidden on the touch panel, select  $[\vee]$  or [ $\land$ ] to scroll and view next or previous One Touch Keys.

NOTE

You can specify a One Touch Key by one touch number by selecting the [Quick No. Search] key.

#### Accept the destination > [OK]

Destinations can be changed later.

Confirmation Screen of Destinations (page 5-39)

## **Checking and Editing Destinations**

Check and edit a selected destination.

#### Display the screen.

- Specify the destination.
  - → Specifying Destination (page 5-35)
- 2 Select [Check].

#### Check and edit the destination.

To add a new destination, select [ + ].

To display details for the destinations, select [ ]. New E-mail addresses and PC folders can be edited if they have been specified.

To delete the selected destination, select [ îm ].

NOTE

- When selecting [On] for Entry Check for New Destination, the confirmation screen appears. Enter the same host name and path again, and select [**OK**].
- Entry Check for New Dest. (page 8-23)
- · When selecting [On] for Destination Check before Send, the confirmation screen appears after pressing the [Start] key.
- Dest. Check before Send (page 8-23) Confirmation Screen of Destinations (page 5-39)

#### **Confirmation Screen of Destinations**

When selecting [On] for Destination Check before Send, the confirmation screen of destinations appears after pressing the [Start] key.

▶ Dest. Check before Send (page 8-23)

Follow the steps below to confirm the destinations.



Select [ ∨ ] or [ ∧ ] to confirm all destination.

Selecting [ ] shows the detailed information of the selected destination.

To delete the destination, select the destination you want to delete > [ in ] > [Yes]

To add the destination, select [Cancel] and then return to the destination screen.

2 Select [Check].



**NOTE** 

Be sure to confirm all destination by displaying them on the touch panel. You cannot select [Check] unless you have confirmed all destination.

#### Recall

Recall is a function allowing you to send the last entered destination once again. When you want to send the image to the same destination, select [Recall], and you can call the destination you sent on the destination list.

#### Select [Recall].

The destination you sent is displayed on the destination list.



#### **NOTE**

When the last sending included FAX, folders and E-mail destinations, they are also displayed. If necessary, add or delete the destination.

#### Press the [Start] key.

Sending starts.



#### **NOTE**

- When [On] is selected in "Dest. Check before Send", a destination confirmation screen is displayed when you press the [Start] key.
- Confirmation Screen of Destinations (page 5-39)
- · Recall information is canceled in the following conditions.
  - When you turn the power off
  - When you send a next image (new recall information is registered)
  - When you log out

## **How to use the FAX Function**

On products with a FAX function, it is possible to use the FAX function.

FAX System 11 Operation Guide

## **Using Document Boxes**

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

The available Document Boxes are as follows: Custom Box, Job Box, removal USB memory, Subaddress Box, and Polling Box.

#### What is Custom Box?

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

The following operations are possible:

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

#### NOTE

- · To use Custom Box, an optional SSD must be installed in the machine.
- The operation on Custom Box you perform from operation panel can also be made using Command Center RX.
- Command Center RX User Guide

#### What is Job Box?

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

#### NOTE

- · You can set up the machine so that temporary documents in job boxes are automatically deleted.
- → Deletion of Job Retention (page 8-24)
- For details on operating the Job Box, refer to the following:
- Printing Data Saved in the Printer (page 4-10)

## What is Removable Memory Box?

A USB memory stick can be connected to the USB memory slot on the machine to print a saved file. You can print data directly from the USB memory without a PC. Image files scanned using this machine can also be saved to USB memory in the PDF, TIFF, JPEG, XPS, OpenXPS or high compression PDF format (Scan to USB).

## **Sub Address Box/Polling Box**

Sub Address Box/Polling Box store the fax data.

FAX System 11 Operation Guide

## **Basic Operation for Document Box**

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



#### NOTE

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

▶ Editing Custom Box (page 5-44)

#### **Box List**



- 1 Opens the selected box.
- 2 Select [Menu] to search for document boxes (box names/box numbers), change the order of the display (box names/box numbers/owners), register new boxes, change boxes or delete boxes.
- 3 Displays the details for the selected box.

#### **Document List**

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



- Selecting documents by checking checkboxes.
- 2 Select [Menu] to print, move, Search (File Name), Edit or delete documents, to select all or cancel all selections or to change the order of the display (name order/time order).
- 3 Display the details for the selected document.
- 4 A document can be searched for by document name.



#### NOTE

You can select multiple documents by selecting the respective document checkboxes.

## **Creating a New Custom Box**

Follow the steps below to create a new Custom Box.

#### **NOTE**

• To use Custom Box, an optional SSD must be installed in the machine.

• If the user authentication screen appears, enter your login user name and login password and select [**Login**]. For this, you need to login with administrator privileges. The factory default login user name and login password are set as shown below.

Login User Name: 3000 Login Password: 3000

- If user login administration is enabled, log in with administrator privileges to perform the following operations. They cannot be performed with user privileges.
  - Creating a box
  - Deleting a box of which owner is another user.

#### Display the screen.

- 1 Select [Custom Box] on the Home screen.
- 2 [Menu] > [Add]

#### Create the Custom Box.

1 Enter the box name > [Next]

Up to 32 characters can be entered.

- Check the settings and change or add information as needed.

Item	Description
Box Name	Enter a box name consisting of up to 32 characters.
	→ Character Entry Method (page 11-8)
Box No.	Enter the box number by selecting [+], [-] or number keys. The box number can be from 0001 to 1000. A Custom Box should have a unique number. If you enter 0000, the smallest number available will be automatically assigned.
Owner <sup>*1</sup>	Set the owner of the box. Select the owner from the user list that appears.
Permission*2	Select whether to share the box.
Box Password	User access to the box can be restricted by specifying a password to protect the box. Entering a password is not mandatory. Enter the same password of up to 16 characters in both [Password] and [Confirm Password].  This can be set if [Shared] is selected in Permission.
Usage Restriction	The usage for a box can be restricted. To enable a capacity restriction enter a value for the storage capacity of the Custom Box in megabytes by selecting [-], [+] or number keys. You can enter a limit between 1 and 30,000 (MB).
Auto File Deletion	Automatically deletes stored documents after a set period of time. Select [On] to enable automatic deletion and then use [+] and [-] or the numeric keys to enter the number of days for which documents are stored. You can enter any number between 1 and 31 (day(s)). To disable automatic file deletion, select [Off].
Free Space	Displays the free space on the box.

Item	Description
Overwrite Setting	Specifies whether or not old stored documents are overwritten when new documents are stored. To overwrite old documents, select [ <b>Permit</b> ]. To retain old documents, select [ <b>Prohibit</b> ].
Delete after Printed	Automatically delete a document from the box once printing is complete. To delete the document, select [On]. To retain the document, select [Off].

<sup>\*1</sup> Displayed when the user login administration is enabled.

#### 3 Select [Save].

The Custom Box is created.

## **Editing Custom Box**

Follow the steps below to edit a Custom Box.

#### Display the screen.

Select [Custom Box] on the Home screen.

#### 2 Edit the custom box.

- 1 [Menu] > [Edit]
- Select the box you want to edit.

#### NOTE

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

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

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

<sup>\*2</sup> Not displayed when "Owner" is set to [No Owner].

Privileges	Settings that can be changed
User	Box Name
	Box Password
	Permission
	Auto File Deletion
	Overwrite Setting
	Delete after Printed

→ Creating a New Custom Box (page 5-43)

## **Deleting Custom Box**

#### Display the screen.

Select [Custom Box] on the Home screen.

#### Delete the Custom box.

- 1 [Menu] > [Delete]
- Select the box you want to delete.

#### **NOTE**

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

## **Storing Documents**

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

Printer Driver User Guide

## **Printing Documents in Custom Box**

The procedure for printing documents in a custom box is explained below.

#### Display the screen.

- 1 Select [Custom Box] on the Home screen.
- 2 Select the box containing the document you want to print.



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

#### Print the document.

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

The document is marked with a checkmark.

NOTE

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

- 2 Select [Print].
- 3 The print settings selection screen appears.

To use the settings used at the time of printing (when the document was saved), select [**Print As Is**] > specify the number of copies > [**OK**].

Printing starts.

To change the print settings, select [Print after Change Settings] and proceed to next step.

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

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

- → Custom Box (Printing) (page 6-6)
- 5 Press the [Start] key.

Printing of the selected document begins.

## **Moving Documents in Custom Box**

This function allows you to move documents stored in custom boxes into other boxes. The procedure for moving documents is explained below.

#### Display the screen.

- 1 Select [Custom Box] on the Home screen.
- 2 Select the box containing the document you want to move.

NOTE

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

#### Move the documents.

Select the document in the list that you want to move by selecting the checkbox. The document is marked with a checkmark.

**NOTE** 

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

- 2 [Menu] > [Move to Another Custom Box]
- 3 Select the destination of move.
- 4 [Select This Folder] > [Yes]

The selected document is moved.

NOTE

If the box to which the document is to be moved is protected by a password, enter the correct password.

## **Deleting Documents in Custom Box**

The procedure for deleting documents in a custom box is explained below.

#### Display the screen.

- 1 Select [Custom Box] on the Home screen.
- 2 Select the box containing the document you want to delete.
  - NOTE

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

#### Delete the document.

1 Select the document in the list that you want to delete by selecting the checkbox. The document is marked with a checkmark.

- NOTE
- [Delete] is disabled until a document is selected.
- To deselect, select the checkbox again and remove the checkmark.
- 2 [Menu] > [Delete]
- 3 [Delete] > [Yes]

The document is deleted.

## **Operating using Removable USB Memory**

Plugging USB memory directly into the machine enables you to quickly and easily print the files stored in the USB memory without having to use a computer.

The following file types can be printed:

- PDF file (Version 1.7 or older)
- TIFF file (TIFF V6/TTN2 format)
- JPEG file
- XPS file
- · OpenXPS file
- · Encrypted PDF file

In addition, you can store scanned image files in USB memory connected to the machine.

The following file types can be stored:

- PDF file format
- · TIFF file format
- JPEG file format
- XPS file format
- · OpenXPS file format
- · High-compression PDF file format

## **Printing Documents Stored in Removable USB Memory**

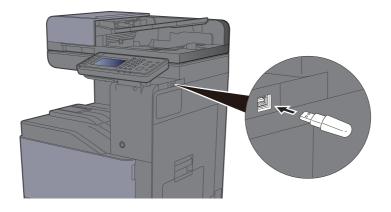
The procedure for printing documents stored in a removal USB memory is explained below.

#### NOTE

- PDF files you wish to print should have an extension (.pdf).
- Files to be printed should be saved no further down than the top 3 folder levels, including the root folder.
- Use USB memory properly formatted by this machine.
- Plug the USB memory directly into the USB Memory Slot.

#### Plug the USB memory.

1 Plug the USB memory into the USB Memory Slot.



When the machine reads the USB memory, "Removable Memory is recognized. Displaying files. Are you sure?" may appear. Select [Yes].

Displays the removable memory screen.

#### **NOTE**

If the message does not appear, select [Removable Memory] on the Home screen.

#### Print the document.

1 Select the folder containing the file to be printed.

The machine will display documents in the top 3 folder levels, including the root folder.

#### **NOTE**

- 1,000 documents can be displayed.
- To return to a higher level folder, select [Back].
- Select the file to be printed > [Print]
- 3 Change the number of copies, duplex printing, etc. as desired.

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

- Removable Memory (Store File, Printing Documents) (page 6-7)
- 4 Press the [Start] key.

Printing of the selected file begins.

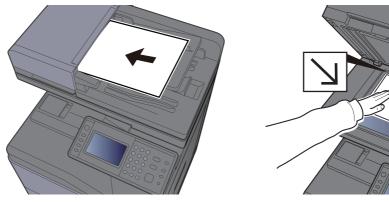
## **Saving Documents to USB Memory (Scan to USB)**

The procedure for storing scanned documents to a removal USB memory is explained below.



The maximum number of the storable files is 1,000.

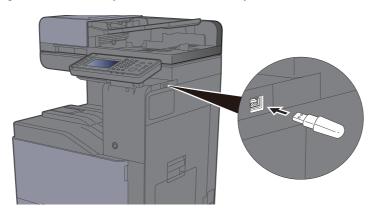
#### Place the originals.



Loading Originals (page 5-2)

#### Plug the USB memory.

1 Plug the USB memory into the USB Memory Slot.



When the machine reads the USB memory, "Removable Memory is recognized. Displaying files. Are you sure?" may appear. Select [Yes] to display the removable memory screen.



#### **NOTE**

If the message does not appear, select [Removable Memory] on the Home screen.

#### Store the document.

1 Select the folder where the file will be stored.

The machine will display the top 3 folder levels, including the root folder.

2 Select [ + ].



3 Set the type of original, file format, etc., as desired.

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

- → Removable Memory (Store File, Printing Documents) (page 6-7)
- 4 Press the [Start] key.

The original is scanned and the data is stored in the USB memory.

## **Check the USB Memory Information**

You can check the USB memory information.

- In the removable memory screen, select [Menu] > [Memory Information].
- Once you confirm the information, select [End].

## **Removing USB Memory**

Follow the steps below to remove the USB memory.



Be sure to follow the proper procedure to avoid damaging the data or USB memory.

Display the screen.

Select [Removable Memory] on the Home screen.

[Menu] > [Remove Memory]

Select [**OK**], and remove the USB memory after "Removable Memory can be safely removed." is displayed.



USB memory can also be removed after checking the status of the device.

Device/Communication (page 7-11)

# 6 Using Various Functions

#### This chapter explains the following topics:

Functions Available on the Machine	6-2
About Functions Available on the Machine	6-2
How to Select Functions	6-2
Copy	6-2
Send	6-4
Custom Box (Printing)	6-6
Removable Memory (Store File, Printing Documents)	6-7
Functions	6-9
Original Size	6-9
Paper Selection	6-10
Original Orientation	6-11
Mixed Size Originals	6-12
Collate/Offset	6-12
Staple	6-13
Paper Output	6-15
Density	6-16
Original Image	6-16
EcoPrint	6-17
Color Selection	6-18
Color Balance	6-19
Hue Adjustment	6-20
Sharpness	6-21
Contrast	6-21
Background Density Adj. (Background Density Adjustment)	6-22
Saturation	6-22
Prevent Bleed-through	6-23
Zoom	6-23
Combine	6-25
Duplex	6-27
Continuous Scan	6-28
Job Finish Notice	6-29
File Name Entry	6-29
Priority Override	6-30
Quiet Mode	6-30
Skip Blank Page	6-30
Duplex (2-sided Original)	6-31
Sending Size	6-32
File Format	6-33
File Separation	6-36
Scan Resolution	6-36
E-mail Subject/Body	6-36
FTP Encrypted TX	6-37
Delete after Print	6-37
Storing Size	6-38
Encrypted PDF Password	6-38
JPEG/TIFF Print	6-39
XPS Fit to Page	6-39

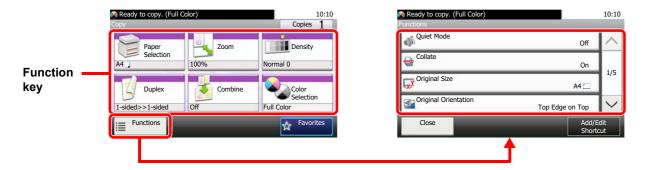
## **Functions Available on the Machine**

#### **About Functions Available on the Machine**

This machine provides the various functions available.

#### **How to Select Functions**

To configure the settings for functions, select the function key. By selecting [**Functions**], other selectable functions will be shown as a list.



## Copy

For details on each function, see the table below.

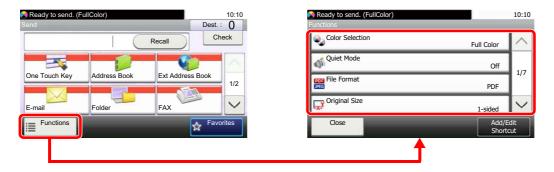
Function key	Description	Reference page
Paper Selection	Select the cassette or multi-purpose tray that contains the required paper size.	page 6-10
Zoom	Adjust the zoom to reduce or enlarge the image.	page 6-23
Density	Adjust density.	page 6-16
Duplex	Produces two-sided copies. You can also create single-sided copies from two-sided originals.	page 6-27
Combine	Combines 2 or 4 original sheets into 1 printed page.	page 6-25
Color Selection	Select the color mode setting.	page 6-18

Functions	Description	Reference page
Quiet Mode	Lower print and scan speed for quiet processing.	page 6-30
Collate/Offset	Offsets the output by page or set.	page 6-12
Original Size	Specify the original size to be scanned.	page 6-9
Original Orientation	Select the orientation of the original document top edge to scan correct direction.	page 6-11
Mixed Size Originals	Scans all sheets in the document processor, even if they are of different sizes.	page 6-12
Paper Output	Specify the output tray.	page 6-15
Staple	Staples printed documents.	page 6-13
Original Image	Select original image type for best results.	page 6-16
EcoPrint	EcoPrint saves toner when printing.	page 6-17

Functions	Description	Reference page
Hue Adjustment	Adjust the color (hue) of images.	page 6-20
Color Balance	Adjust the strength of cyan, magenta, yellow, and black.	page 6-19
Sharpness	Adjusts the sharpness of image outlines.	page 6-21
Contrast	You can adjust the contrast between light and dark areas of the image.	page 6-21
Background Density Adj.	Removes dark background from originals, such as newspapers.	page 6-22
Prevent Bleed-through	Hides background colors and image bleed-through when scanning thin original.	page 6-23
Skip Blank Page	When there are blank pages in a scanned document, this function skips the blank pages and prints only pages that are not blank.	page 6-30
Saturation	Adjust the color saturation of the image.	page 6-22
Continuous Scan	Scans a large number of originals in separate batches and then produce as one job.	page 6-28
Job Finish Notice	Sends E-mail notice when a job is complete.	page 6-29
File Name Entry	Adds a file name.	page 6-29
Priority Override	Suspends the current job and gives a new job top priority.	page 6-30

## **Send**

To configure the settings for functions, select [Functions].



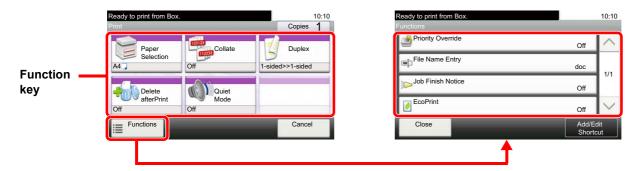
For details on each function, see the table below.

Functions	Description	Reference page
Color Selection	Select the color mode setting.	page 6-18
Quiet Mode	Lower print and scan speed for quiet processing.	page 6-30
File Format	Specify the image file format. Image quality level can also be adjusted.	page 6-33
Original Size	Specify the original size to be scanned.	page 6-9
Original Orientation	Select the orientation of the original document top edge to scan correct direction.	page 6-11
Mixed Size Originals	Scans all sheets in the document processor, even if they are of different sizes.	page 6-12
Duplex	Select the type and orientation of the binding based on the original.	page 6-31
Sending Size	Select size of image to be sent.	page 6-32
File Separation	Creates several files by dividing scanned original data page by page, and sends the files.	page 6-36
Scan Resolution	Select fineness of scanning resolution.	page 6-36
Density	Adjust density.	page 6-16
Original Image	Select original image type for best results.	page 6-16
Sharpness	Adjusts the sharpness of image outlines.	page 6-21
Contrast	You can adjust the contrast between light and dark areas of the image.	page 6-21
Background Density Adj.	Removes dark background from originals, such as newspapers.	page 6-22
Prevent Bleed-thru	Hides background colors and image bleed-through when scanning thin original.	page 6-23
Skip Blank Page	When there are blank pages in a scanned document, this function skips the blank pages and prints only pages that are not blank.	page 6-30
FAX TX Resolution	Select fineness of images when sending FAX.	Refer to the FAX System 11 Operation Guide.
Zoom	Adjust the zoom to reduce or enlarge the image.	page 6-23
Continuous Scan	Scans a large number of originals in separate batches and then produce as one job.	page 6-28
File Name Entry	Adds a file name.	page 6-29
E-mail Subject/Body	Adds subject and body when sending a document.	page 6-36

Functions	Description	Reference page
Job Finish Notice	Sends E-mail notice when a job is complete.	page 6-29
FTP Encrypted TX	Encrypts images when sending via FTP.	page 6-37
FAX Delayed Transmission	Set a send time.	Refer to the FAX System 11 Operation Guide.
FAX Direct Transmission	Sends FAX directly without reading original data into memory.	Refer to the FAX System 11 Operation Guide.
FAX Polling RX	Dial the destination and receive documents for Polling Transmission stored in the polling box.	Refer to the FAX System 11 Operation Guide.
FAX TX Report	Print a report of FAX transmission results.	Refer to the FAX System 11 Operation Guide.

## **Custom Box (Printing)**

To configure the settings for functions, select the function key. By selecting [**Functions**], other selectable functions will be shown as a list.



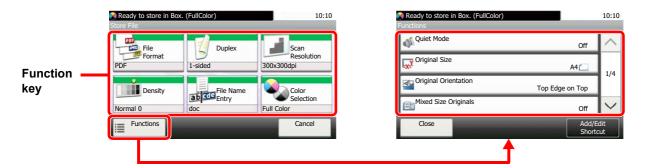
For details on each function, see the table below.

Function key	Description	Reference page
Paper Selection	Select the cassette or multi-purpose tray that contains the required paper size.	page 6-10
Collate/Offset	Offsets the output by page or set.	page 6-12
Duplex	Print a document on both sides of the paper.	page 6-28
Delete after Print	Automatically deletes a document from the box once printing is complete.	page 6-37
Quiet Mode	Lower print and scan speed for quiet processing.	page 6-30

Functions	Description	Reference page
Paper Output	Specify the output tray.	page 6-15
Staple	Staples printed documents.	page 6-13
Priority Override	Suspends the current job and gives a new job top priority.	page 6-30
File Name Entry	Adds a file name.	page 6-29
Job Finish Notice	Sends E-mail notice when a job is complete.	page 6-29
EcoPrint	EcoPrint saves toner when printing.	page 6-17

## **Removable Memory (Store File, Printing Documents)**

To configure the settings for functions, select the function key. By selecting [Functions], other selectable functions will be shown as a list.



For details on each function, see the table below.

#### **Store File**

Function key	Description	Reference page
File Format	Specify the image file format. Image quality level can also be adjusted.	page 6-33
Duplex	Select the type and orientation of the binding based on the original.	page 6-31
Scan Resolution	Select fineness of scanning resolution.	page 6-36
Density	Adjust density.	page 6-16
File Name Entry	Adds a file name.	page 6-29
Color Selection	Select the color mode setting.	page 6-18

Functions	Description	Reference page
Quiet Mode	Lower print and scan speed for quiet processing.	page 6-30
Original Size	Specify the original size to be scanned.	<u>page 6-9</u>
Original Orientation	Select the orientation of the original document top edge to scan correct direction.	page 6-11
Mixed Size Originals	Scans all sheets in the document processor, even if they are of different sizes.	page 6-12
Storing Size	Select size of image to be stored.	page 6-38
Original Image	Select original image type for best results.	page 6-16
Sharpness	Adjusts the sharpness of image outlines.	page 6-21
Contrast	You can adjust the contrast between light and dark areas of the image.	page 6-21
Background Density Adj.	Removes dark background from originals, such as newspapers.	page 6-22
Prevent Bleed-through	Hides background colors and image bleed-through when scanning thin original.	page 6-23
Skip Blank Page	When there are blank pages in a scanned document, this function skips the blank pages and prints only pages that are not blank.	page 6-30
Zoom	Adjust the zoom to reduce or enlarge the image.	page 6-23
Continuous Scan	Scans a large number of originals in separate batches and then produce as one job.	

Functions	Description	Reference page
Job Finish Notice	Sends E-mail notice when a job is complete.	page 6-29
File Separation	Creates several files by dividing scanned original data page by page, and sends the files.	page 6-36

### **Printing Documents**

Function key	Description	Reference page
Paper Selection	Select the cassette or multi-purpose tray that contains the required paper size.	page 6-10
Collate	Offsets the output by page or set.	page 6-12
Duplex	Print a document on both sides of the paper.	page 6-28
Quiet Mode	Lower print and scan speed for quiet processing.	page 6-30
Color Selection	Select the color mode setting.	<u>page 6-18</u>

Functions	Description	Reference page
Paper Output	Specify the output tray.	page 6-15
Staple	Staples printed documents.	page 6-13
EcoPrint	EcoPrint saves toner when printing.	page 6-17
Job Finish Notice	Sends E-mail notice when a job is complete.	page 6-29
Priority Override	Suspends the current job and gives a new job top priority.	page 6-30
Encrypted PDF Password	Enter the preassigned password to print the PDF data.	page 6-38
JPEG/TIFF Print	Select the image size when printing JPEG or TIFF files.	
XPS Fit to Page	Reduces or enlarges the image size to fit to the selected paper size when printing XPS file.	page 6-39

### **Functions**

On pages that explain a convenient function, the modes in which that function can be used are indicated by icons.

Printing:







Sending:



Storing:



### **Original Size**







Specify the original size to be scanned.

Select [Auto (for DP)], [Metric], [Inch], or [Others] to select the original size.

Item	Value	Description
Auto (for DP)	_	Automatically detect the original size.
Inch	Letter, Legal, Statement, Executive, Oficio II	Select from the Inch series standard sizes.
Metric	A4, A5, A6, B5, B6, Folio, 216 × 340 mm	Select from the Metric standard sizes.
Others	16K, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Hagaki (Cardstock), Oufuku Hagaki (Return postcard), Youkei 4, Youkei 2, Custom*1	Select from special standard sizes and custom sizes.

For instructions on how to specify the custom original size, refer to the following:



Select whether to automatically detect originals of the document processor.

→ Auto Detect Original Size (DP) (page 8-11)

Be sure to always specify the original size when using custom size original.

### **Paper Selection**







Select the cassette or multi-purpose tray that contains the required paper size.

Select from [1] (Cassette 1) to [4] (Cassette 4) to use the paper contained in that cassette.

If [Auto] is selected, the paper matching the size of the original is selected automatically.

### NOTE

- Specify in advance the size and type of the paper loaded in the cassette.
- Cassette/MP Tray Settings (page 8-8)
- Cassettes 2 to 4 are displayed when the optional paper feeder is installed.

To select [MP tray], select [Paper Size] and [Media Type], and specify the paper size and the media type. The available paper sizes and media types are shown in the table below.

Ite	em	Value	Description
Paper Size	Inch	Letter*1, Legal*1, Statement*1, Executive, Oficio II	Select from the Inch series standard sizes.
	Metric	A4 <sup>*1</sup> , A5 <sup>*1</sup> , A6 <sup>*1</sup> , B5 <sup>*1</sup> , B6 <sup>*1</sup> , Folio <sup>*1</sup> , 216 × 340 mm	Select from the Metric standard sizes.
Envelope Envelope Oufuku H		16K, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Hagaki (Cardstock), Oufuku Hagaki (Return postcard), Youkei 4, Youkei 2, Custom* <sup>2</sup>	Select from special standard sizes and custom sizes.
X: 148 to 356 mm (in 1 mm increments)  When you have selected [Size E		Enter the size not included in the standard size.*3  When you have selected [Size Entry], use [+]/[-] or the numeric keys to set the sizes of "X" (horizontal) and "Y" (vertical).	
Media type		lain (60 to 105 g/m <sup>2</sup> ), Transparency, Rough, Vellum (60 to 105 g/m <sup>2</sup> ), Labels, Recycled, Preprinted <sup>*4</sup> , ond, Cardstock, Color, Prepunched <sup>*4</sup> , Letterhead <sup>*4</sup> , Envelope, Thick (106 to 220 g/m <sup>2</sup> ), Coated, igh Quality, Custom 1-8 <sup>*4</sup>	

- \*1 Paper size is automatically detected in the cassette.
- \*2 For instructions on how to specify the custom paper size, refer to the following:
  - Custom Paper Size (page 8-13)
- \*3 The input units can be changed in System Menu. For details, refer to the following:
  - Measurement (page 8-20)
- \*4 For instructions on how to specify the custom paper types 1 to 8, refer to the following:
  - → Media Type Setting (page 8-15)

To print on preprinted or prepunched paper or on letterhead, refer to the following:

Special Paper Action (page 8-14)

### NOTE

- You can conveniently select in advance the size and type of paper that will be used often and set them as default.
- → Multi Purpose Tray (page 8-9)
- If the specified size of paper is not loaded in the paper source cassette or multi purpose tray, a confirmation screen appears. Load the required paper in the multi purpose tray and select [Continue] to start copying.

### **Original Orientation**





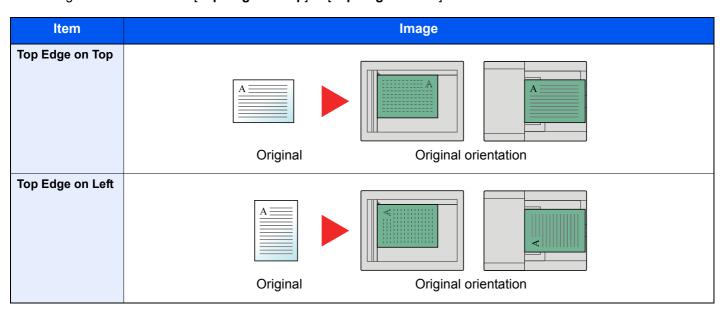


Select the orientation of the original document top edge to scan correct direction.

To use any of the following functions, the document's original orientation must be set.

- Duplex
- Combine
- Duplex (2-sided Original)

Select original orientation from [Top Edge on Top] or [Top Edge on Left].





### **NOTE**

The default setting for Original Orientation can be changed.

Original Orientation (page 8-16)

### **Mixed Size Originals**







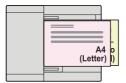
Scans all sheets in the document processor, even if they are of different sizes.

(Value: [Off] / [On])

### **Supported Combinations of Originals**

Legal and Letter (Folio and A4)





### **Collate/Offset**







Offsets the output by page or set.



### **NOTE**

This function requires the optional Sheet Finisher.

→ Innner Finisher (page 11-24)

#### Without Optional Sheet Finisher\*

(Value: [Off] / [On])

\* Collate Only

#### With Optional Sheet Finisher

(Value: [Off] / [Collate Only] / [Offset Each Page] / [Offset Each Set])

Item	Image	Description
Collate Only		Scans multiple originals and delivers complete sets of copies as required according to page number.

Item	Image	Description
Offset Each Page		Printed copies are collated and output as individual pages separately.
Offset Each Set		Printed copies are collated and output as individual set separately.



The paper sizes supported in Offset are Legal, Oficio II, Letter, Folio, A4, 16K and 216×340mm.

### **Staple**







Staples the finished documents. The staple position can be selected.



This function requires the optional Sheet Finisher.

For details on paper sizes and numbers of sheets that can be stapled, refer to the following:

→ Innner Finisher (page 11-24)

Item	,	/alue	Description
Staple Off			
	1 staple		Select the staple position. For details on original orientation
	2 staple		<ul> <li>and staple position, refer to the following:</li> <li>→ Original Orientation and Staple Position (page 6-14)</li> </ul>
Others 1 staple (Top Left)	Griginal Chemication and Grapic Fosition (page 6-14)		
		1 staple (Top Right)	
		2 staples (Left)	
		2 staples (Top)	
		2 staples (Right)	
Original Orientation	Top Edge on Top, T	op Edge on Left	Select the orientation of the original document top edge to scan correct direction. Select [Original Orientation] to choose orientation of the originals, either [Top Edge on Top] or [Top Edge on Left]. Then select [OK].

#### **Original Orientation and Staple Position**

Image			Original Orientation
Original	Print results		
A		Top Edge on Top	A
A =		Top Edge on Left	

### NOTE

- Two position staple is not available for long edge paper orientation.
- Two position staple is not available for B5 paper.

#### **Mixed Size Stapling**

Even with mixed paper sizes, if the sizes have the same width, the output can be stapled. The size of sheets that can be stapled together is Letter and Legal. Up to 30 sheets can be stapled.



When performing Mixed Size Stapling, refer to the following:

→ Mixed Size Originals (page 6-12)

### **Paper Output**







Specify the output tray.



This function requires the optional Job Separator or Mailbox.

The default setting for Paper Output can be changed.

→ Paper Output (page 8-18)

### With Optional Job Separator

Item	Description	
Inner tray	Outputs to the Inner Tray of the machine.	
Job Separator Tray	Delivery to the Inner Job Separator.	

### **With Optional Mailbox**

Item	Description
Inner tray	Outputs to the Inner Tray of the machine.
Tray A, Tray 1 to 5	Delivery to tray A, tray 1 to 5 (tray 1 is the uppermost tray) of the optional Mailbox.  When [ <b>Heavy 3</b> ] (164 g/m² - ) or higher is set in Paper Weight and Mailbox (Option) is set for the output destination, the output destination is automatically changed to the tray A.

### **Density**







Adjust density.

Adjust density selecting [-4] (Lighter) to [+4] (Darker).



## **Original Image**







Select original image type for best results.

### **Copying/Printing**

Item			Description
Text+Photo*1			Best for mixed text and photo documents.
Photo			Best for photos taken with a camera.
Text			Best for documents that are mostly text.
Graphic/Map	*2		Best for graphics and maps.
Printer Outpu	Printer Output*2 Best for documents printed on this machine originally.		Best for documents printed on this machine originally.
Others	Original Image	Text+Photo	Select to bring out text and markings made with a highlighter pen.  Reproduces the color of the highlighter pen to the extent possible.
		Photo	Reproduces the color of the highlighter peri to the extent possible.
		Text	
		Graphic/Map	
		Printer Output	
	Highlighter		

<sup>\*1</sup> If gray text is not printed completely using [Text + Photo], selecting [Text] may improve the result.

<sup>\*2</sup> This function is displayed while copying.

### Sending/Storing

Item	Description	
Text+Photo	Best for mixed text and photo documents.	
Photo	Best for photos taken with a camera.	
Text	Best for documents that are mostly text.	
Light Text/Fine Line	Clearly reproduces faint characters written in pencil, etc., and thin lines on map originals or diagrams.	
Text (for OCR)*1	Scanning produces an image that is suitable for OCR.	

<sup>\*1</sup> This function is only available when "Color Selection" is set to [Black & White]. For details, refer to the following:

### **EcoPrint**







EcoPrint saves toner when printing.

Use this function for test prints or any other occasion when high quality print is not required.

(Value: [Off] / [On])







<sup>→</sup> Color Selection (page 6-18)

### **Color Selection**









Select the color mode setting.

### Copying

Item		Description
Auto Color		Automatically recognizes whether documents are color or black and white.
Full Color		Prints documents in full color.
Black & White		Prints documents in black and white.
Single Color	Cyan	Specify one of the colors and produce copies in that color regardless of original
	Magenta	type.
	Yellow	
	Red	
	Green	
	Blue	

### **Printing**

Item	Description
Full Color	Prints documents in full color.
Black & White	Prints documents in black and white.

### Sending/Storing

Item	Description
Auto (Color/Gray)	Automatically recognizes whether the document is color or black and white, and scan color documents in Full Color and black and white documents in Grayscale.
Auto (Color/B & W)	Automatically recognizes whether the document is color or black and white, and scan color documents in Full Color and black and white documents in Black and White.
Full Color	Scans the document in full color.
Grayscale	Scans the document in grayscale. Produces a smooth, detailed image.
Black & White	Scans the document in black and white.

### **Color Balance**



Adjust the strength of cyan, magenta, yellow, and black.

### Example:



Item		Description	
Off			
On	Cyan	Select [<] or [>] on each side of the color (Cyan, Magenta, Yellow, Black) to adjust	
	Magenta	each color.	
	Yellow		
	Black		



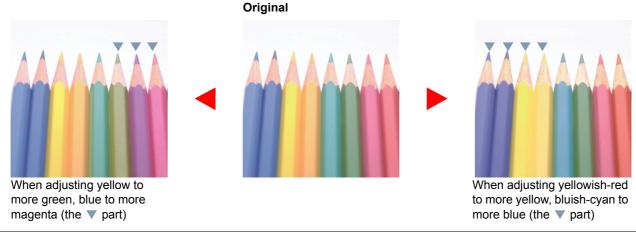
This feature is used with full color and auto color copying.

### **Hue Adjustment**



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.



Item	<b>Description</b>	
Off		
All	Adjust hue for all colors.  Select [<] or [>] to adjust the hue.	
Individual	Select individual colors to adjust the hue.  Select [Red], [Yellow], [Green], [Cyan], [Blue] or [Magenta] and then select [<] or [>] to adjust the hue.	



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

These adjustments are especially useful on rich color images.

### **Sharpness**

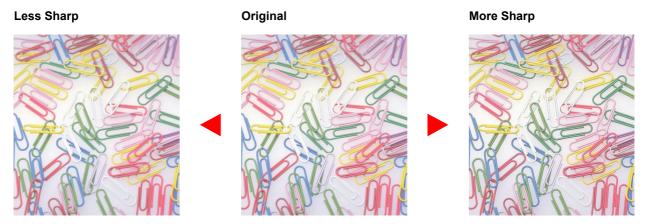






Adjusts the sharpness of image outlines.

When copying penciled originals with rough or broken lines, clear copies can be taken by adjusting sharpness toward "Sharpen". When copying images made up of patterned dots such as magazine photos, in which moire \*1 patterns appear, edge softening and weakening of the moire effect can be obtained by setting the sharpness toward "Blur".



Item	Description	
[+1] to [+3] (Sharpen)	Emphasizes the image outline.	
[-1] to [-3] (Blur)	Blurs the image outline. Can weaken a Moire*1 effect.	

<sup>\*1</sup> Patterns that are created by irregular distribution of halftone dots.

### **Contrast**







You can adjust the contrast between light and dark areas of the image.



Item	Description	
[+1] to [+4] (Higher)	Increases the sharpness of colors.	
[-1] to [-4] (Lower)	Creates smoother colors.	

### **Background Density Adj. (Background Density Adjustment)**







Removes dark background from originals, such as newspapers.

This feature is used with full color and auto color. Background Density Adjustment is disabled if Auto Color detects black and white originals.

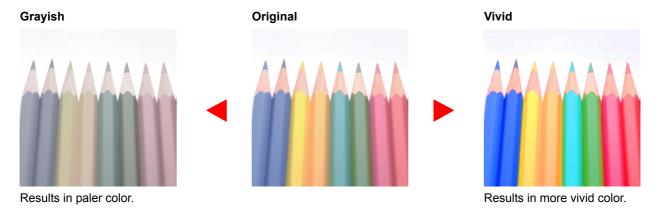
If the ground color is obtrusive, select [Auto]. If [Auto] does not remove the ground color, select [Manual] and adjust the density of the ground color.

Item Description		
Off	Does not adjust the ground color.	
Auto	Automatically adjusts the background density based on the original.	
Manual	Select [1] to [5] (Lighter - Darker) to adjust the background density manually.	

### **Saturation**



Adjust the color saturation of the image.





#### **NOTE**

This feature is used with full color and auto color. Saturation is disabled if Auto Color detects black and white originals.

Item	Description	
[-1] to [-3] (Grayish)	Results in paler color.	
[+1] to [+3] (Vivid)	Results in more vivid color.	

### **Prevent Bleed-through**







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

(Value: [Off] / [On])



### Zoom







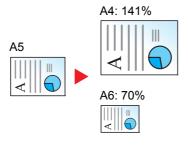
Adjust the zoom to reduce or enlarge the image.

### Copying

The following zoom options are available.

#### **Auto**

Adjusts the image to match the paper size.



#### **Standard Zoom**

Reduces or enlarges at preset magnifications.

Model	Zoom Level (Original Copy)		Model	Zoom Level (0	Original Copy)
Metric Models	400% Max.	90% Folio>>A4	Inch Models	400% Max.	78% Legal>>Letter
	200%	70%		200%	64% Letter>>Statement
	141% A5 >> A4	50%		129% Statement>>Letter	50%
	100%	25% Min.		100%	25% Min.

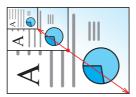
#### **Others**

Reduces or enlarges at magnifications other than the Standard Zoom.

Мо	del	Zoom Level (Original Copy)		Model	Zoom Leve	l (Original Copy)
Metric N	Models	115% B5 >> A4 86% A4 >> B5 129% Statement>>Letter	78% Legal>>Letter 64% Letter>>Statement	Inch Models	141% A5 >> A4 115% B5 >> A4 90% Folio>>A4	86% A4 >> B5 70% A4 >> A5

#### **Zoom Entry**

Manually reduces or enlarges the original image in 1% increments between 25% and 400%. Use the numeric keys or select [+] or [-] to enter the any magnification.



### Sending/Storing

Item	Description		
100%	Reproduces the original size.		
Auto	Reduces or enlarges original to sending/storing size.		



To reduce or enlarge the image, select the paper size, sending size, or storing size.

▶ Paper Selection (page 6-10) Sending Size (page 6-32) Storing Size (page 6-38)

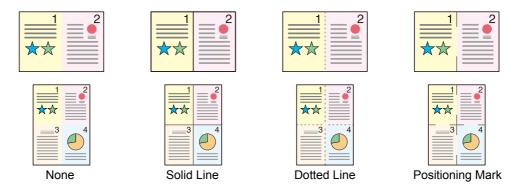
### **Combine**



Combines 2 or 4 original sheets into 1 printed page.

You can select the page layout and the type of boundary lines around the pages.

The following types of the boundary lines are available.



	Item	Value	Description
Off		_	Disables the function.
2 in 1		_	Copy the original with the default setting. For the default settings,
4 in 1		_	refer to the following:  Function Defaults (page 8-16)
Others	Combine	Off, 2 in 1 (L to R/T to B), 2 in 1 (R to L/B to T), 4 in 1 (Right then Down), 4 in 1 (Left then Down), 4 in 1 (Down then Right), 4 in 1 (Down then Left)	Select the page layout of scanned originals.
	Border Line	None, Solid Line, Dotted Line, Positioning Mark	Select the boundary line type.
	Original Orientation	Top Edge on Top, Top Edge on Left	Select the orientation of the original document top edge to scan correct direction.

### Layout image



### NOTE

- The paper sizes supported in Combine mode are A4, A5, B5, Folio, 216 × 340 mm, Letter, Legal, Statement, Oficio II, and 16K.
- When placing the original on the platen, be sure to copy the originals in page order.

### **Duplex**



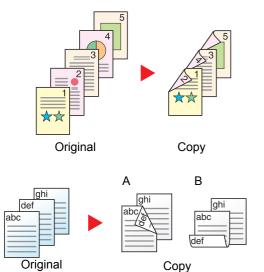




Produces two-sided copies. You can also create single-sided copies from two-sided originals.

The following modes are available.

#### One-sided to Two-sided



Produces two-sided copies from one-sided originals. In case of an odd number of originals, the back side of the last copy will be blank.

The following binding options are available.

- A Original Left/Right to Binding Left/Right: Images on the second sides are not rotated.
- B Original Left/Right to Binding Top: Images on the second sides are rotated 180 degrees. Copies can be bound on the top edge, facing the same orientation when turning the pages.

#### Two-sided to One-sided

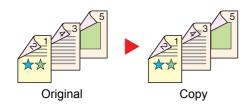


Copies each side of a two-sided original onto two individual sheets.

The following binding options are available.

- Binding Left/Right: Images on the second sides are not rotated.
- Binding Top: Images on the second sides are rotated 180 degrees.

#### Two-sided to Two-sided



Produces two-sided copies from two-sided originals.



#### NOTE

The paper sizes supported in Two-sided to Two-sided mode are A4, B5, A5, Legal, Letter, Executive, Statement, Oficio II, 216 × 340 mm, Folio, ISO B5, and 16K.

### Copying

Prints 1-sided originals to 2-sided, or 2-sided originals to 1-sided. Select the binding orientation for original and finished documents.

Item		Value	Description
1-sided>>1	-sided	_	Disables the function.
1-sided>>2-	-sided	_	Copy the original with the default setting. For the default
2-sided>>1	-sided	_	settings, refer to the following:  Function Defaults (page 8-16)
2-sided>>2-	-sided	_	i direction betadie (page 5 10)
Others Duplex 1-sided>>1-sided, 1-sided>>2-sided, 2-sided>>1-sided, 2-sided>>2-sided	Select the desired duplex option.		
	Binding in Original*1	Left/Right, Top	Select the binding orientation of originals.
	Binding in Finishing*2	Left/Right, Top	Select the binding orientation of copies.
	Original Orientation	Top Edge on Top, Top Edge on Left	Select the orientation of the original document top edge to scan correct direction.

<sup>\*1</sup> Displayed when [2-sided>>1-sided] or [2-sided>>2-sided] is selected for "Duplex".

When placing the original on the platen, consecutively replace each original and press the [Start] key.

After scanning all originals, select [Finish Scan] to start copying.

### **Printing**

Print a document on both sides of the paper.

Item	Description
1-sided	Disables the function.
2-sided	Prints a 2-sided document so that the sheets are aligned properly for binding on the left or right.
2-sided	Prints a 2-sided document so that the sheets are aligned properly for binding on the top.

### **Continuous Scan**



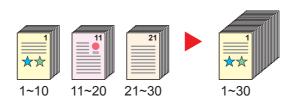




Scans a large number of originals in separate batches and then produce as one job.

Originals will be scanned continuously until you select [Finish Scan].

(Value: [Off] / [On])



<sup>\*2</sup> Displayed when [1-sided>>2-sided] or [2-sided>>2-sided] is selected for "Duplex".

### **Job Finish Notice**











Sends E-mail notice when a job is complete.

Users can be notified of the completion of a job while working at a remote desk, saving the time spent waiting beside the machine to finish.



#### NOTE

PC should be configured in advance so that E-mail can be used.

Command Center RX (page 2-46)

E-mail can be sent to a single destination.

Item	Description
Off	Disables the function.
On	Displays the destination list.
	Add a Destination
	To add a new destination, select [Menu] > [Add].
	Address Book: Select the notification destination from the address book and select [OK].
	• Ext. Address Book*1: Select the notification destination from the external address book.
	Address Entry: Enter the e-mail address directly. Enter the address (up to 128 characters) and select [OK].
	My Address*2: Uses the e-mail address of the logged in user.
	Check the Destination
	To display details for the destinations, select [ ).
	Delete the Destination
	To delete the selected destination, select [ iii ].

For details on the External Address Book, refer to the following:

### **File Name Entry**









Adds a file name.

Additional information such as job number and date and time can also be set. You can check a job history or job status using the file name, date and time, or job number specified here.

Enter the file name (up to 32 characters), and select [Next].

To add date and time, select [Date and Time]. To add job number, select [Job No.]. To add both, select [Job No. & Date and Time] or [Date and Time & Job No.].

Command Center RX User Guide

<sup>\*2</sup> Displayed when user login administration is enabled.

### **Priority Override**







Suspends the current job and gives a new job top priority.

The suspended job resumes after the other job is finished.

(Value: [Off] / [On])



- · This function is not available if current job was an override.
- · Priority override may not be available depending on the status of the current print job and memory usage.

### **Quiet Mode**











Lower print and scan speed for quiet processing.

Select this mode when the running noise is uncomfortable.

It is possible to set the use of Quiet Mode for each function, such as copying and sending.

(Value: [Off] / [On])

### NOTE

- The processing speed will be slower than normal when in Quiet Mode.
- This cannot be used when [Prohibit] is set for "Specify for Each Job".
- Specify for Each Job (page 8-42)

### **Skip Blank Page**







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

When set to [High], the level at which blank paper is recognized is higher.

The machine detects blank pages, saving unnecessary printing without the need to check for blank pages in the document.

Select [Low], [Middle] or [High] in [On].



#### NOTE

The originals with punched holes or originals printed on a colored substrate may not be recognized as blank pages.

## **Duplex (2-sided Original)**





Select the type and orientation of the binding based on the original.

	Item	Value	Description
1-sided		_	Disables the function.
2-sided		_	Set when using a 2-sided sheet original that will be bound on the left or right.
Others	Duplex	1-sided, 2-sided (Binding Left/Right), 2-sided (Binding Top)	Select the binding orientation of originals.
	Original Orientation*1	Top Edge on Top, Top Edge on Left	Select the orientation of the original document top edge to scan correct direction.

<sup>\*1</sup> Displayed when [2-sided (Binding Left/Right)] or [2-sided (Binding Top)] is selected in "Duplex".

### Sample image

	Value	Image
2-sided	Binding Left/ Right	
	Binding Top	

### **Sending Size**



Select size of image to be sent.

Select [Same as Original Size], [Metric], [Inch], or [Others] to select the sending size.

Item	Value	Description
Same as Original Size	_	Automatically sends the same size as the original.
Metric	A4, A5, A6, B5, B6, Folio, 216 × 340 mm	Select from the Metric standard sizes.
Inch	Letter, Legal, Statement, Executive, Oficio II	Select from the Inch series standard sizes.
Others	16K, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Hagaki (Cardstock), Oufukuhagaki (Return postcard), Youkei 4, Youkei 2	Select from special standard sizes and custom sizes.

#### Relationship between Original Size, Sending Size, and Zoom

Original Size (page 6-9), Sending Size, and Zoom (page 6-23) are related to each other. For details, see the table below.

Original size and sending size are	the same	different
Original Size (page 6-9)	Specify as necessary.	Specify as necessary.
Sending Size	Select [Same as Original Size].	Select the desired size.
Zoom (page 6-23)	Select [100%] (or [Auto]).	Select [Auto].



### NOTE

When you specify the sending size that is different from the original size, and select the zoom of [100%], you can send the image as the actual size (No Zoom).

### **File Format**



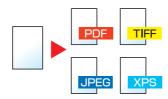


Specify the image file format. Image quality level can also be adjusted.

Select the file format from [PDF], [TIFF], [JPEG], [XPS], [OpenXPS], and [High Comp. PDF].

When the color mode in scanning has been selected for Grayscale or Full Color, set the image quality.

If you selected [PDF] or [High Comp. PDF], you can specify encryption or PDF/A settings.



	Item	Value	Description
PDF		_	Set the file format selected.
High Comp	. PDF	_	The image quality and PDF/A settings will be the default settings. For the default settings, refer to the following:
TIFF		_	► Function Defaults (page 8-16)
JPEG		_	
XPS		_	
OpenXPS		_	
Others	File Format	PDF, High Comp. PDF, TIFF, JPEG, XPS, OpenXPS	Select the image file format.
	Image Quality*1	Compression Ratio Priority, Standard, Quality Priority	Set the quality level for High Compression PDF.
	Image Quality*2	1 Low (High Comp.) to 5 High (Low Comp.)	Set the image quality.
	PDF/A <sup>*3</sup>	Off, PDF/A-1a, PDF/A-1b	Set PDF/A-1 format type.
	Encryption*3	_	You can use PDF encryption functions.
			▶ PDF Encryption Functions (page 6-34)

- \*1 Displayed when [High Comp. PDF] is selected for "File Format".
- \*2 Displayed when something other than [High Comp. PDF] is selected for "File Format".
- \*3 Displayed when [PDF] or [High Comp. PDF] is selected for "File Format".



If encryption is enabled, PDF/A settings cannot be specified.

### **PDF Encryption Functions**

If you have selected PDF or High Comp. PDF for file format, you can restrict the access level for displaying, printing, and editing PDF's by assigning a secure password.

Select [Others], [PDF] or [High Comp. PDF] in [File Format], and select [Encryption].

Items that can be set vary depending on the setting selected in [Compatibility].

When [Acrobat 3.0 and later, Encryption Level: Middle(40-bit)] is selected

	Item	Value	Description
Pass	word to Open Document	Off, On	Enter the password to open the PDF file.
			Select [ <b>On</b> ], enter a password (up to 256 characters) and then select [ <b>Next</b> ].
			Enter the password again for confirmation, and select [ <b>OK</b> ].
Pass	word to Edit/Print	Off, On	Enter the password to edit the PDF file.
Docu	ıment		Select [ <b>On</b> ], enter a password (up to 256 characters) and then select [ <b>Next</b> ].
			Enter the password again for confirmation, and select [ <b>OK</b> ].
			When you have entered the password to edit/print document, you can specifically limit the operation.
	Printing Allowed	Not Allowed, Allowed	Restricts printing of the PDF file.
	Changes Allowed	Not Allowed	Disables the change to the PDF file.
		Commenting	Can only add commenting.
		Page Layout except extracting Pages	Can change the page layout except extracting the pages of the PDF file.
		Any except extracting Pages	Can conduct all operations except extracting the pages of the PDF file.
	Copying of Text/Images/ Others	Disable, Enable	Restricts the copying of text and objects on the PDF file.

### When [Acrobat 5.0 and later, Encryption Level: High(128-bit)] is selected

	Item	Value	Description
Passy	word to Open Document	Off, On	Enter the password to open the PDF file.
			Select [On], enter a password (up to 256 characters) and then select [Next].
			Enter the password again for confirmation, and select [ <b>OK</b> ].
Pass	word to Edit/Print	Off, On	Enter the password to edit the PDF file.
Docu	ment		Select [ <b>On</b> ], enter a password (up to 256 characters) and then select [ <b>Next</b> ].
			Enter the password again for confirmation, and select [ <b>OK</b> ].
			When you have entered the password to edit/print document, you can specifically limit the operation.
Printing Allowed	Printing Allowed	Not Allowed	Disables the printing of PDF file.
		Allowed (Low Resolution only)	Can print the PDF file only in low resolution.
		Allowed	Can print the PDF file in original resolution.
	Changes Allowed	Not Allowed	Disables the change to the PDF file.
		Inserting/Deleting/Rotating Pages	Can only insert, delete, and rotate the pages of the PDF file.
		Commenting	Can only add commenting.
		Any except extracting Pages	Can conduct all operations except extracting the pages of the PDF file.
	Copying of Text/Images/ Others	Disable, Enable	Restricts the copying of text and objects on the PDF file.

### **File Separation**





Creates several files by dividing scanned original data page by page, and sends the files.

(Value: [Off] / [Each Page])

Select [Each Page] to set File Separation.





#### NOTE

A three-digit serial number such as "abc\_001.pdf, abc\_002.pdf..." is attached to the end of the file name.

### **Scan Resolution**





Select fineness of scanning resolution.

(Value: [600 × 600dpi] / [400 × 400dpi Ultra] / [300 × 300dpi] / [200 × 400dpi Super] / [200 × 200dpi Fine] / [200 × 100dpi Normal])







#### **NOTE**

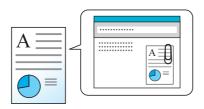
The larger the number, the better the image resolution. However, better resolution also means larger file sizes and longer send times.

### E-mail Subject/Body



Adds subject and body when sending a document.

Select [Subject] / [Body] to enter the E-mail subject/body.





### NOTE

The subject can include up to 60 characters, and the body can include up to 500 characters.

### **FTP Encrypted TX**



Encrypts images when sending via FTP.

Encryption secures the document transmission.

(Value: [Off] / [On])



#### NOTE

Click [Security Settings], and then [Network Security] in the Command Center RX. Be sure that "SSL" of Secure Protocol Settings is "On" and one or more effective encryption are selected in Client side settings.

Command Center RX User Guide

### **Delete after Print**



Automatically deletes a document from the box once printing is complete.

(Value: [Off] / [On])

### **Storing Size**



Select size of image to be stored.

Select [Same as Original Size], [Metric], [Inch], or [Others] to select the storing size.

Item	Value	Description
Same as Original Size	_	Store an image the same size as the original.
Metric	A4, A5, A6, B5, B6, Folio, 216 × 340 mm	Select from the Metric standard sizes.
Inch	Letter, Legal, Statement, Executive, Oficio II	Select from the Inch series standard sizes.
Others	16K, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Hagaki (Cardstock), Oufukuhagaki (Return postcard), Youkei 4, Youkei 2	Select from special standard sizes and custom sizes.

#### Relationship between Original Size, Storing Size, and Zoom

Original Size (page 6-9), Storing Size, and Zoom (page 6-23) are related to each other. For details, see the table below.

Original Size and the size you wish to store as are	the same	different
Original Size (page 6-9)	Specify as necessary.	Specify as necessary.
Storing Size	Select [Same as Original Size].	Select the desired size.
Zoom (page 6-23)	Select [100%] (or [Auto]).	Select [Auto].



### NOTE

When you select Storing Size that is different from Original Size, and select the Zoom [100%], you can store the image as the actual size (No Zoom).

### **Encrypted PDF Password**



Enter the preassigned password to print the PDF data.

Enter the Password, and select [OK].



### NOTE

For details on entering the password, refer to the following:

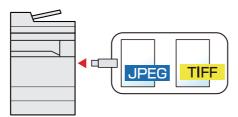
Character Entry Method (page 11-8)

### **JPEG/TIFF Print**



Select the image size when printing JPEG or TIFF files.

(Value: [Paper Size] / [Image Resolution] / [Print Resolution])



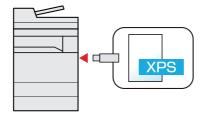
Item	Description
Paper Size	Fits the image size to the selected paper size.
Image Resolution	Prints at resolution of the actual image.
Print Resolution	Fits the image size to the print resolution.

## **XPS Fit to Page**



Reduces or enlarges the image size to fit to the selected paper size when printing XPS file.

(Value: [Off] / [On])



# **7** Status/Job Cancel

### This chapter explains the following topics:

Checking Job Status	7-2
Details of the Status Screens	7-3
Checking Detailed Information of Jobs	7-7
Checking Job History	7-8
Checking the Detailed Information of Histories	7-9
Sending the Log History	7-9
Job Operation	7-10
Pause and Resumption of Jobs	
Canceling of Jobs	7-10
Device/Communication	
Checking the Remaining Amount of Toner and Paper (Paper/Supplies)	7-12

## **Checking Job Status**

Check the status of jobs being processed or waiting to be printed.

#### **Available Status Screens**

The processing and waiting statuses of jobs are displayed as a list on the touch panel in four different screens - Printing Jobs, Sending Jobs, Storing Jobs, and Scheduled Jobs.

The following job statuses are available.

Status Display	Job status to be displayed
Print Job Status	<ul> <li>Copy</li> <li>Printer</li> <li>FAX reception</li> <li>E-mail reception</li> <li>Printing from Document Box</li> <li>Printing data from removable memory</li> <li>Application</li> <li>Job Report/List</li> </ul>
Send Job Status	<ul> <li>FAX transmission</li> <li>E-mail</li> <li>Folder transmission</li> <li>Application</li> <li>Multiple destination</li> </ul>
Store Job Status	Scan     FAX     Printer
Scheduled Job	Sending Job FAX using Delayed transmission

### **Displaying Status Screens**

### Display the screen.

Select the [Status/Job Cancel] key.

### Select the job you want to check.

Select either of [Print Job Status], [Send Job Status], [Store Job Status] or [Scheduled Job] to check the status.

Print Job Status Screen (page 7-3)
 Send Job Status Screen (page 7-4)
 Store Job Status Screen (page 7-5)
 Scheduled Job Status Screen (page 7-6)

# **Details of the Status Screens**



You can show the job statuses of all users, or only the statuses of your own jobs.

→ Display Status/Log (page 8-21)

This setting can also be changed from Command Center RX.

**→** Command Center RX User Guide

#### **Print Job Status Screen**



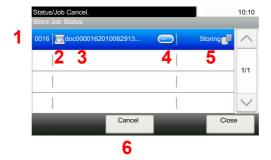
No.	Item	Description	
1	Job No.	Acceptance No. of job	
2	Туре	Icons that indicate the job type	
		Copy job	
		Printer job	
		Job from Document Box	
		FAX reception	
		E-mail reception	
		Data from removable memory	
		Application	
		Report/List	
3	Job Name	Job Name or file name	
4		Select this key for the job for which you wish to display detailed information.	
		◆ Checking Detailed Information of Jobs (page 7-7)	
5	Status	Status of job	
		(Number of copies printed)/(Total number of copies to be printed): Printing	
		Processing: The status before starting to print.	
		Waiting: Print Waiting	
		Pause: Pausing print job or error	
		Canceling: Canceling the job	
6	[Cancel]	Select the job you want to cancel from the list, and select this key.	
7	[Pause All Print Jobs]	Pauses all the printing jobs. By selecting this key again, the printing jobs will be resumed.	

#### **Send Job Status Screen**



No.	Item	Description	
1	Job No.	Acceptance No. of job	
2	Туре	Icons that indicate the job type Sending Job FAX Sending Job E-mail Sending Job Folder (SMB/FTP) Sending Job Application Multi Sending	
3	Job Name	Job Name or file name	
4		Select this key for the job for which you wish to display detailed information.  Checking Detailed Information of Jobs (page 7-7)	
5	Status	Status of job Processing: The status before starting sending such as during scanning originals Sending: Sending Waiting: Waiting Sending Canceling: Canceling the job Pause: Pausing the job	
6	[Menu]	Selecting this key displays [ <b>Priority Override</b> ]. This function allows you to give a particular fax job priority.  Select the fax job you wish to send immediately > [ <b>Menu</b> ] > [ <b>Priority Override</b> ]	
7	[Cancel]	Select the job you want to cancel from the list, and select this key.	

#### **Store Job Status Screen**



No.	Item	Description	
1	Job No.	Acceptance No. of job	
2	Туре	Icons that indicate the job type  Storing Job Scan  Storing Job Printer  Storing Job FAX	
3	Job Name	Job name or file name is displayed.	
4		Select this key for the job for which you wish to display detailed information.  Checking Detailed Information of Jobs (page 7-7)	
5	Status	Status of job Processing: The status before starting to save such as during scanning originals Storing: Storing Data Canceling: Canceling the job Pause: Pausing the job	
6	[Cancel]	Select the job you want to cancel from the list, and select this key.	

#### **Scheduled Job Status Screen**



No.	Item	Description	
1	Job No.	Acceptance No. of job	
2	Туре	Icons that indicate the job type  Storing Job FAX	
3	Destination	Destination (Either destination name, FAX number, or No. of broadcast items)	
4		Select this key for the job for which you wish to display detailed information.  Checking Detailed Information of Jobs (page 7-7)	
5	Start Time	Time to start the scheduled job	
6	[Menu]	Selecting this key displays [ <b>Start Now</b> ]. Select the job you wish to send immediately > [ <b>Menu</b> ] > [ <b>Start Now</b> ]	
7	[Cancel]	Select the job you want to cancel from the list, and select this key.	

# **Checking Detailed Information of Jobs**

Check the detailed information of each job.



When you have logged in as a user, you can only check your own jobs. When you have logged in as administrator, you can check all jobs.

#### Display the screen.

▶ Details of the Status Screens (page 7-3)

#### Check the information.

1 Select [ ] for the job for which you wish to display detailed information.



Detailed information of the selected job is displayed.

Use  $[\ \ ]$  or  $[\ \ ]$  to see the next or previous page of information. More detailed information can be checked if a white item is selected.

In Sending Jobs, you can check the destination by selecting [Status/Destination].

2 To exit from the detailed information, select [End].

# **Checking Job History**

Check the history of completed jobs.

#### **NOTE**

- Job history is also available by Command Center RX or KYOCERA Net Viewer from the computer.
- Command Center RX User Guide
- KYOCERA Net Viewer User Guide
- You can show the job log of all users, or only your own job log.
- → Display Status/Log (page 8-21)
- This setting can also be changed from Command Center RX.
- Command Center RX User Guide

#### **Available Job History Screens**

The job histories are displayed separately in four screens - Printing Jobs, Sending Jobs, Storing Jobs, and FAX Jobs. The following job histories are available.

Screen	Job histories to be displayed
Print Job Log	• Copy
	Printer
	FAX reception
	E-mail reception
	Printing from Document Box
	Job Report/List
	Printing data from removable memory
	Application
Send Job Log	• FAX
	• E-mail
	• Folder
	Application
	Multiple destination
Store Job Log	• Scan
	• FAX
	Printer
FAX Job Log	→ FAX System 11 Operation Guide

#### **Displaying Job History Screen**

Display the screen.

Select the [Status/Job Cancel] key.

Select the job you want to check.

# **Checking the Detailed Information of Histories**

Check the detailed information of each history.

- Display the screen.
- Check the information.
  - 1 Select [ ) for the job for which you wish to check details.



Detailed information of the selected job is displayed.

NOTE

To check the information of the next/previous page, select  $[\ \ ]$  or  $[\ \ ]$ .

2 To exit from the detailed information, select [Close].

# **Sending the Log History**

You can send the log history by E-mail. You can either send it manually as needed or have it sent automatically whenever a set number of jobs is reached.

→ Sending Log History (page 8-7)

# **Job Operation**

# **Pause and Resumption of Jobs**

Pause/resume all printing jobs in printing/waiting.

Display the screen.

Select the [Status/Job Cancel] key.

Select [Pause All Print Jobs] on the printing jobs status screen.

Printing is paused.

When resuming the printing of jobs that have been paused, select [Resume All Print Jobs].

# **Canceling of Jobs**

A job in printing/waiting status can be canceled.

Display the screen.
Select the [Status/Job Cancel] key.

- Select the job to be canceled from the list, and select [Cancel].
- Select [Yes] in the confirmation screen.

# **Device/Communication**

Configure the devices/lines installed or connected to this machine or check their status.

#### Display the screen.

- 1 Select the [Status/Job Cancel] key.
- 2 Select the device you wish to check.

The screen to check the status or configure the devices is displayed.

#### Check the status.

The items you can check are described below.

#### "Scanner"

The status of an original scanning or the error information (paper jam, opened cover, etc.) is displayed.

#### "Printer"

Error information such as paper jam, out of toner, or out of paper, and status such as waiting or printing are displayed.

#### "FAX"

- The information such as sending/receiving and dialing is displayed.
- · Select [Line Off] to cancel a fax in sending/receiving.
  - FAX System 11 Operation Guide

#### "Removable Memory (USB Memory)"

- The usage, capacity and free space of the external media connected to this machine are displayed.
- Select [Menu] > [Format] to format external media.

# **⊘** IMPORTANT

When [Format] is selected, all data in the external media is erased.

Select [Remove] to safely remove the external media.

#### "USB Keyboard"

The status of the optional USB Keyboard is displayed.

#### "Network Connection Status"

The network connection status appears.

#### "Option Network Connection Status"

The connection status of an optional network interface kit appears.

#### "Wireless Network"

The connection status of the Wireless Network Interface Kit is displayed.

#### "SSD"

The status of the optional SSD is displayed.

# **Checking the Remaining Amount of Toner and Paper (Paper/Supplies)**

Check the remaining amount of toner, and paper on the touch panel.

#### Display the screen.

- 1 Select the [Status/Job Cancel] key.
- 2 Select the device you wish to check.

#### Check the status.

The items you can check are described below.

#### "Toner Status"

The amount of toner remaining is shown in levels. And you can check the status of waste toner box.

#### "Paper Status"

You can check the size, orientation, type, and remaining amount of paper in each paper source. The amount of paper remaining is shown in levels.

#### "Staple"

You can check the status of staples

# 8 Setup and Registration (System Menu)

#### This chapter explains the following topics:

System Menu	8-2
Operation Method	8-2
System Menu Settings	8-3
Language	8-5
Report	8-5
User Property	8-7
Cassette/MP Tray Settings	8-8
Common Settings	8-10
Home	8-22
Copy	8-22
Send	8-23
Document Box	8-24
FAX	8-24
Application	8-24
Internet	8-25
Address Book/One Touch	8-25
User Login/Job Accounting	8-26
Printer	8-26
System/Network	8-29
Date/Timer/Energy Saver	8-40
Adjustment/Maintenance	8-42

# **System Menu**

Configure settings related to overall machine operation.

# **Operation Method**

System Menu is operated as follows:

#### Display the screen.

Select the [System Menu/Counter] key.

#### Select a function.



+09:00 Osaka, Sapporo, Tokyo

- 1 Displays the System Menu items.
- 2 Scrolls up and down when the list of values cannot be displayed in its entirety on a single screen.
- 3 Displays setting items. Select the key of a function to display the setting screen.
- 4 Returns to the previous screen.

#### 3 Configure the settings.

Auto Panel Rese



- 1 Selecting a value it to be accepted.
- 2 Returns to the original screen without making any changes.
- 3 Accepts the settings and exits.

#### NOTE

 In order to change settings that require administer privileges, you must log in with administrator privileges.

1/4

The factory default login user name and login password are set as shown below.

Login User Name: 3000 Login Password: 3000

• If function default settings have been changed, the [Reset] key can be selected in each function screen to immediately change the settings.

Refer to <u>System Menu Settings</u> on the following page and configure as needed.

# **System Menu Settings**

This section explains the functions that can be configured in System Menu. To configure the settings, select the item in System Menu and select the setting item. For details on each function, see the table below.

Item	Description	Reference Page
Quick Setup Wizard	The Quick Setup Wizard configures Fax, Network and Energy Saver settings.	page 2-28
Language	Select the language displayed on the touch panel.	page 8-5
Print Report	Configure settings for printing reports and histories.	page 8-5
Admin Report Settings		Refer to the FAX System 11 Operation Guide.
Result Report Settings		page 8-6
Sending Log History		<u>page 8-7</u>
Counter	This counts the number of pages printed or scanned.	page 2-43
User Property	Allows you to view information about logged in users and edit some of that information.	page 8-7
Cassette 1 (to 4)	Select type of paper in Cassette 1 (to 4).	<u>page 8-8</u>
Multi Purpose Tray	Select type of paper in multi purpose tray.	<u>page 8-9</u>
Default Screen	Select the screen appearing right after start-up (default screen).	page 8-10
Sound	Set options for buzzer sound during the machine operations.	page 8-10
Original Settings	Configures settings for originals.	page 8-11
Paper Settings	Configures settings for paper.	page 8-13
Function Defaults	Defaults are the values automatically set after the warm-up is completed or the [Reset] key is selected.	page 8-16
	Set the defaults for available settings such as copying and sending. Setting the frequently-used values as defaults makes subsequent jobs easier.	
Preset Limit	Restrict the number of copies that can be made at one time.	page 8-18
Error Handling	Select whether to cancel or continue the job when error has occurred.	page 8-19
Paper Output	Select the output tray respectively for copy jobs, print jobs from Document Box, computers, and FAX RX data.	page 8-18
Color Toner Empty Action	Select whether printing is prohibited or the Print in Black and White setting is used for printing once the color toner runs out.	page 8-19
Measurement	Select inch or metric for the unit for paper dimensions.	page 8-20
Low Toner Alert Level	Set the amount of remaining toner to notify the administrator when to order a toner when the toner is running low.	page 8-20
Keyboard Layout	Change the layout of the touch panel keyboard used to enter characters.	page 8-20
USB Keyboard Type	Select the type of USB keyboard that you want to use.	page 8-20
Offset Documents by Job	Select whether to offset documents by Job.	page 8-20
Offset One Page Documents	Set whether one-page documents are sorted.	page 8-21
Format SSD	Format an optional SSD.	page 8-21
Format SD Card	Format an optional SD/SDHC memory card.	page 8-21
Display Status/Log	Set the display method of the Status/Log.	page 8-21
Function Key Usage	Configure settings for function key on the operation panel.	page 8-22

Item	Description	Reference Page
Home	Configure settings for Home screen.	page 8-22
Сору	Configures settings for copying functions.	page 8-22
Send	Configures settings for sending functions.	page 8-23
Document Box	Configures settings related to the Custom Box, Job Box, Sub Address Box and Polling Box.	page 8-24
FAX	Configures settings for fax functions.	_
	→ FAX System 11 Operation Guide	
Application	Configure settings for Application.	page 8-24
Internet	Set the proxy for connection to the Internet from an application.	page 8-25
Address Book/One Touch	Configures Address Book and One Touch Key settings. Address Book:	page 8-25
	→ Adding a Destination (Address Book) (page 3-22) One Touch Key:	
	★ Adding a Destination on One Touch Key (One Touch Key) (page 3- 27)	
User Login/Job Accounting	Configures settings related to machine management.	_
	User Login:	
	<ul> <li>Overview of User Login Administration (page 9-2)</li> <li>Job Accounting:</li> </ul>	
	Overview of Job Accounting (page 9-31)	
Printer	Printing from computers, settings are generally made on the application	page 8-26
Fillitei	software screen. However, the following settings are available for configuring the defaults to customize the machine.	page 0-20
Network	Configures network settings.	page 8-29
Optional Network	Configure settings for the optional network interface kit.	page 8-35
Wireless Network	Configure settings for the optional Wireless Network Interface Kit.	page 8-35
Network Interface (Send)	Specify the network interface card to be used for the send function, the network authentication and connecting to external address book.	page 8-36
Interface Block Setting	This allows you to protect this machine by blocking the interface with external devices such as USB hosts or optional interfaces.	page 8-37
Security Level	The Security Level setting is primarily a menu option used by service personnel for maintenance work. There is no need for customers to use this menu.	_
Restart	Restart the CPU without turning the power switch off. Use this to deal with any unstable operation by the machine. (Same as the computer restart.)	page 8-37
RAM Disk Setting	A RAM disk can be created and its size can be set.	page 8-38
Optional Memory	When optional memory is installed, select the memory allocation scheme based on the application in which you are using the equipment.	page 8-38
Data Security	Configure settings for data stored in the optional SSD and machine's memory.	page 8-39
Optional Function	You can use the optional applications installed on this machine.	page 8-39
Date/Timer/Energy Saver	Configures settings related to the date and time.	page 8-40
Adjustment/Maintenance	Adjust printing quality and conduct machine maintenance.	page 8-42

# Language

[System Menu/Counter] key > [Language]

Item	Description
Language	Select the language displayed on the touch panel.

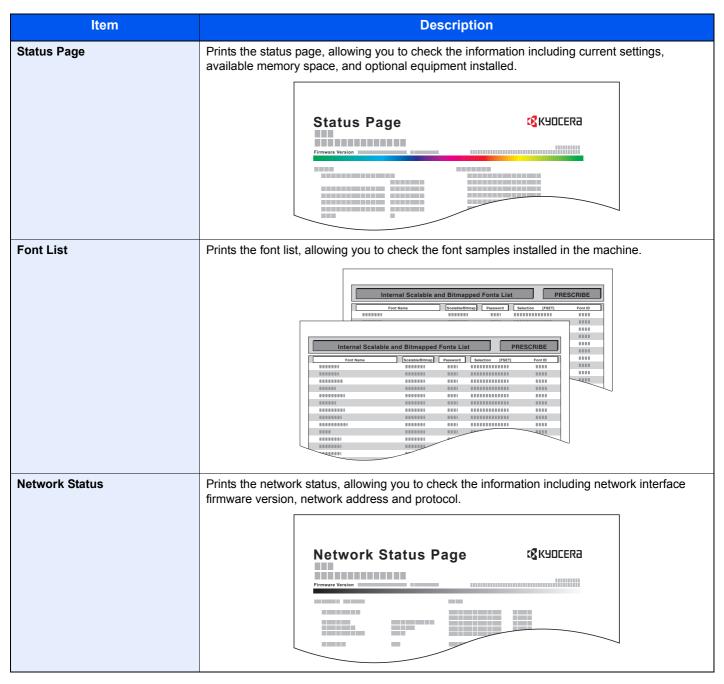
# Report

Print reports to check the machine settings and status.

Default settings for printing the result reports can also be configured.

#### **Report Print**

[System Menu/Counter] key > [Report] > [Report Print]



Item	Description
Service Status	Prints the service status. More detailed information is available than on the Status Page. Service personnel usually print the service status pages for maintenance purpose.
Accounting Report	Prints the accounting report, allowing you to check the accounts that have been registered on the machine.
Sub Address Box List	Prints the report on the FAX function.
FAX List (Index)	→ FAX System 11 Operation Guide
FAX List (No.)	NOTE
Outgoing FAX Report	FAX functions are available only on products with the fax function installed.
Incoming FAX Report	
Optional Network Status	Prints the optional network status, allowing you to check the information including optional network interface firmware version, network address and protocol.
	NOTE
	This function is displayed when the optional network interface kit or Wireless Network Interface Kit is installed.

#### **Admin Report Settings**

[System Menu/Counter] key > [Report] > [Admin Report Settings]

Configure settings for fax functions.

**→** FAX System 11 Operation Guide

#### **Result Report Settings**

[System Menu/Counter] key > [Report] > [Result Report Settings]

Item		Description
Send Result Report		Automatically print a report of transmission result when a transmission is complete.
	E-mail/Folder	Automatically print a report of transmission result when E-mail or SMB/FTP transmission is complete.  Value: Off, On, Error Only
	FAX*1	→ FAX System 11 Operation Guide
	Canceled before Sending*2	Print a send result report if the job is canceled before being sent.  Value: Off, On
	Recipient Format <sup>*2</sup>	Select the Recipient Format for the send result report.  Value: Name or Destination, Name and Destination
RX Result Report*1		→ FAX System 11 Operation Guide
Job Finish Notice Setting		Attaches sent images to job finish notices.  Value: Do Not Attach Image, Attach Image

<sup>\*1</sup> Displayed only when the optional FAX Kit is installed.

<sup>\*2</sup> When "E-mail/Folder" and "FAX" are set to [Off], this function will not be displayed.

#### **Sending Log History**

[System Menu/Counter] key > [Report] > [Sending Log History]

Item	Description
Sending Log History	You can also send the log history to the specified destinations manually.
Auto Sending	This function automatically sends the log history to the specified destinations whenever a set number of jobs has been logged.  Value: Off, On  NOTE
	If [On] is selected, specify the number of job histories. The setting range is 1 to 16.
Destination	Set the destination to which log histories are sent. Only E-mail address can be set.
Job Log Subject	Set the subject automatically entered when sending log histories by E-mail.  Value: Up to 60 characters
Personal Information	Select whether to include personal information in the job log.  Value: Include, Exclude

# **User Property**

[System Menu/Counter] key > [User Property]

Allows you to view information about logged in users and edit some of that information.

**▶** Enabling User Login Administration (page 9-3)

# **Cassette/MP Tray Settings**

Select paper size and media type for Cassettes and multi purpose tray.

#### Cassette 1 (to 4)

[System Menu/Counter] key > [Cassette/MP Tray Settings] > [Cassette 1 (to 4)]

Select paper size and media type for Cassettes 1 to 4.

Selection Item		Selectable Size/Type
Paper Size	Auto	Paper size is automatically detected and selected.  Values: Metric, Inch
	Metric	Select from the Metric standard sizes.  Values: A4*1, A5*1, A6*1, B5*1, B6*1, Folio*1, 216 × 340 mm
	Inch	Select from the Inch series standard sizes.  Values: Letter*1, Legal*1, Statement*1, Executive, Oficio II
	Other	Select from special standard sizes and custom sizes.  Values: 16K, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Youkei 4, Youkei 2, Custom*2
Media type <sup>*3</sup>		Select the media type.  Values: Plain (60 - 105 g/m²), Rough, Vellum (60 - 105 g/m²), Recycled, Preprinted*4, Bond, Color, Prepunched*4, Letterhead*4, Envelope, Thick (106 - 163 g/m²), High Quality, Custom 1 - 8

<sup>\*1</sup> Paper size is automatically detected in the cassette.

When a paper weight that cannot be loaded in the cassette is set for a media type, that media type does not appear.

<sup>\*2</sup> The custom paper sizes are set for each cassette.

Custom Paper Size (page 8-13)

<sup>\*3</sup> To change to a media type other than "Plain".

Media Type Setting (page 8-15)

<sup>\*4</sup> To print on preprinted or prepunched paper or on letterhead.

Special Paper Action (page 8-14)

#### **Multi Purpose Tray**

#### [System Menu/Counter] key > [Cassette/MP Tray Settings] > [Multi Purpose Tray]

Select paper size and media type for the multi purpose tray.

Item		Description
Paper Size	Metric	Select from the Metric standard sizes.  Values: A4, A5, A6, B5, B6, Folio, 216 × 340 mm
	Inch	Select from the Inch series standard sizes.  Values: Letter, Legal, Statement, Executive, Oficio II
	Other	Select from special standard sizes and custom sizes.  Values: 16K, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Hagaki (Cardstock), Oufuku hagaki (Return postcard), Youkei 4, Youkei 2, Custom*1
Media Type <sup>*2</sup>		Select the media type.  Values: Plain (60 to 105 g/m²), Rough, Transparency, Vellum (60 to 105 g/m²), Labels, Recycled, Preprinted*³, Bond, Cardstock, Color, Prepunched*³, Letterhead*³, Envelope, Thick (106 to 220 g/m²), Coated, High Quality, Custom 1-8

<sup>\*1</sup> For instructions on how to specify the custom paper size.

Custom Paper Size (page 8-13)

<sup>\*2</sup> To change to a media type other than "Plain".

<sup>→</sup> Media Type Setting (page 8-15)

<sup>\*3</sup> To print on preprinted or prepunched paper or on letterhead.

<sup>◆</sup> Special Paper Action (page 8-14)

# **Common Settings**

Configures overall machine operation.

#### **Default Screen**

[System Menu/Counter] key > [Common Settings] > [Default Screen]

Item	Description
Default Screen	Select the screen appearing right after start-up (default screen).  Value: Home, Copy, Send, FAX*1, Custom Box, Job Box, Removable Memory, Sub Address Box*1, Polling Box*1, Favorites, Status, Application Name*2

<sup>\*1</sup> Only on products with the fax function installed.

#### Sound

[System Menu/Counter] key > [Common Settings] > [Sound]

Item	Description
Buzzer	Set options for buzzer sound during the machine operations.
Volume	Set the buzzer volume level.  Value: 0 (Mute), 1 (Minimum), 2, 3 (Medium), 4, 5 (Maximum)
Key Confirmation	Emit a sound when the operation panel and touch panel keys are selected.  Value: Off, On
Job Finish	Emit a sound when a print job is normally completed.  Value: Off, On, FAX Reception Only*1
Ready	Emit a sound when the warm-up is completed.  Value: Off, On
Warning	Emit a sound when errors occur.  Value: Off, On
USB Keyboard	Emit a sound to confirm keypresses with a sound.  Value: Off, On
FAX Speaker Volume <sup>*1</sup>	→ FAX System 11 Operation Guide
FAX Monitor Volume*1	→ FAX System 11 Operation Guide

<sup>\*1</sup> Displayed only when the optional FAX Kit is installed.

<sup>\*2</sup> The running application will be displayed.

<sup>→</sup> Application (page 5-13)

#### **Original Settings**

#### [System Menu/Counter] key > [Common Settings] > [Original Settings]

Configure settings for originals.

Item	<b>Description</b>	
Custom Original Size	Set up frequently-used custom original size.  The custom size option is displayed on the screen to select original size.  Value  Metric  X: 50 to 356 mm (in 1 mm increments) Y: 50 to 216 mm (in 1 mm increments) Inch  X: 1.97 to 14.02" (in 0.01" increments) Y: 1.97 to 8.50" (in 0.01" increments)  X=Length, Y=Width  Horizontal	
Auto Detect Original	ze (DP) Select whether to automatically detect originals of the document processor.	
Auto Detect	Select whether to enable automatic detection of original size.  Value: off, on	
System of Un	Select inch or metric for the unit of original size detection.  Value: Metric, Inch  NOTE  When [Auto Detect] is set to [Off], this function will not be displayed.	
Legal/OficioII/ 216 x 340 mm	As Legal, OficioII and 216 x 340 mm are similar in size, select either one of them for automatic detection.  Value: Legal, OficioII, 216 x 340 mm  NOTE  When [Auto Detect] is set to [Off], this function will not be displayed.  When [System of Units] is set to [Metric], this function will not be displayed.	

Item	Description
Default Original Size (Platen)	Set the default original size.
	Value
	Off
	Metric: A4, A5, A6, B5, B6, Folio, 216 × 340 mm
	Inch: Letter, Legal, Statement, Executive, Oficio II
	Others: 16K
	NOTE
	When [Auto Detect] is set to [Off], this function will not be displayed.
Default Original Size	Set the default original size.
	Value
	Metric: A4, A5, A6, B5, B6, Folio, 216×340mm
	Inch: Letter, Legal, Statement, Executive, Oficioll
	Others: 16K
	NOTE
	When [Auto Detect] is set to [On], this function will not be displayed.

#### **Paper Settings**

# $[\textbf{System Menu/Counter}] \ \text{key} > [\textbf{Common Settings}] > [\textbf{Paper Settings}]$

Configure settings for paper.

Item	Description	
Custom Paper Size	Set up frequently-used custom paper size.  One custom paper size is set for each paper supply source. The custom size option is displayed on the screen to select paper size.	
Cassette 1 Size	Register the custom paper size to be used in Cassette 1.  Value  Metric  X: 148 to 356 mm (in 1 mm increments) Y: 92 to 216 mm (in 1 mm increments) Inch  X: 5.83 to 14.02" (in 0.01" increments) Y: 3.62 to 8.50" (in 0.01" increments)  X=Length, Y=Width  Horizontal	
Cassette 2 (to 4) Size	Register the custom paper size to be used in Cassettes 2 to 4.  Value  Metric  X: 148 to 356 mm (in 1 mm increments)  Y: 92 to 216 mm (in 1 mm increments)  Inch  X: 5.83 to 14.02" (in 0.01" increments)  Y: 3.62 to 8.50" (in 0.01" increments)	
MP Tray Size	Register the custom paper size to be used in the multi purpose tray.  Value  Metric  X: 148 to 356 mm (in 1 mm increments) Y: 70 to 216 mm (in 1 mm increments) Inch  X: 5.83 to 14.02" (in 0.01" increments) Y: 2.76 to 8.50" (in 0.01" increments)  X=Length, Y=Width  Horizontal  Vertical	

Item	Description		
Media Type Setting	Select weight for each media type.  For Custom 1-8, settings for duplex printing and media type name can be changed.		
	→ Media Type Setting (page 8-15)		
Default Paper Source	Select the default paper source from Cassette 1-4 and multi purpose tray.  Value: Cassette 1 to 4, Multi Purpose Tray		
	NOTE		
	[Cassette 2] to [Cassette 4] are displayed when the following optional paper feeder is installed.		
	[Cassette 2]: When a paper feeder (500-sheet) is installed.		
	[Cassette 3]: When a paper feeder (500-sheet x 2) or large capacity paper feeder (2,000-sheet) is installed.		
	[Cassette 4]: When a paper feeder (500-sheet x 2) is installed.		
Paper Selection	Set the default paper selection.		
	Value		
	Auto: Automatically select the cassette containing paper in the same size as originals.  Default Paper Source: Select paper source set by "Default Paper Source".		
Media for Auto (Color)	Select a default media type for auto paper selection when [Auto] is selected of Paper		
Media for Auto (B&W)	Selection. If [ <b>Plain</b> ] is selected, the paper source with plain paper loaded in the specific size is selected. Select [ <b>All Media Types</b> ] for the paper source with any kind of paper loaded in the		
	specific size.		
	Value: All Media Types, Plain, Transparency, Rough, Vellum, Labels, Recycled, Preprinted, Bond, Cardstock, Color, Prepunched, Letterhead, Envelope, Thick, Coated, High Quality, Custom 1 to 8		
Special Paper Action	When printing on Prepunched, Preprint, and Letterhead, punch-holes might not be aligned or the print direction might be upside-down depending on how originals are set and the combination of copying functions. In such a case, select [Adjust Print Direction] to adjust the print direction. When paper orientation is not important, select [Speed Priority].		
	If [Adjust Print Direction] is selected, load paper according to the steps below.		
	Example: copying on Letterhead		
	ABC ABC BAC BAC BAC BAC BAC BAC BAC BAC		
	Original Paper Finished Cassette Multi Purpose Tray		
	ABC ABC VRO		
	Original Paper Finished Cassette Multi Purpose Tray		
	Value: Adjust Print Direction, Speed Priority		

#### **Media Type Setting**

The following media type and paper weight combinations are available.

Paper Weight	Weight (g/m²)	Paper Weight	Weight (g/m²)
Light	52 g/m² to 59 g/m²	Heavy 1	106 g/m² to 128 g/m²
Normal 1	60 g/m² to 74 g/m²	Heavy 2	129 g/m² to 163 g/m²
Normal 2	75 g/m² to 90 g/m²	Heavy 3	164 g/m² to 220 g/m²
Normal 3	91 g/m² to 105 g/m²	Extra Heavy	Transparencies

Each media type's default weight is indicated.

Media Type	Default	Media Type	Default
Plain	Normal 2	Color	Normal 3
Rough	Normal 3	Prepunched	Normal 2
Vellum	Heavy 1	Letterhead	Normal 2
Labels	Heavy 2	Envelope	Heavy 2
Recycled	Normal 2	Thick	Heavy 2
Preprinted	Normal 2	High Quality	Normal 2
Bond	Normal 3	Coated	Heavy 1
Cardstock	Heavy 3	Custom 1 - 8	Normal 2

For Custom 1-8, settings for duplex printing and media type name can be changed.

Item		Description
<b>Duplex Print</b>	Prohibit	Duplex printing allowed.
Permit		Duplex printing not allowed.
Name		Change names for Custom 1-8. Names should be not more than 16 characters. Selecting media type at multi purpose tray, the name after change will be displayed.  Character Entry Method (page 11-8)

#### **Function Defaults**

[System Menu/Counter] key > [Common Settings] > [Function Defaults]

Item	Description
File Format	Select the default type of the files to be sent.  Value: PDF, High Comp. PDF, TIFF, JPEG, XPS, OpenXPS
Original Orientation	Set the original orientation defaults.  Value: Top Edge on Top, Top Edge on Left
Collate/Offset	Set the defaults for Collate.  Value  Without optional Sheet Finisher: Off, On  With optional Sheet Finisher: Off, Collate Only, Offset Each Page, Offset Each Set
File Separation	Select the default file separation setting.  Value: Off, Each Page
Scan Resolution	Select the default scanning resolution.  Value: 600×600dpi, 400×400dpi Ultra Fine, 300×300dpi, 200×400dpi Super Fine, 200×200dpi Fine, 200×100dpi Normal
Color Selection (Copy)	Set the default copying color mode setting.  Value: Auto Color, Full Color, Black & White
Color Select.(Send/Store)	Select the default color mode for scanning documents.  Value: Auto (Color/Gray), Auto (Color/B & W), Full Color, Grayscale, Black & White
Original Image (Copy)	Set the default original document type for copying.  Value: Text+Photo, Photo, Text, Graphic/Map, Printer Output
Original Image (Send/Store)	Set the default original document type for sending/storing.  Value: Text+Photo, Photo, Text, Text (for OCR), Light Text/Line  NOTE  [Text (for OCR)] is only available when "Color Selection" is set to [Auto (Color/B & W)] or [Black & White].
Background Density Adj. (Copy)	Set the default Backgrnd Density (Copy).  Value: Off, Auto, Manual (Darker 5)
Background Density Adj. (Send/Store)	Set the default Backgrnd Density (Send/Store).  Value: Off, Auto, Manual (Darker 5)
EcoPrint	Select the EcoPrint default.  Value: Off, On
Prevent Bleed-through (Copy)	Set the default value for preventing bleed-through (Copy).  Value: Off, On
Prevent Bleed-through (Send/ Store)	Set the default Prevent Bleed (Send/Store).  Value: Off, On
Skip Blank Page (Copy)	Set the default Skip Blank Page (Copy) settings.  Value: Off, On
Skip Blank Page (Send/Store)	Set the default Skip Blank Page (Send/Store) settings.  Value: Off, On
FAX TX Resolution	→ FAX System 11 Operation Guide

Item	Description
Zoom	Select the enlarged/reduced default when paper size/sending size changed after the originals set.  Value: 100%, Auto
Continuous Scan (Except FAX)	Set the continuous scan defaults.  Value: Off, On
Continuous Scan (FAX)	→ FAX System 11 Operation Guide
File Name Entry	Set an automatically entered name (default) for jobs. Additional information such as Date and Time and Job No. can also be set.  Value  File Name: Up to 32 characters can be entered.  Additional Info: None, Date and Time, Job No., Job No. & Date and Time, Date and Time & Job No.
E-mail Subject/Body	Set the subject and body automatically entered (default subject and body) when sending the scanned originals by E-mail.  Value  Subject: Up to 60 characters can be entered.  Body: Up to 500 characters can be entered.
FTP Encrypted TX	Set the default value for document encryption during transmission.  Value: Off, On  NOTE  This setting is displayed when the secure protocol "SSL" setting is [On].
JPEG/TIFF Print	Select the image size (resolution) when printing JPEG or TIFF file.  Value: Paper Size, Image Resolution, Print Resolution
XPS Fit to Page	Set the default value for the XPS fit to page function.  Value: Off, On
Detail Settings	_
Image Quality	Set the default value for the image quality adjustment range when selecting the file format with which to send and store images.  Value: 1 Low (High Comp.), 2, 3, 4, 5 High (Low Comp.)
PDF/A	Set the default value for PDF/A when selecting the file format with which to send and store images.  Value: Off, PDF/A-1a, PDF/A-1b
High Comp. PDF	Select the default quality setting for high compressed PDF files.  Value: Compression Ratio Priority, Standard, Quality Priority
Blank Detection Level (Copy)	Select the default Blank Detection Level (Copy) settings.  Value: Low, Middle, High
Blank Detection Level (Send/Store)	Select the default Blank Detection Level (Send/Store) settings.  Value: Low, Middle, High

#### **Paper Output**

#### [System Menu/Counter] key > [Common Settings] > [Paper Output]

Item	Description
Paper Output	Select the output tray respectively for copy jobs, print jobs from Document Box, computers, and FAX RX data.
	Value:
	Inner Tray: Outputs to the Inner Tray of the machine
	Job Separator <sup>*1</sup> : Delivery to the Job Separator.
	Tray A <sup>*2</sup> : Delivery to tray A of the Mailbox.
	Tray 1 to 5: Delivery to trays 1 to 5 (tray 1 is the uppermost tray) of the optional Mailbox.
	NOTE
	When [ <b>Heavy 3</b> ] (164 g/m <sup>2</sup> - ) or higher is set in Paper Weight and Mailbox (Option) is set for the output destination, the output destination is automatically changed to a tray that can be used.
	FAX RX data output can be specified when the optional FAX Kit is installed.

<sup>\*1</sup> Displayed only when the optional Job Separator is installed.

#### **Preset Limit**

[System Menu/Counter] key > [Common Settings] > [Preset Limit]

Item	Description
Preset Limit	Restrict the number of copies that can be made at one time.
	Value: 1 to 999 copies.

<sup>\*2</sup> Displayed only when the optional Mailbox is installed.

#### **Error Handling**

#### [System Menu/Counter] key > [Common Settings] > [Error Handling]

Select whether to cancel or continue the job when error has occurred.

Item	Description
Duplexing Error	Set what to do when duplex printing is not possible for the selected paper sizes and media types.  Value  1-sided: Printed in 1-sided  Display Error: Message to cancel printing is displayed.
Finishing Error	Set alternative actions when finishing (Staple/Punch/Offset/Fold/Auto Image Rotation) is not available for the selected paper size or media type.  Value  Ignore: The setting is ignored and the job is printed.  Display Error: Message to cancel printing is displayed.
No Staple Error	Set what to do when staples run out during printing.  Value Ignore: Printing continues without stapling.  Display Error: Message to cancel printing is displayed.  NOTE  Requires the optional Sheet Finisher.
Stapling Limit Error	Set what to do when stapling capacity is exceeded during printing.  Value  Ignore: Printing continues without finishing.  Display Error: Message to cancel printing is displayed.  NOTE  Requires the optional Sheet Finisher.
Paper Mismatch Error	Set what to do when the selected paper size or type does not match paper size or type loaded in the specified paper source while printing from the computer by specifying the cassette or multi-purpose tray.  Value  Ignore: The setting is ignored and the job is printed.  Display Error: Message to cancel printing is displayed.
Inserted Paper Mismatch	Set what to do when it is detected that the cassette paper size setting does not match the actual paper size that is fed.  Value Ignore: The setting is ignored and the job is printed.  Display Error: Message to cancel printing is displayed.

#### **Color Toner Empty Action**

[System Menu/Counter] key > [Common Settings] > [Color Toner Empty Action]

Item	Description
Color Toner Empty Action	Select whether printing is prohibited or the Print in Black and White setting is used for printing once the color toner runs out.
	Value: Stop printing, Print in Black & White

#### Measurement

[System Menu/Counter] key > [Common Settings] > [Measurement]

Item	Description
Measurement	Select inch or metric for the unit for paper dimensions.  Value: mm, inch

#### **Low Toner Alert Level**

[System Menu/Counter] key > [Common Settings] > [Low Toner Alert Level]

Item	Description
Low Toner Alert	Set the amount of remaining toner to notify the administrator when to order a toner when the toner is running low.  This notification is used for event report, Status Monitor, SNMP Trap.  Value: Off, On
	NOTE  If [On] is selected, set the amount of remaining toner to alert. The setting range is 5 to 100% (in 1% increments).

#### **Keyboard Layout**

[System Menu/Counter] key > [Common Settings] > [Keyboard Layout]

Item	Description
Keyboard Layout	Change the layout of the touch panel keyboard used to enter characters.  Value: QWERTY, QWERTZ, AZERTY

#### **USB Keyboard Type**

[System Menu/Counter] key > [Common Settings] > [USB Keyboard Type]

Item	Description
USB Keyboard Type	Select the type of USB keyboard that you want to use.
	Value: US-English, US-English with Euro, French, German

#### Offset Documents by Job

[System Menu/Counter] key > [Common Settings] > [Offset Documents by Job]

Item	Description
Offset Documents by Job	Select whether to offset documents by Job.
	Value: Off, On
	NOTE
	This function is displayed when an optional 1,000-Sheet Finisher is installed.

#### **Offset One Page Documents**

[System Menu/Counter] key > [Common Settings] > [Offset One Page Documents]

Item	Description
Offset One Page Documents	Set whether one-page documents are sorted.
	Value: Off, On
	NOTE
	This function is displayed when an optional 1,000-Sheet Finisher is installed.

#### **Format SSD**

#### [System Menu/Counter] key > [Common Settings] > [Format SSD]

Format an optional SSD.

When an optional SSD is inserted into the printer for the first time, it must be formatted before use.



#### **IMPORTANT**

Formatting will destroy any existing data on a storage device including a used SSD.



#### **NOTE**

This function will not be displayed when the optional Data Security Kit is installed.

#### **Format SD Card**

#### [System Menu/Counter] key > [Common Settings] > [Format SD Card]

Format an optional SD/SDHC memory card.

A new SD card must be formatted before it can be used in the machine.



#### **IMPORTANT**

- Formatting will destroy any existing data on a storage device including a used SD card.
- If you have installed application, do not format the SD card to avoid the removal of the application in the SD card.

#### **Display Status/Log**

[System Menu/Counter] key > [Common Settings] > [Display Status/Log]

	Item	Description
Displ	ay Status/Log	Set the display method of the Status/Log.
	Display Jobs Detail Status	Value: Show All, My Jobs Only, Hide All
	Display Jobs Log	Value: Show All, My Jobs Only, Hide All
	Display FAX Log*1	Value: Show All, Hide All

Displayed only when the optional FAX Kit is installed.

#### **Function Key Usage**

[System Menu/Counter] key > [Common Settings] > [Function Key Usage]

	Item	Description
Function Key Usage		Select whether to enable the [Copy] Key, [Send] Key, and [FAX] Key on the operation panel.
	Copy Key	Value: Disable, Enable
	Send Key	Value: Disable, Enable
	FAX Key*1	Value: Disable, Enable

<sup>\*1</sup> Displayed only when the optional FAX Kit is installed.

#### **Home**

[System Menu/Counter] key > [Home]

Configure settings for Home screen.

**▶** Editing the Home Screen (page 2-13)

# Copy

[System Menu/Counter] key > [Copy]

Configures settings for copying functions.

Item	Description
Auto Paper Selection	If [Auto] is selected for Paper Selection, set the paper size selection method when the zoom changes.  Value  Most Suitable Size: Select paper based on the current zoom and the size of the original.  Same as Original Size: Select paper that matches the size of the original, regardless the zoom.
Auto % Priority	When a paper source of different size from the original is selected, select whether automatic zoom (reduce/zoom) is performed.  Value: Off, On
Reserve Next Priority	Specify whether the default screen appears when a subsequent copy job is reserved while printing is in progress. To have the default screen appear, select [On].  Value: Off, On
DP Read Action	When the document processor is used, select the scanning operation for the document processor.  Value  Speed Priority: Gives priority to scanning speed.  Quality Priority: Gives priority to image quality at a slightly slower scan speed.

# **Send**

#### [System Menu/Counter] key > [Send]

Configures settings for sending functions.

	Item	Description
Dest.	Check before Send	When performing sending jobs, display the confirmation screen of destinations after pressing the [Start] key.*1  Value: Off, On
Entry	Check for New Dest.	When adding new destination, display the entry check screen to check the entered destination.*1  Value: Off, On
Send	and Forward	Set whether to send the original to another destination and store it when sending images.
	Forward	Set the rule to send the original.  Value: Off, On
		NOTE
		When selecting [On], select rules to forward from [FAX]*2, [E-mail], [Folder (SMB)] and [Folder (FTP)].
	Destination	Set the destination to which the original is forwarded. One destination can be set. You can check and edit the set address.
		Follow the steps below to register the destination.
		Address Book
		• Ext. Address Book
		Address Entry (E-mail)
		Address Entry (folder)
		→ Specifying Destination (page 5-35)
Color TIFF Compression		Select the compression method for TIFF images handled on this machine.  Value: TIFF V6, TTN2
Default Screen		Use this procedure to set the default screen displayed when you select the [Send] key.  Value: Destination, Address Book, Ext. Address Book, One Touch
New Destination Entry		Select whether to permit direct entry of destination.*1  Value: Prohibit, Permit
Recall Destination		Select whether to permit usage of [Recall] on the Send screen.*1  Value: Prohibit, Permit

<sup>\*1</sup> Also applies when sending the fax.

<sup>\*2</sup> Displayed only when the optional FAX Kit is installed.

# **Document Box**

#### [System Menu/Counter] key > [Document Box]

Configures settings related to the Custom Box, Job Box, Sub Address Box and Polling Box.

Item		Description
Custom Box		Configure settings for Custom Box.
	Add/Edit Box	➤ Creating a New Custom Box (page 5-43)
	Default Setting	Auto File Deletion Time Set the time to automatically delete stored documents.
Sub A	Address Box <sup>*1</sup>	→ FAX System 11 Operation Guide
Job Box		Configure settings for Job Box.
	Quick Copy Job Retention	To maintain free space on the box, you can set the maximum number of stored jobs.  Value: number between 0 and 300
		NOTE When 0 is set, Quick Copy cannot be used.
	Deletion of Job Retention	This setting specifies that documents, such as Private Printing, Quick Copying, or Proof and Hold Printing, saved temporarily in the job box are automatically deleted after they have been saved for a set time.
		Value: Off, 1 hour, 4 hours, 1 day, 1 week
		NOTE
		This function is valid for documents saved after the function is set. Regardless of this function setting, temporary documents are deleted when the power switch is turned off.
	Storage Media	Select which storage media to use.  Value: SSD, SD Card
		NOTE
		This setting is not displayed if the optional SSD or SD card is not installed.
Polling Box*1		→ FAX System 11 Operation Guide

<sup>\*1</sup> Only on products with the fax function installed.

### **FAX**

[System Menu/Counter] key > [FAX]

Configure settings for FAX.

**▶** FAX System 11 Operation Guide

# **Application**

[System Menu/Counter] key > [Application]

Configure settings for Application.

Item	Description
Application	You can install, activate, deactivate, and uninstall applications.
	→ Application (page 5-13)

#### Internet

#### [System Menu/Counter] key > [Internet]

Set the proxy for connection to the Internet from an application.

	Item	Description
Proxy	1	Specify the proxy settings.  Value: Off, On
	Use Same Proxy	Set whether or not the same proxy server is used for all protocols. If the same proxy server is not used, select [Off].  Value: Off, On
	HTTP Proxy Server	Set a proxy server (HTTP).  Value: (Enter the proxy address and port number.)
	HTTPS Proxy Server	Set a proxy server (HTTPS). This setup is available when [Use Same Proxy] is [Off].  Value: (Enter the proxy address and port number.)
	No Proxy Domains	Set domains for which no proxy is used.  Value: (Enter the domain name.)

#### **Address Book/One Touch**

#### **Address Book**

[System Menu/Counter] key > [Address Book/One Touch] > [Address Book]

Configure settings for address book.

→ Adding a Destination (Address Book) (page 3-22)

#### **One Touch Key**

[System Menu/Counter] key > [Address Book/One Touch] > [One Touch Key]

Configure settings for One Touch Key.

→ Adding a Destination on One Touch Key (One Touch Key) (page 3-27)

#### **Address Book Defaults**

[System Menu/Counter] key > [Address Book/One Touch] > [Address Book Defaults]

Item	Description
Sort	Select the default sort setting of the address for the address book.  Value: No., Name
Address Book	Specify the default sort setting of the external address book.

#### **Print list**

[System Menu/Counter] key > [Address Book/One Touch] > [Print list]

**→** FAX System 11 Operation Guide

# **User Login/Job Accounting**

[System Menu/Counter] key > [User Login/Job Accounting]

Configure settings related to machine management.

Overview of User Login Administration (page 9-2)
 Overview of Job Accounting (page 9-31)
 Unknown ID Job (page 9-46)

#### **Printer**

#### [System Menu/Counter] key > [Printer]

Printing from computers, settings are generally made on the application software screen. However, the following settings are available for configuring the defaults to customize the machine.

Item	Description
Emulation	Select the emulation for operating this machine by commands oriented to other types of printers.  Value: PCL6, KPDL, KPDL (Auto)  NOTE  When you have selected [KPDL (Auto)], set "Alt Emulation", too.  When you have selected [KPDL] or [KPDL (Auto)], set "KPDL Error Report", too.
Alt Emulation	When you have selected [KPDL (Auto)] as emulation mode, you can switch between KPDL and another emulation mode (alternative emulation) automatically according to the data to print.  Value: PCL6
KPDL Error Report	When an error has occurred during printing in KPDL emulation mode, set whether or not the error report is output.  Value: Off, On
Color Setting	You can choose whether reports are printed in color or black and white.  Value: Color, Black & White
EcoPrint	EcoPrint conserves toner when printing. This is recommended for test copies where faded printing is not a problem.  Value: Off, On
Override A4/Letter	Select whether to treat A4 size and Letter, which are similar in size, as the same size when printing.  Value  Off: A4 and Letter are not regarded as the same in size.  On: A4 and Letter are regarded as the same in size. The machine will use whichever size is in the paper source.
Duplex	Select binding orientation for duplex mode.  Value: 1-sided, 2-sided Bind LongEdge, 2-sided Bind ShortEdge
Copies	Set the default number of copies, from 1 to 999.  Value: 1 to 999 copies
Orientation	Set the default orientation, [Portrait] or [Landscape].  Value: Portrait, Landscape

Item	Description
Wide A4	Turn this to on to increase the maximum number of characters that can be printed in a line for an A4 page (78 characters at 10 pitch) and Letter size page (80 characters at 10 pitch). This setting is only effective in PCL6 emulation.  Value: Off, On
Form Feed TimeOut	Receiving print data from the computer, the machine may sometimes wait if there is no information signaling that the last page does not have any more data to be printed. When the preset timeout passes, the machine automatically prints paper. The options are between 5 and 495 seconds.  Value: 5 to 495 seconds (in 5 second increments)
LF Action	Set the line feed action when the machine receives the line feed code (character code 0AH).
LF Action	Value: LF Only, LF and CR, Ignore LF
CR Action	Set the character return action when the machine receives the character return code (character code 0DH).
	Value: CR Only, LF and CR, Ignore CR
Job Name	Set whether the job name set in the printer driver is displayed.  Value: Off, On
	NOTE
	When selecting [On], select the job name to be displayed from [Job Name], [Job No. & Job Name], or [Job Name & Job No.].
User Name	Set whether the user name set in the printer driver is displayed.  Value: Off, On
MP Tray Priority	If paper is set in the MP Tray then it is possible for priority to be given to that MP tray in the paper feed.  Value
	Off: The printer driver settings are followed.
	Auto Feed: If Auto is selected in the printer driver and there is paper in the MP tray then the paper feed will be from the MP tray.
	Always: If there is paper in the MP tray then the paper feed will be from the MP tray regardless of what is set in the printer driver.
Paper Feed Mode	While printing from the computer, select how to feed paper when the paper source and type are specified.
	Value
	Auto: Search the paper source that matches the selected paper size and type.
	Fixed: Print on paper loaded in the specified paper source.

Item	Description
Auto cassette Change	Select the following actions when the paper runs out in the paper source while printing.  Value: Off, On
	NOTE
	When selecting [ <b>Off</b> ], the machine displays "Add the following paper in cassette #." (# is a cassette number) or "Add the following paper in the multi purpose tray.", and stops printing.
	Load the paper according to the paper source displayed to resume printing.
	To print from the other paper cassette, select [ <b>Paper Selection</b> ]. Select the desired paper source.
	When selecting [ <b>On</b> ], the machine continues printing automatically when the other cassette contains the same paper as the currently-used cassette.
Gloss Mode	Gloss Mode increases the effect of glossiness in printing. However, printing takes longer time.  Value: Off, On
	<b>⊘</b> IMPORTANT
	Gloss Mode is not available when [Labels] or [Transparency] is selected as the paper type setting.
	→ Cassette/MP Tray Settings (page 8-8)
	Depending on the paper used, printing in gloss mode may cause curl in paper. To reduce curl, try using thicker paper.

# System/Network

Configures machine system settings.

#### **Network**

[System Menu/Counter] key > [System/Network] > [Network]

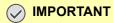
Configures network settings.

#### **Host Name**

Item	Description
Host Name	Check the host name of the machine. Host name can be changed from Command Center RX.
	→ Changing Device Information (page 2-50)

#### **TCP/IP Settings**

	Item	Description
TCP/	IP	Set up TCP/IP to connect to the Windows network.
		Value: Off, On
IPv4	Settings	Set up TCP/IP (IPv4) to connect to the network. This setting is available when [ <b>TCP/IP</b> ] is set to [ <b>On</b> ].
	DHCP	Select whether or not to use the DHCP (IPv4) server.
		Value: Off, On
	Auto-IP	Select whether to use Auto-IP.
		Value: Off, On
	IP Address	Set the IP address.
		Value: ###.###.###
		NOTE
		When DHCP is set to [On], this function will be grayed out and the value cannot be entered.
	Subnet Mask	Set the IP subnet mask.
		Value: ###.###.###
		NOTE
		When DHCP is set to [On], this function will be grayed out and the value cannot be entered.
	Default Gateway	Set the IP gateway address.
		Value: ###.###.###
		NOTE
		When DHCP is set to [ <b>On</b> ], this function will be grayed out and the value cannot be entered.



	Item	Description
IPv6	Settings	Set up TCP/IP (IPv6) to connect to the network. This setting is available when [TCP/IP] is [On].
	IPv6	Select whether to use IPv6.  Value: Off, On  NOTE
		Selecting [On] displays IP address in [IP Address (Link Local)/Prefix Length] after restarting the network.
	Manual Setting	Manually specify the IP address, prefix length, and gateway address of TCP/IP (IPv6).  Value
		IP Address (Manual): 128-bits address is expressed in eight groups consisting of four-digit hexadecimal digits. The groups are separated by colon (:).
		Prefix Length: 0 to 128  Default Gateway: 128-bits address is expressed in eight groups consisting of four-digit hexadecimal digits. The groups are separated by colon (:).
		NOTE
		This function is displayed when [IPv6] is set to [On]. To enter [Default Gateway], set [RA (Stateless)] to [Off].
	RA (Stateless)	Select whether to use RA (Stateless).  Value: Off, On
		NOTE
		This function is displayed when [IPv6] is set to [On].
		Selecting [On] displays IP address in [IP Address (Stateless)/Prefix Length] after restarting the network.
	DHCP	Select whether to use the DHCP (IPv6) server.  Value: Off, On
		NOTE
		This function is displayed when [IPv6] is set to [On].
		Selecting [On] displays IP address in [IP Address (Stateful)/Prefix Length] after restarting the network.
Bonjo	our	Select whether or not to use Bonjour.  Value: Off, On

# **⊘** IMPORTANT

Item	Description
ocol Detail	_
NetBEUI	Selects whether or not to receive documents using NetBEUI.*1  Value: Off, On
LPD	Select whether or not to receive documents using LPD.*1  Value: Off, On
SMTP (E-mail TX)	Select whether or not to send e-mail using SMTP.  Value: Off, On
POP3 (E-mail RX)	Select whether or not to receive e-mail using POP3.  Value: Off, On
FTP Client (Transmission)	Select whether or not to send documents using FTP. To use the FTP Client, set the protocol to [On]. The default port number is 21.  Value: Off, On
FTP Server (Reception)	Select whether or not to receive documents using FTP.*1  Value: Off, On
SMB Client (Transmission)	Select whether or not to send documents using SMB. To use the SMB Client, set the protocol to [On]. The default port number is 445.  Value: Off, On
LDAP	Select whether or not to use LDAP.  Value: Off, On
SNMP	Select whether or not to communicate using SNMP.*1  Value: Off, On
SNMPv3	Select whether or not to communicate using SNMPv3.*1  Value: Off, On
НТТР	Select whether or not to communicate using HTTP.*1  Value: Off, On
HTTPS	Select whether or not to communicate using HTTPS.*1 *2  Value: Off, On
IPP	Select whether or not to receive documents using IPP. To use the IPP protocol, set [IPP] to [On], and set [SSL] to [Off]. In addition, select [Not Secure (IPP&IPPS)] on IPP Security under Security Settings from the Command Center RX. The default port number is 631.*1 *2 Value: Off, On
IPP over SSL	Select whether or not to use IPP over SSL. To use the IPP protocol, set [IPP] and [SSL] to [On]. The default port number is 443.*1 *2  Value: Off, On  NOTE  When selecting [On], it also requires a certificate for SSL. The default certificate is the self-certificate of the machine.  Command Center RX User Guide
RAW Port	Select whether or not to receive documents using RAW Port.*1  Value: Off, On

<sup>\*1</sup> The setting will be changed after restarting the device or the network for the machine.
\*2 Set "SSL" to [**On**] in "Secure Protocol".

Secure Protocol (page 8-33)

Item	Description
ThinPrint	Select whether to use ThinPrint. To use the ThinPrint protocol, set the protocol to [On]. The default port number is 4000.*1 *2  Value: Off, On  NOTE
	This function is displayed only when the optional ThinPrint Option is activated.
ThinPrintOver SSL	To use the ThinPrint over SSL protocol, set [ThinPrintOverSSL] and [SSL] to [On].  Value: Off, On
	NOTE
	When selecting [ <b>On</b> ], it also requires a certificate for SSL. The default certificate is the self-certificate of the machine.
	→ Command Center RX User Guide

<sup>\*1</sup> The setting will be changed after restarting the device or the network for the machine.

#### **WSD Scan**

Item	Description
WSD Scan	Select whether or not to use WSD Scan.*1
	Value: Off, On

<sup>\*1</sup> The setting will be changed after restarting the device or the network for the machine.

#### **WSD Print**

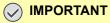
Item	Description
WSD Print	Set whether to use our proprietary web services. WIA driver, TWAIN driver and Network FAX driver use this Enhanced WSD web service.*1  Value: Off, On

<sup>\*1</sup> The setting will be changed after restarting the device or the network for the machine.

#### **Enhanced WSD**

Item	Description
Enhanced WSD	Set whether to use our proprietary web services.*1  Value: Off, On
	NOTE Selecting [Off] will disable the functionality of WIA, TWAIN, and Network FAX driver.

<sup>\*1</sup> The setting will be changed after restarting the device or the network for the machine.



<sup>\*2</sup> Set "SSL" to [On] in "Secure Protocol".

<sup>→</sup> Secure Protocol (page 8-33)

#### **Enhanced WSD (SSL)**

Item	Description
Enhanced WSD (SSL)	Set whether to use our proprietary web services over SSL.*1 *2 Value: Off, On
	NOTE Selecting [Off] will disable the functionality of WIA, TWAIN, and Network FAX driver.

<sup>\*1</sup> The setting will be changed after restarting the device or the network for the machine.

#### **IPSec**

Item	Description
IPSec	Make this setting when you use IPSec.
	Value: Off, On

#### **Secure Protocol**

Item	Description
SSL	Select whether or not to use SSL.
	Value: Off, On
IPP Security	Select the IPP security level. This setup is available when SSL is [On].
	Value: IPP/IPP over SSL, IPPoverSSL only
HTTP Security	Select the HTTP security level. This setup is available when SSL is [On].
	Value: HTTP/HTTPS, HTTPS Only
SMTP Security	Select the communication protocol according to the type of security employed by the SMTP
	server. This setup is available when SSL is [On].  Value: Off, SSL/TLS, STARTTLS
	value. On, ODE TEO, OTAKTTEO
POP3 Security (User 1)	Select the communication protocol according to the type of security employed by the POP3 server. This setup is available when POP3 is [On].  Value: Off, SSL/TLS, STARTTLS
POP3 Security (User 2)	
POP3 Security (User 3)	

#### **LAN Interface**

Item	Description
LAN Interface	Specify the settings for the LAN interface to be used.
	Value: Auto, 10Base-Half, 10Base-Full, 100Base-Half, 100Base-Full, 1000BASE-T



<sup>\*2</sup> Set "SSL" to [On] in "Secure Protocol".

<sup>→</sup> Secure Protocol (page 8-33)

#### Ping

Item	Description
Ping	Checks if communication with the destination by entering the host name or IP address of the destination is possible.
	NOTE  If [Network Interface (Send)] is set to [Optional NIC], this item is not displayed.

#### **Restart Network**

Item	Description
Restart Network	Restarts the network.

#### **Proxy**

	Item	Description
Proxy	,	Set the proxy for connection to the Internet from an application.  Value: Off, On
	Use the Same Proxy Server for All Protocols	Set whether the same proxy server is used for all protocols.  Value: Off, On
	Proxy Server (HTTP)	Set a proxy server (HTTP).  Value: (Enter the proxy address and port number.)
	Proxy Server (HTTPS)	Set a proxy server (HTTPS). This setup is available when "Use the Same Proxy Server for All Protocols" is [Off].  Value: (Enter the proxy address and port number.)
	Do Not Use Proxy for Following Domains	Set domains for which no proxy is used.  Value: (Enter the domain name.)

#### **Optional Network**

#### [System Menu/Counter] key > [System/Network] > [Optional Network]

Configure settings for the optional network interface kit.



This menu is displayed when the optional network interface kit or Wireless Network Interface Kit is installed.

#### **Basic**

Item	Description
Host Name	Check the host name of the machine. Host name can be changed from Command Center RX.
	→ Changing Device Information (page 2-50)
TCP/IP Setting	For details on setting value.
	→ TCP/IP Settings (page 8-29) IPSec (page 8-33)
LAN Interface	Select the LAN Interface type.*1
	Value: Auto, 10Base-Half, 10Base-Full, 100Base-Half, 100Base-Full, 1000BASE-T NOTE
	This function is displayed when the optional network interface kit is installed.
MAC Address Filter	Select whether to use MAC Address Filter.
	→ Operation Guide for the optional network interface kit
	Value: Off, On
Restart Network	Restarts the network card of the device.

<sup>\*1</sup> The setting will be changed after restarting the device or network.

#### **Wireless Network**

#### [System Menu/Counter] key > [System/Network] > [Wireless Network]

Configure settings for the optional Wireless Network Interface Kit.

#### Setup



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

	Item	Description
Conn	ection Status	When the optional Wireless Network Interface Kit is installed, you can check the wireless LAN status.
Quick	Setup Wizard	If the machine will connect to an access point that supports the automatic wireless network setup, connection settings can be configured by Quick Setup.
	Available Network	Select access points to which the machine can be connected, Enter the Preshared Key and start a connection.
	Push Button Method	If the access point supports the push button method, wireless settings can be configured using the push button. This setting executes push button, and the connection is started by pressing the push button on the access point.
		NOTE
		The push button method supports only the WPS.
	PIN Code Method (Device)	Starts connection using the machine's PIN code. Enter the PIN code into the access point. The PIN code of the machine is automatically generated.
	PIN Code Method (Terminal)	Starts connection using the PIN code of the access point. Enter the PIN code of the access point.

	Item	Description
Custo	om Setup	The detailed settings for wireless LAN can be changed.
	Network Name (SSID)	Set the SSID (Service Set Identifier) of the wireless LAN to which the machine connects.
		NOTE
		Up to 32 characters can be entered.
	Connection Mode	Set the connection mode.
		Value: Ad Hoc, Infrastructure
		NOTE
		<b>Ad Hoc</b> : Directly communicates with the device without going through an access point. This method cannot be used to connect to two or more devices.
		Infrastructure: Performs communication through an access point.
	Channel	Set channel. Use [-] / [+] or the numeric keys to enter a number.
		Value: 1 to 11
	Network Authentication	Select network authentication type. To select other options, open the device home page from a computer.
		Value: Open, Shared, WPA-PSK <sup>*1</sup> , WPA2-PSK <sup>*1</sup>
	Encryption	Select encryption method. If the option other than [ <b>Disable</b> ] is selected, enter the WEP key or the Preshared key. The setting values vary depending on the Network Authentication setting. Select [ <b>Data Encryption</b> ].
		When Network Authentication is set to [Open] or [Shared]
		Value: Disable, WEP
		When Network Authentication is set to [WPA-PSK] or [WPA2-PSK]
		Value: TKIP*2, AES, Auto*2, Preshared Key
		NOTE
		If [WEP] is selected, enter the WEP key. Up to 26 characters can be entered.
		If [TKIP], [AES] or [Auto] is selected, enter the Preshared key. Enter the value in 8 to 64 characters.

<sup>\*1</sup> Not displayed if you selected [Ad Hoc] for "Connection Mode".

#### **Network Interface (Send)**

[System Menu/Counter] key > [System/Network] > [Network Interface (Send)]



This function is displayed when the optional network interface kit or Wireless Network Interface Kit is installed.

Item	Description
Network Interface (Send)	Specify the network interface card to be used for the send function, the network authentication and connecting to external address book.  Value: Standard, Optional NIC

<sup>\*2</sup> Not displayed if you selected [WPA2-PSK] for "Network Authentication".

#### **Interface Block Setting**

#### [System Menu/Counter] key > [System/Network] > [Interface Block Setting]

This allows you to protect this machine by blocking the interface with external devices such as USB hosts or optional interfaces.

Item	Description
USB Host	This locks and protects the USB port (USB host).
	Value: Unblock, Block
USB Device	This locks and protects the USB interface connector (USB Device).
	Value: Unblock, Block
USB Storage	This locks and protects the USB memory slot.
	Value: Unblock, Block
	NOTE
	This function is available when USB Host is set to [Unblock].
Optional Interface 1	This locks and protects the optional interface slots.
Optional Interface 2	Value: Unblock, Block
	NOTE
	If the machine has two optional interface slots, you can set this feature for each slot.



#### **⊘** IMPORTANT

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

#### **Security Level**

[System Menu/Counter] key > [System/Network] > [Security Level]

Item	Description
Security Level	Specify the security level.  Value
	Low: This mode is used during maintenance. Do not use normally.  High: This is the security setting we recommend. Use this setting normally.  Very High: In addition to [High] setting, this setting disables the machine settings to be changed from external command.

#### Restart

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

	Item	Description
Restart		Restart the CPU without turning the power switch off. Use this to deal with any unstable operation by the machine. (Same as the computer restart.)

#### **RAM Disk Setting**

[System Menu/Counter] key > [System/Network] > [RAM Disk Setting]



#### NOTE

This function will not be displayed when the optional SSD is installed.

Item	Description
RAM Disk Setting	A RAM disk can be created and its size can be set.
	Creating a RAM disk makes it possible to print from a Job Box.
	Value
	RAM Disk Setting: Off, On
	RAM Disk Size: The setting range varies depending on the amount of memory installed and the option memory usage setting.



#### **IMPORTANT**

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

#### **Optional Memory**

[System Menu/Counter] key > [System/Network] > [Optional Memory]

Item	Description
Optional Memory	When optional memory is installed, select the memory allocation scheme based on the application in which you are using the equipment.
	Value: Printer Priority, Normal, Copy Priority



# **IMPORTANT**

#### **Data Security**

#### [System Menu/Counter] key > [System/Network] > [Data Security]

Configure settings for data stored in the optional SSD and machine's memory.

Item	Description			
SSD Initialization	Initialize data saved on an optional SSD.			
	→ Data Security Kit (E) Operation Guide			
	NOTE			
	This function is displayed when the optional SSD is installed and the optional Data Security Kit is activated.			
Data Sanitization	Return the following information registered in the machine to the factory defaults.			
	Address Book			
	Favorites			
	System settings			
	Fax transmission and reception / forwarding data			
	Transmission histories			
	Data saved in Custom Box			
	Optional applications			
	<b>⊘</b> IMPORTANT			
	Data saved in an application or SD card cannot be erased. To erase data on an SD card, you must format the SD card.			
	→ Format SD Card (page 8-21)			
	NOTE			
	Once in progress, the processing cannot canceled.			
	Before executing this function, disconnect modular, network, and other cables.			
	Do not turn off the power switch while sanitizing the data. If the power is turned off during data erasing, erasing will be executed automatically when the power is restored, however, complete erasure cannot be guaranteed.			

#### **Optional Function**

[System Menu/Counter] key > [System/Network] > [Optional Function]

Item	Description	
Optional Function	You can use the optional applications installed on this machine.	
	→ Optional Applications (page 11-6)	

# **Date/Timer/Energy Saver**

[System Menu/Counter] key > [Date/Timer/Energy Saver]

Configures settings related to the date and time.

Item	Description			
Date/Time	Set the date and time for the location where you use the machine. If you perform Send as Email, the date and time set here will be displayed on the header.			
	Value: Year (2000 to 2037), Month (1 to 12), Day (1 to 31), Hour (00 to 23), Minute (00 to 59), Second (00 to 59)			
	→ Setting Date and Time (page 2-23)			
	NOTE			
	If you change the date/time while using the trial version of an application, you will no longer be able to use the application.			
Date Format	Select the display format of year, month, and date. The year is displayed in Western notation.  Value: Month/Day/Year, Day/Month/Year, Year/Month/Day			
Time Zone	Set the time difference from GMT. Choose the nearest listed location from the list. If you select a region that utilizes summer time, configure settings for summer time.			
Auto Panel Reset	If no jobs are run for a certain period of time, automatically reset settings and return to the default setting. Select to use Auto Panel Reset or not.			
	Value: Off, On			
	NOTE			
	The time allowed to elapse before the panel is reset is set with the following:			
	→ Panel Reset Timer (page 8-40)			
Panel Reset Timer	If you select [ <b>On</b> ] for Auto Panel Reset, set the amount of time to wait before Auto Panel Reset.			
	Value: 5 to 495 seconds (in 5 second increments)			
	NOTE			
	This function is displayed when [Auto Panel Reset] is set to [On].			
Low Power Timer	Set amount of time before entering the Low Power mode.			
	Value			
	For Europe: 1 to 60 minutes (1 minute increments)			
	Except for Europe: 1 to 240 minutes (1 minute increments)			
	→ Low Power Mode (page 2-26)			

Item	Description	
Sleep Rules (models for Europe)	Select whether to use the Sleep mode for the following functions individually:  Network  Card Reader*1  FAX*2  Application  Value: Off, On  NOTE  If the sleep condition is not turned off, the ID card cannot be recognized.	
Sleep Level (models except for Europe)	Select the sleep level.  Set the Energy Saver mode to reduce power consumption even more than Quick Recovery mode.  Value: Quick Recovery, Energy Saver  NOTE  This function will not be displayed when the optional network interface kit is installed.	
Sleep Rules	Select whether to use the Energy Saver mode for the following functions individually:  Network Card Reader*1 FAX*2 Application Value: Off, On  NOTE When the machine has entered sleep mode with Energy Saver setting, the ID card cannot be recognized.	
Sleep Timer	Set amount of time before entering Sleep.  Value  For Europe: 1 to 60 minutes (1 minute increments)  Except for Europe: 1 to 240 minutes (1 minute increments)	
Auto Error Clear	If an error occurs during processing, processing stops to wait for the next step to be taken by the user. In the Auto Error Clear mode, automatically clear the error after a set amount of time elapses.  Value: Off, On	
Error Clear Timer	If you select [On] for Auto Error Clear, set the amount of time to wait before automatically clearing errors.  Value: 5 to 495 seconds (in 5 second increments)  NOTE  This function is displayed when [Auto Error Clear] is set to [On].	
Interrupt Clear Timer	Set the period after which the machine reverts to Normal mode when it has been set to Interrupt Copy mode and then left unused.  Value: 5 to 495 seconds (in 5 second increments)	
Unusable Time <sup>*2</sup>	→ FAX System 11 Operation Guide.	
Set the time until timeout occurs when [Ping] is executed in "System/Network".  Value: 1 to 30 seconds (in 1 second increments)		

<sup>\*1</sup> Displayed when the optional Card Authentication Kit is activated.\*2 Displayed only when the optional FAX Kit is installed.

# **Adjustment/Maintenance**

#### [System Menu/Counter] key > [Adjustment/Maintenance]

Adjust printing quality and conduct machine maintenance.

	Item	Description	
Quiet Mo	ode Settings	Lower print and scan speed for quiet processing.	
	Quiet Mode	Set the Quiet Mode. Select this mode when the running noise is uncomfortable.  Value: Off, On	
	Specify for Each Job	It is possible to set the use of Quiet Mode for each job, such as copying and sending. Set whether or not to permit the setting for each job.  Value: Permit, Prohibit	
Density	Adjustment	Adjust density.	
	Сору	Adjust copy density.  Value: -3 (Lighter), -2, -1, 0 (Normal), +1, +2, +3 (Darker)	
	Send/Box	Adjust scan density when sending or storing the data in Document Box.  Value: -3 (Lighter), -2, -1, 0 (Normal), +1, +2, +3 (Darker)	
Contras	t	You can increase or decrease the overall contrast.	
	Сору	Increases or decreases the overall contrast of copies.  Value: -3 (Lower), -2, -1, 0 (Normal), +1, +2, +3 (Higher)	
	Send/Box	Increases or decreases the overall contrast when documents are sent or saved in a document box.  Value: -3 (Lower), -2, -1, 0 (Normal), +1, +2, +3 (Higher)	
Backgro	ound Density Adj.	Darkens or lightens overall background density adjustment.	
	Copy (Auto)	Darkens or lightens overall background density adjustment during copying.  Value: -3 (Lighter), -2, -1, 0 (Normal), +1, +2, +3 (Darker)	
	Send/Box (Auto)	Darkens or lightens overall background density when sending images or storing them in the Document Box.  Value: -3 (Lighter), -2, -1, 0 (Normal), +1, +2, +3 (Darker)	
Auto Co	lor Correction	This setting allows you to adjust the detection level used by the machine to determine whether the original is color or black and white during Auto Color Mode. Setting a lower value will result in more originals being identified as color, while a larger value will tend to increase the number of originals being identified as black and white.  Value: 1 (Color), 2, 3, 4, 5 (B & W)	
Correcti	ng Black Line	Correct fine lines (streaks caused by contamination), which may appear on the image, when the document processor is used.  Value  Off: No correction performed. Select this when you want to reproduce fine lines in the original more clearly than with [On (Low)].  On (Low): Correction performed.  On (High): Select this item if a streak remains after using [On (Low)]. The reproduction of fine lines on the original may become lighter than when using On (Low).	
Display	Brightness	Set the brightness of the touch panel.  Value: 1 (Darker), 2, 3, 4, 5 (Lighter)	
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.  Color Registration Procedure (page 10-33)	

Item	Description		
Calibration Cycle	Set the calibration cycle.  Value  Auto: Automatically sets the cycle for calibration.  Short: Priority is given to image quality.  Standard: Balances image quality and print speed.  Long: Priority is given to print speed.		
Tone Curve Adjustment	After prolonged use, or from the effects of surrounding temperature or humidity, the printed output tone may differ from the original. Perform this function to ensure consistency with the original tone.  Tone Curve Adjustment (page 10-38)		
Drum Refresh	Remove image blur and white dots from the printout. It takes about 3 minutes. The time required may vary depending on the operating environment and this process may take time.  Drum Refresh (page 10-39)  NOTE  Drum Refresh cannot be performed while printing. Execute Drum Refresh after the printing is done.		
Calibration	Adjust color drift or hue of printed image in the most appropriate color.  Calibration (page 10-40)		
Laser Scanner Cleaning	Remove vertical lines from the printout.  Laser Scanner Cleaning (page 10-40)		
Service Setting	Settings for machine maintenance and inspection. This menu is primarily used by service technicians to perform maintenance.		

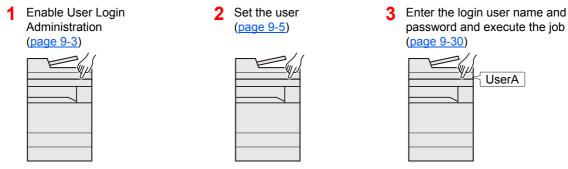
# 9 User Authentication and Accounting (User Login, Job Accounting)

#### This chapter explains the following topics:

Overview of User Login Administration	9-2
Enabling User Login Administration	
Setting User Login Administration	
Authentication Security	9-4
Adding a User (Local User List)	9-5
Changing User Properties	
User Login Administration for Printing	9-12
Managing the Users to Scan Using TWAIN	9-13
Managing the Users to Scan Using WIA	9-14
Managing the Users that Send Faxes from a PC	9-15
Local Authorization	9-16
Group Authorization Settings	9-17
Guest Authorization Set.	9-20
Obtain NW User Property	9-23
Simple Login Settings	9-25
ID Card Settings	
PIN Login Settings	9-29
Using User Login Administration	9-30
Login/Logout	9-30
Overview of Job Accounting	9-31
Enabling Job Accounting	9-32
Job Accounting Access	9-33
Setting an Account	9-34
Adding an Account	9-34
Restricting the Use of the Machine	9-35
Editing an Account	9-36
Deleting an Account	9-37
Job Accounting for Printing	9-38
Job Accounting for Scan Using TWAIN	9-39
Job Accounting for Scan Using WIA	
Job Accounting for the FAX Transmitted from a Computer	9-41
Configuring Job Accounting	9-42
Default Setting	9-42
Counting the Number of Pages Printed	9-43
Print Accounting Report	
Using Job Accounting	
Login/Logout	
Unknown ID Job	

# **Overview of User Login Administration**

User login administration specifies how the user access is administered on this machine. Enter a correct login user name and password for user authentication to login.



Access are in three levels - "User", "Administrator", and "Machine Administrator". The security levels can be modified only by the "Machine Administrator".

#### Managing the Job Account from PC

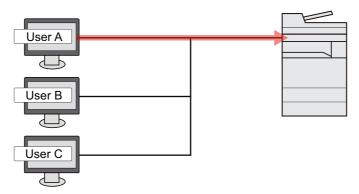
In addition to the above settings, the following are necessary to manage the job account from PC.

#### To Manage the Users to Print from PCs

Printer driver settings are necessary to manage the users that print on the machine from PCs.

Set the User Login Administration on the printer driver (page 9-12)

2 Print



#### Managing the Users to Use TWAIN for Scanning

TWAIN driver settings on the PC are necessary to manage the users that use TWAIN for scanning.

→ Managing the Users to Scan Using TWAIN (page 9-13)

#### Managing the Users to Use WIA for Scanning

WIA driver settings on the PC are necessary to manage the users that use WIA for scanning.

Managing the Users to Scan Using WIA (page 9-14)

#### Managing the Users to Send Faxes from a PC

FAX driver settings on the PC are necessary to manage the users that send faxes from a PC.

Managing the Users that Send Faxes from a PC (page 9-15)

The optional FAX Kit is required in order to make use of fax functionality.

# **Enabling User Login Administration**

This enables user login administration. Select one of the following authentication methods:

Item	Descriptions	
Local Authentication	User authentication based on user properties on the local user list stored in the machine.	
Network Authentication	User authentication based on Authentication Server. Use a user property stored in Authentication Server to access the network authentication login page.	

#### Display the screen.

1 [System Menu/Counter] key > [User Login/Job Accounting]

## NOTE

If the user authentication screen appears, enter your login user name and login password and select [**Login**]. For this, you need to login with administrator privileges. The factory default login user name and login password are set as shown below.

Login User Name: 3000 Login Password: 3000

2 [User Login Setting] > [User Login]

#### Configure the settings.

1 Select [Local Authentication] or [Network Authentication].

Select [Off] to disable user login administration.

If you select [Network Authentication], enter the host name (64 characters or less) and domain name (256 characters or less) for the Authentication Server. Select [NTLM], [Kerberos] or [Ext.] as the server type.

When selecting [**Ext.**] as the server type, enter the port number.

## NOTE

- Selecting [Domain] displays the domain registration list.
- Enter the domain name. Up to 10 domain names can be registered.
- 2 "Do you want to add a new function to the home screen?" screen appears. To display a new function on the Home screen, select [Yes] and specify the position in which you want to display the icon of registered function.
  - → Available Functions to Display on Desktop (page 2-14)

## NOTE

If the login user name and password are rejected, check the following settings.

- · Network Authentication setting of the machine
- User property of the Authentication Server
- · Date and time setting of the machine and the Authentication Server

If you cannot login because of the setting of the machine, login with any administrator registered in the local user list and correct the settings.

# **Setting User Login Administration**

This registers, alters and deletes users and configures the settings for User Login Administration.

# **Authentication Security**

If user authentication is enabled, configure the user authentication settings.

#### **User Account Lockout Setting**

You can prohibit the use of a user account if an incorrect password is entered repeatedly to login with that account.

#### Display the screen.

1 [System Menu/Counter] key > [User Login/Job Accounting]

#### **NOTE**

If the user authentication screen appears, enter your login user name and login password and select [Login]. For this, you need to login with administrator privileges. The factory default login user name and login password are set as shown below.

3000 Login User Name: Login Password: 3000

2 [User Login Setting] > [User Account Lockout Settings]

#### Configure the settings.

The following settings can be selected.

Item		Descriptions
Lockout	Select whether or not account lockout policy is enabled.  Value: Off, On	
Lockout Policy	Specify the conditions and the extent to which the account lockout is applied.  Value	
	Number of Retries	until Locked: Specify how many login retries are allowed until the account is locked out. (1 to 10 times)
	Lockout Duration:	Specify how long the account is to be locked out until it is unlocked. (1 to 60 minutes)
	Lockout Target	Specify the extent to which the account lockout is applied. You can select from [All] or [Remote Login Only]. Remote Login Only locks out all operations from outside the operation panel.
Locked out Users List	Displays a list of locked out users. You can unlock a user by selecting the user in the list, and selecting [Unlock].	
	NOTE	
	This function is displayed when account lockout policy is enabled.	

# **Adding a User (Local User List)**

This adds a new user. You can add up to 100 users (including the default login user name).

#### **NOTE**

By default, one of each default user with machine administrator rights and administrator privileges is already stored. Each user's properties are:

#### **Machine Administrator**

User Name: DeviceAdmin

3000 **Login User Name:** 3000 Login Password:

Access Level: Machine Administrator

#### **Administrator**

User Name: Admin Login User Name: Admin Login Password: Admin

Access Level: Administrator

It is recommended to periodically change the user name, login user name and login password regularly for your security.

#### Display the screen.

1 [System Menu/Counter] key > [User Login/Job Accounting]



#### **◯** NOTE

If the user authentication screen appears, enter your login user name and login password and select [Login]. For this, you need to login with administrator privileges. The factory default login user name and login password are set as shown below.

Login User Name: 3000 Login Password: 3000

2 [User Login Setting] > [Local User List] > [+]

<sup>\*</sup> Upper case and lower case letters are distinguished (case sensitive).

#### **Enter the user information.** 2

Select [Next].

The table below explains the user information to be registered.

Item	Descriptions
User Name	Enter the name displayed on the user list (up to 32 characters).
Login User Name	Enter the login user name to login (up to 64 characters). The same login user name cannot be registered.
Access Level	Select "Administrator" or "User" for user access privileges.

## NOTE

For details on entering characters, refer to the following:

→ Character Entry Method (page 11-8)

#### Check the user information.

Change or add information as needed.

Item	Descriptions
User Name <sup>*1</sup>	Enter the name displayed on the user list (up to 32 characters).
Login User Name <sup>*1</sup>	Enter the login user name to login (up to 64 characters). The same login user name cannot be registered.
Login Password	Enter the password to login (up to 64 characters). Reenter the same password for confirmation and select the [ <b>OK</b> ] key.
Account Name	Add an account where the user belongs. The user, who registered his/her account name, can login without entering the account ID.
	→ Overview of Job Accounting (page 9-31)
	NOTE
	Select [Menu] > [Search (Name)] or [Search (ID)] to search by account name or account ID.
	Select [Menu] > [Sort (Name)] or [Sort (ID)] to sort the account list.
E-mail Address	The user can register his/her E-mail address. The registered address will be automatically selected for subsequent operations that need any E-mail function.
Access Level*1	Select "Administrator" or "User" for user access privileges.
ID Card Information	Register ID card information.
	Place the ID card on the ID card reader, and select [Read].
	NOTE
	This function is displayed when the optional ID Card Authentication Kit is activated.
	Optional Applications (page 11-6)

<sup>\*1</sup> Mandatory at user registration.

Item	Descriptions
My Panel	You can register the language selection, initial screen, and shortcut settings for each user. Settings registered here can be applied simply by logging in.
Local	Set usage authority for each user.
Authorization*1	The following restriction items are available:
	Printer:
	Select whether or not use of the print function of the printer is prohibited.
	Printer (Full Color):
	Select whether or not to reject usage of full-color print functions for the printer.
	Сору:
	Select whether or not use of the copy print function is prohibited.
	Copy (Full Color):
	Select whether or not to reject usage of full-color print functions for copies.
	Copy (Single Color):
	Select whether or not to reject usage of single-color print functions for copies.
	Duplex Restriction:
	Select whether only duplex printing is allowed.
	Combine Restrict.:
	Specify whether only Combine is allowed.
	EcoPrint Restriction:
	Specify whether only EcoPrint is allowed.
	Send:
	Select whether or not use of the send function is prohibited.
	FAX Transmission <sup>*2</sup> :
	Select whether or not use of the fax send function is prohibited.
	Storing in Box:
	Select whether or not use of the box store function is prohibited.
	Storing in Memory:
	Select whether or not use of the removable memory store function is prohibited.

Displayed when Local Authorization is enabled.

- Local Authorization (page 9-16)
- \*2 Displayed only when the optional FAX Kit is installed.

#### **NOTE**

For details on entering characters, refer to the following:

Character Entry Method (page 11-8)

## Select [Save].

A new user is added on the local user list.



If simple login is enabled, a confirmation screen appears when new registration is finished asking if you will configure simple login settings. To configure simple login settings, select **[Yes]**. If you select **[No]**, you will return to the user list screen.

For the procedure for configuring simple login settings, refer to the following:

Simple Login Settings (page 9-25)

# **Changing User Properties**

User properties can be changed. Types of user properties that could be changed may be different depending on user access privilege.

#### NOTE

To change the user information of the machine administrator, you must log in with machine administrator authority. You can only view user information if you log in as a regular user.

The factory default login user name and login password are set as shown below.

**Login User Name:** 3000 Login Password: 3000

#### For a user with administrator rights who logs in

User properties can be changed and users can be deleted. The items, which can be added, are all able to be changed.

#### Display the screen.

1 [System Menu/Counter] key > [User Login/Job Accounting]

#### **NOTE**

If the user authentication screen appears, enter your login user name and login password and select [Login]. For this, you need to login with administrator privileges. The factory default login user name and login password are set as shown below.

3000 **Login User Name:** Login Password: 3000

[User Login Setting] > [Local User List]

## Change the user properties.

#### Changing user properties

Select [ ] for the user to edit.



#### **NOTE**

- To sort the user list, select [Menu] > [Sort (User Name)] and [Sort (Login User
- To search by name or login user name, select [Menu] > [Search (User Name)] or [Search (Login User Name)].

- 2 Refer to step 3 of "Adding a User (Local User List)" to change a user property.
  - → Adding a User (Local User List) (page 9-5)
- 3 [Save] > [Yes]

The user information is changed.

#### Deleting a user

- 1 Select the user to delete.
- 2 [m] > [Yes]

The selected user will be deleted.



The default user with machine administrator rights cannot be deleted.

#### To change the user information of logged in user (User Property)

These users can partially change their own user properties including user name, login password, E-mail address, and Simple Login.

Although "Login User Name", "Access Level", or "Account Name" cannot be changed, the users can check the present status.

#### Display the screen.

[System Menu/Counter] key > [User Property]

#### Change the user properties.

- 1 Refer to step 3 of "Adding a User (Local User List)" to change a user property.
  - → Adding a User (Local User List) (page 9-5)

Item	Description
User Name	Changes the name shown on the user list. Up to 32 characters can be entered.
Login User Name	Displays the login user name that is entered at login.
Login Password	Changes the password that is entered at login. Up to 64 characters can be entered.
Access Level	Displays the user's access level.
Account Name	Displays the account where the user belongs.
E-mail Address	Changes the user's e-mail address. Up to 128 characters can be entered.  If you log in as a user and [New Destination Entry] is set to [Prohibit], you can only check the e-mail address.
Authorization Rules	Displays the usage restriction that is set for the logged in user.  NOTE  [Job Accounting] shows the account name set for the logged in user and the usage restrictions that are set for that account.  This function appears when job accounting is set to [On]. For information on job accounting, refer to the following:  Job Accounting Access (page 9-33)
ID Card Information	Displays the ID card information of the logged in user.  NOTE  This function is displayed when the optional ID Card Authentication Kit is activated.  Optional Applications (page 11-6)  This function does not appear when the server type is set to [Ext.] in Network Authentication, and logged in with the user account certificated in the server specified as the [Ext.] server type.

Item	Description
Simple Login	When simple login is enabled, changes associated settings.
	NOTE  This function does not appear when Simple Login is set to [Off] or the user is not registered in Simple Login.
My Panel	Register the language, default screen and shortcut for each user. Once registered, the setting will be applied simply by login. Network users are not displayed.

#### 2 Select [Save].

The user information is changed.

# **User Login Administration for Printing**

It is possible to manage the users that print on this machine from a PC.

#### **Setting Printer Driver**

To manage the users that print on this machine from a PC, the following settings are necessary in the printer driver.

#### Display the screen.

1 Click [Start] button on the Windows, and then click [Devices and Printers].

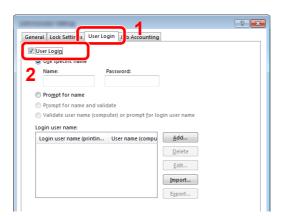


In Windows 8, select [Settings] in charms on Desktop, and select [Control Panel], and then [Devices and Printers].

- 2 Right-click the printer driver icon of the machine, and click the [Printer properties] menu of the printer driver.
- 3 Click [Administrator] on the [Device Settings] tab.

#### Configure the settings.

1 Select [User Login] on the [User Login] tab.



2 Set the User Login Administration.

[**Use specific name**]: This option can be used to specify a user name and password to use the same User login for every print job. If this option is selected, the user does not have to type the name and password for each print job.

[**Prompt for name**]: A screen for entering the user name and password will be displayed when attempting a printing. The user name and password must be entered each time a printing is attempted.

[Prompt for name and validate]: A screen for entering the user name and password will be displayed when attempting a printing. The user name and password stored in the Login user name list needs to be entered. The user name and password must be entered each time a printing is attempted.

[Validate user name (computer) or prompt for login user name]: When printing, the Windows user name is searched in the "Login user names" and printing is possible if the name is registered. If the name is not registered, the printing will be canceled for users with only user authority. If the user has administrator privileges, the screen to enter the user name and password will appear.

3 Click [OK].

NOTE

For other settings of job accounting, refer to the following:

Printer Driver User Guide

# **Managing the Users to Scan Using TWAIN**

It is possible to manage the users that scan using TWAIN.

#### **Setting TWAIN Driver**

To manage the users that scan using TWAIN, the following settings are necessary in the TWAIN driver.

#### Display the screen.

1 Select [Start] button on the Windows, [All Programs], [Kyocera] and then [TWAIN Driver Setting].

TWAIN Driver screen appears.

**NOTE** 

In Windows 8, select [Search] in charms, [Apps], and then [TWAIN Driver Setting].

Select the machine, and click [Edit].



## Configure the settings.

- 1 Click [User Authentication Settings].
- 2 Select the checkbox beside [Authentication], and enter Login User Name and Password.



3 Click [OK].

# **Managing the Users to Scan Using WIA**

It is possible to manage the users that scan using WIA.

#### **Setting WIA Driver**

To manage the users that scan using WIA, the following settings are necessary in the WIA driver.

#### Display the screen.

1 Click [Start] button on the Windows and enter [Scanner] in [Program and File Search]. Click [View scanners and cameras] in the search list then the Scanners and Cameras screen appears.

## **NOTE**

In Windows 8, click [Search] in charms, and then [Settings], and enter "Scanner" in the search box. Click [View scanners and cameras] in the search list then the Scanners and Cameras screen appears.

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



## Configure the settings.

1 Select the checkbox beside [Authentication] on the [Settings] tab, and enter Login User Name and Password.



2 Click [OK].

# Managing the Users that Send Faxes from a PC

It is possible to manage the users that send faxes from a PC.

#### **Setting FAX Driver**

To manage the users that send faxes from a PC, the following settings are necessary in the FAX driver.

#### Display the screen.

1 Click [Start] button on the Windows, and then click [Devices and Printers].

## NOTE

In Windows 8, select [**Settings**] in charms on Desktop, and select [**Control Panel**], and then [**Devices and Printers**].

- 2 Right-click the printer driver icon of the machine, and click the [Printer properties] menu of the printer driver.
- 3 Click [FAX TX Setting] on the [Printing Preferences] window.

#### Configure the settings.

1 Select [User Login] on the [Authentication] tab.



2 Set the User Login Administration.

[Use Specific Login User Name]: This option can be used to specify a user name and password to use the same User login for every FAX job. If this option is selected, the user does not have to type the name and password for each FAX job.

[**Prompt for Login User Name**]: A screen for entering the user name and password will be displayed when attempting a transmission. The user name and password must be entered each time a transmission is attempted.

3 Click [OK].

# **Local Authorization**

Select whether or not to use Local Authorization.

NOTE

When using Local Authorization, the user authentication type must be set to [Local Authentication].

**▶** Enabling User Login Administration (page 9-3)

#### Display the screen.

1 [System Menu/Counter] key > [User Login/Job Accounting]

NOTE

If the user authentication screen appears, enter your login user name and login password and select [**Login**]. For this, you need to login with administrator privileges. The factory default login user name and login password are set as shown below.

Login User Name: 3000 Login Password: 3000

2 [User Login Setting] > [Local User Authorization]

## Select [Off] or [On].

# **Group Authorization Settings**

Set restrictions of the machine usage by each individual group registered in the authentication server.

**NOTE** 

To use the group authorization settings, [**Network Authentication**] must be selected for the authentication method in "Enabling User Login Administration". Select "On" for "LDAP" in "Protocol Detail".

► Enabling User Login Administration (page 9-3)
Protocol Detail (page 8-31)

#### **Group Authorization**

Use the group authorization.

#### Display the screen.

1 [System Menu/Counter] key > [User Login/Job Accounting]

NOTE

If the user authentication screen appears, enter your login user name and login password and select [**Login**]. For this, you need to login with administrator privileges. The factory default login user name and login password are set as shown below.

Login User Name: 3000 Login Password: 3000

- 2 [User Login Setting] > [Group Authorization Set.] > [Group Authorization]
- Select [On].

#### **Group List (Up to 20)**

Register the groups that are restricted the machine usage. Other users and groups belong to "Others".

The table below explains the group information to be registered.

Item	Descriptions
Group ID*1	Enter the ID displayed on the group list (between 1 and 4294967295).
Group Name	Enter the name displayed on the group list (up to 32 characters).
Access Level	Select [Administrator] or [User] for group access privileges.
Printer	Select whether or not to reject usage of print functions for the printer.
Printer (Full Color)	Select whether or not to reject usage of color print functions for the printer.
Сору	Select whether or not to reject usage of copy functions.
Copy (Full Color)	Select whether or not to reject usage of only full-color print functions for copies.
Copy (Color)	Select whether or not to reject usage of only color print functions for copies.
Duplex Restriction	Select whether only duplex printing is allowed.
Combine Restrict.	Specify whether only Combine is allowed.
EcoPrint Restriction	Specify whether only EcoPrint is allowed.
Send	Select whether or not to reject usage of the send functions.
FAX Transmission*2	Select whether or not to reject usage of the FAX transmissions.
Storing in Box	Select whether or not to reject usage of storing in the document boxes.
Storing in Memory	Select whether or not to reject usage of storing in the removable memory.

For "Group ID", specify PrimaryGroupID assigned by Active Directory of Windows. If you are using Windows Server 2008, check Attribute Editor tab of user properties. If you are using Windows Server 2000/2003, check ADSIEdit. ADSIEdit is a support tool included on the installation DVD for Windows Server OS (under \SUPPORT\TOOLS).

## Display the screen.

1 [System Menu/Counter] key > [User Login/Job Accounting]



#### **NOTE**

If the user authentication screen appears, enter your login user name and login password and select [Login]. For this, you need to login with administrator privileges. The factory default login user name and login password are set as shown below.

3000 Login User Name: Login Password: 3000

<sup>\*2</sup> Displayed only when the optional FAX Kit is installed.

2 [User Login Setting] > [Group Authorization] > [Group List] > [+]



#### Configure the settings.

- 1 Enter the group ID > [Next]
- 2 Enter the group name > [Next]
  - NOTE

For details on entering characters, refer to the following:

- ◆ Character Entry Method (page 11-8)
- 3 Select the group access privileges > [Next]
- 4 Check the settings and change or add information as needed.

#### Register the group.

Select [Save].

A new group is added on the group list.

#### **Guest Authorization Set.**

When User Login Administration is enabled, set the functions that guest users who cannot log in to the machine are allowed to use.

NOTE

To use Guest Authorization Set., User Login Administration must be enabled in "Enabling User Login Administration".

Enabling User Login Administration (page 9-3)

#### **Enabling Guest Authorization**

Enable the guest authorization.

#### Display the screen.

1 [System Menu/Counter] key > [User Login/Job Accounting]

NOTE

If the user authentication screen appears, enter your login user name and login password and select [**Login**]. For this, you need to login with administrator privileges. The factory default login user name and login password are set as shown below.

Login User Name: 3000 Login Password: 3000

2 [User Login Setting] > [Guest Authorization Set.] > [Guest Authorization]

#### Select [On].

NOTE

If the guest authorization setting is enabled, the [Authentication/Logout] key must be selected when logging in.

In the guest user default settings, only monochrome copying can be used. If you wish to use a different function, log in as a user who can use that function, or change the settings in the guest properties.

#### **Configuring Guest Property**

Register guest user information and functions that are restricted.

The table below explains the user information to be registered.

Item	Descriptions	
User Name	Enter the name displayed on the user list (up to 32 characters). The default setting is "Guest User".	
Access Level	The authority of the user appears. This cannot be changed.	
Account Name	Add an account where the user belongs.  If the user does not belong to any account, select [Other].	
Authorization Rules	Set usage authority for each user. The items you can restrict the access level with are as follows.  Printer: Select whether or not use of the print function of the printer is prohibited.  Printer (Full Color): Select whether or not use of the print function (color) of the printer is prohibited.  Copy: Select whether or not use of the copy print function is prohibited.  Copy (Full Color): Select whether or not use of the copy print function (full color) is prohibited.  Copy (Single Color): Select whether or not use of the copy print function (single color) is prohibited.  Duplex Restriction: Select whether only duplex printing is allowed.  Combine Restrict: Specify whether only Combine is allowed.  EcoPrint Restriction: Specify whether only EcoPrint is allowed.  Send: Select whether or not use of the send function is prohibited.  FAX TX Restriction*1: Select whether or not use of the fax send function is prohibited.  Storing in Box: Select whether or not use of the box store function is prohibited.  Storing in Memory: Select whether or not use of the removable memory store function is prohibited.	

<sup>\*1</sup> Displayed only when the optional FAX Kit is installed.

#### Display the screen.

1 [System Menu/Counter] key > [User Login/Job Accounting]

#### NOTE

If the user authentication screen appears, enter your login user name and login password and select [**Login**]. For this, you need to login with administrator privileges. The factory default login user name and login password are set as shown below.

Login User Name: 3000 Login Password: 3000

2 [User Login Setting] > [Guest Authorization Set.] > [Guest Property]

#### Configure the settings.

Check the settings and change or add information as needed.

#### Register the group.

Select [Save].

## **Obtain NW User Property**

Set the required information to obtain the network user property from the LDAP server. The user name and E-mail address obtained with this setting is shown in the user information, the status confirmation screen, and the header of E-mail.

#### NOTE

To obtain the network user property from the LDAP server, [Network Authentication] must be selected for the authentication method in "Enabling User Login Administration". Select "On" for "LDAP" in "Protocol Detail".

**▶** Enabling User Login Administration (page 9-3) Protocol Detail (page 8-31)

The table below explains the required information to be registered.

Item	Descriptions
Server Name <sup>*1</sup>	Enter the LDAP server name or the IP address (up to 64 characters). If a server name is not entered, user information will be acquired from the server set for Network Authentication.
Port	Port number for LDAP server. The default port number is 389.
Name 1 <sup>*2</sup>	Enter the LDAP Attribute to obtain the user name to be displayed from the LDAP server (up to 32 characters).
Name 2 <sup>*3</sup>	Enter the LDAP Attribute to obtain the user name to be displayed from the LDAP server (up to 32 characters).
E-mail Address*4	Enter the LDAP Attribute to obtain the E-mail address from the LDAP server (up to 32 characters).
Authentic at Type*5	Set the authentication method. Select [Simple] or [SASL]. After changing the setting, restart the system or turn the power off and then on.
Search Timeout	Set the amount of time to wait before time-out in seconds (from 5 to 255 seconds).

<sup>\*1</sup> If using Active Directory of Windows, the server name may be the same as the server name entered in the network authentication.

- \*4 If using Active Directory of Windows, mail of Attribute may be used as E-mail Address.
- \*5 Appears when the server type is set to "Kerberos" in "Network Authentication".

### Display the screen.

1 [System Menu/Counter] key > [User Login/Job Accounting]



#### **NOTE**

If the user authentication screen appears, enter your login user name and login password and select [Login]. For this, you need to login with administrator privileges. The factory default login user name and login password are set as shown below.

Login User Name: 3000 Login Password: 3000

2 [User Login Setting] > [Obtain NW User Property] > [On]

<sup>\*2</sup> If using Active Directory of Windows, displayName of Attribute may be used as "Name 1".

<sup>\*3 &</sup>quot;Name 2" can be left out. When you assign displayName in "Name 1" and department in "Name 2", and if the value of displayName is "Mike Smith" and the value of department is "Sales" in Active Directory of Windows, the user name appears as "Mike Smith Sales".

#### Configure the settings.

- 1 [Server Name] > Enter the LDAP server name or the IP address > [OK]
- 2 [Port] > Enter the LDAP port number > [OK]
- 3 [Name 1] > Enter the LDAP Attribute to obtain the user name to be displayed > [OK]
- 4 Similar to steps 3, set [Name 2].
- 5 If you set the server type to "Kerberos", select [Authentication Type] and set the authentication method.
- **6 [E-mail Address**] > Enter the LDAP Attribute to obtain the E-mail address > **[OK]**
- 7 Select [Search Timeout] to set the amount of time to wait before time-out.
- 8 Select [+], [-] or the numeric keys to enter the time > [OK] > [OK]

# **Simple Login Settings**

The simple login function allows users to log in simply by selecting a user name. Users must be registered in advance to use this functionality.

### NOTE

- · For user registration, refer to the following:
- → Adding a User (Local User List) (page 9-5)
- To use Simple Login, User Login Administration must be enabled in "Enabling User Login Administration".
- **▶** Enabling User Login Administration (page 9-3)
- When the guest authorization setting is enabled, the Simple Login screen is not displayed.

#### **Enabling Simple Login**

Select whether or not simple login is enabled.

#### Display the screen.

1 [System Menu/Counter] key > [User Login/Job Accounting]

### NOTE

If the user authentication screen appears, enter your login user name and login password and select [**Login**]. For this, you need to login with administrator privileges. The factory default login user name and login password are set as shown below.

Login User Name: 3000 Login Password: 3000

2 [User Login Setting] > [Simple Login Settings] > [Simple Login]

### 2 Select [On] or [Off].

#### Simple Login Setup

Register users to use simple login. You can add up to 20 users.

### Display the screen.

1 [System Menu/Counter] key > [User Login/Job Accounting]

### **⋒** NOTE

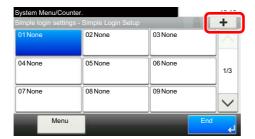
If the user authentication screen appears, enter your login user name and login password and select [**Login**]. For this, you need to login with administrator privileges. The factory default login user name and login password are set as shown below.

Login User Name: 3000 Login Password: 3000

2 [User Login Setting] > [Simple Login Settings] > [Simple Login Setup]

#### Enter the user information.

- 1 Select the key to which you want to register a user.
- 2 Select [ + ].



3 To specify the user from local users, select [Local User]. To specify from network users, select [Network User].

The procedure differs depending on the transmission method selected.

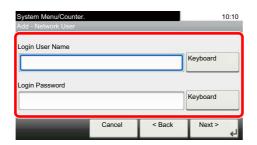
#### Specifying the user from local users

Select the user to be set for simple login.



- To sort the user list, select [Menu] > [Sort (Name)] and [Sort (Login User Name)].
- To search by name or login user name, select [Menu] > [Search (Name)] or [Search (Login User Name)].

#### Specifying the user from network users



Select [**Keyboard**] for "Login User Name" and "Login Password", enter the information of the user to be registered, and select [**OK**].

If you are specifying a user for whom a domain is set in network authentication, select the "Domain" and select the domain where the user is registered.

Select [Next].



For details on entering characters, refer to the following:

- Character Entry Method (page 11-8)
- 4 Enter the user name to be displayed, and select [OK].



For details on entering characters, refer to the following:

Character Entry Method (page 11-8)

- 5 [Password Login] > [On] or [Off] > [Icon]
- **6** Select the user icon to be displayed and select [**OK**].

#### Register the user.

Select [Save].

# **ID Card Settings**

If ID card authentication is enabled, select the authentication type.

NOTE

This functions appears when the Card Authentication kit is activated.

→ Optional Applications (page 11-6)

#### Display the screen.

1 [System Menu/Counter] key > [User Login/Job Accounting]

NOTE

If the user authentication screen appears, enter your login user name and login password and select [**Login**]. For this, you need to login with administrator privileges. The factory default login user name and login password are set as shown below.

Login User Name: 3000 Login Password: 3000

2 [User Login Setting] > [ID Card Settings]

#### Configure the settings.

The following settings can be selected.

Item	Descriptions
Keyboard Login	When ID card authentication is enabled, select whether or not login by keyboard is allowed.  Value: Permit, Prohibit
Additional Authentication*1	Select whether or not to require password entry after authenticating by ID card.  Value: Off, Use Password

<sup>\*1</sup> This function does not appear when the server type is set to [NTLM] or [Kerberos] in "Network Authentication".

# **PIN Login Settings**

This sets whether or not to login using PIN.



This setting is only displayed when [**Network Authentication**] must be selected for the authentication method and the server type is set to [**Ext.**] in "Network Authentication".

→ Optional Applications (page 11-6)

#### Display the screen.

1 [System Menu/Counter] key > [User Login/Job Accounting]



If the user authentication screen appears, enter your login user name and login password and select [**Login**]. For this, you need to login with administrator privileges. The factory default login user name and login password are set as shown below.

Login User Name: 3000 Login Password: 3000

2 Selet [PIN Login].

#### Configure the settings

- 1 Select [Off] or [On].
- 2 Select [OK].

# **Using User Login Administration**

This section explains procedures while setting job accounting.

# Login/Logout

If user login administration is enabled, the login user name and login password entry screen appears each time you use this machine.

Use the procedure below to login and logout.

#### Login

If the login user name entry screen appears during operations, log in by referring to the following:

<u>▶ Login (page 2-21)</u>

#### Logout

When the operations are complete, select the [**Authentication/Logout**] key to return to the login user name and login password entry screen.

# **Overview of Job Accounting**

Job accounting manages the copy/print/scan/FAX count accumulated by individual accounts by assigning an ID to each account.

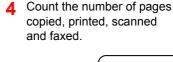
1 Enable job accounting. (page 9-32)

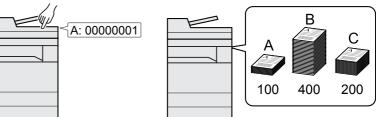


2 Setting an account. (page 9-34)



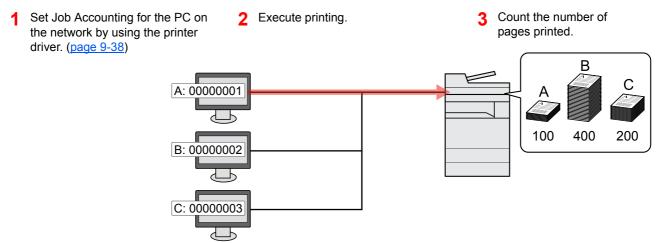
3 Enter the assigned account ID when performing the job. (page 9-30)





#### To Manage the Number of Sheets Used on Jobs Printed from a PC

To manage the number of jobs to be printed from the PC on the network, you need to configure settings by using the printer driver on the PC.



#### Managing the Scan Job Account by Using TWAIN

To manage the scan job account by using TWAIN, you need to configure the TWAIN driver settings on the computer connected to the machine.

→ Job Accounting for Scan Using TWAIN (page 9-39)

#### Managing the Scan Job Account by Using WIA

To manage the scan job account by using WIA, you need to configure the WIA driver settings on the computer connected to the machine.

→ Job Accounting for Scan Using WIA (page 9-40)

#### Managing the FAX Job Transmitted from a PC

To manage the number of FAX jobs transmitted from the PC, you need to configure the settings by using the FAX Driver on the PC.

→ Job Accounting for the FAX Transmitted from a Computer (page 9-41)

The optional FAX Kit is required in order to make use of fax functionality.

# **Enabling Job Accounting**

Enable job accounting. Use the procedure below.

#### Display the screen.

1 [System Menu/Counter] key > [User Login/Job Accounting]

### NOTE

If the user authentication screen appears, enter your login user name and login password and select [**Login**]. For this, you need to login with administrator privileges. The factory default login user name and login password are set as shown below.

Login User Name: 3000 Login Password: 3000

2 [Job Accounting Settings] > [Job Accounting]

#### Select [On].

#### NOTE

- · To disable job accounting, select [Off].
- When the display returns to System Menu default screen, logout is automatically executed and the screen to enter the Account ID appears. To continue the operation, enter the Account ID.

# **Job Accounting Access**

Set the job accounting access.

#### Display the screen.

1 [System Menu/Counter] key > [User Login/Job Accounting]

#### NOTE

If the user authentication screen appears, enter your login user name and login password and select [**Login**]. For this, you need to login with administrator privileges. The factory default login user name and login password are set as shown below.

Login User Name: 3000 Login Password: 3000

2 [Job Accounting Settings] > [Job Accounting Access]

#### Configure the settings.

Select [Local] or [Network].

# **Setting an Account**

You can add, change and delete an account and set the restriction for each account.

### **Adding an Account**

Up to 100 individual accounts can be added. The following entries are required.

Item	Descriptions	
Account Name	Enter the account name (up to 32 characters).	
Account ID	Enter the account ID as many as eight digits (between 0 and 99999999).	
Restriction This prohibits printing/scanning or restricts the number of sheets to le		
	Restricting the Use of the Machine (page 9-35)	

#### Display the screen.

1 [System Menu/Counter] key > [User Login/Job Accounting]



If the user authentication screen appears, enter your login user name and login password and select [**Login**]. For this, you need to login with administrator privileges. The factory default login user name and login password are set as shown below.

Login User Name: 3000 Login Password: 3000

2 [Job Accounting Settings] > [Accounting List] > [+]

### 2 Enter the account information.

1 Enter the account name > [Next]

NOTE

For details on entering characters, refer to the following:

- → Character Entry Method (page 11-8)
- 2 Enter the account ID > [Next]
  - NOTE

Any "Account ID" that has already registered cannot be used. Enter any other account ID.

- 3 Activate or deactivate restriction.
  - ▶ Restricting the Use of the Machine (page 9-35)
- 4 Select [Save].

A new account is added on the Account List.

# **Restricting the Use of the Machine**

This section explains how to restrict the use of the machine by account or the number of sheets available.

The items that can be restricted differ depending on whether "Individual" or "Total" is selected for "Copy/Print Count".

#### **Restriction Items**

"Individual" selected for Copy/Printer Count"Split" selected for Copy/Printer Count

Item	Descriptions	
Copy (Total)	Limits the number of sheets used for copying.	
Copy (Full Color)	Limits the number of pages used for full-color copying.	
Copy (Single Color)	Limits the number of pages used for single-color copying.	
Printer (Total)	Limits the number of sheets used for printing.	
Printer (Full Color)	Limits the number of pages used for color printing.	
Scan (Others)	Limits the number of sheets scanned (excludes copying).	
FAX Transmission*1	Limits the number of sheets sent by fax. This is displayed only on products with the fax function installed.	

<sup>\*1</sup> Displayed only when the optional FAX Kit is installed.

<sup>&</sup>quot;Total" selected for Copy/Printer Count

Item	Descriptions	
Print (Total)	Limits the total number of sheets used for copying and printing.	
Print (Full Color)	Limits the number of pages used for full-color printing.	
Print (Single Color)	Limits the number of pages used for single-color printing.	
Scan (Others)	Limits the number of sheets scanned (excludes copying).	
FAX Transmission*1	Limits the number of sheets sent by fax. This is displayed only on products with the fax function installed.	

<sup>\*1</sup> Displayed only when the optional FAX Kit is installed.

#### **Applying Restriction**

Restriction can be applied in the following modes:

Item	Descriptions	
Off	No restriction is applied.	
Counter Limit	Restricts the print counter in one-page increments up to 9,999,999 copies.	
Reject Usage	Restriction is applied.	

# **Editing an Account**

This changes the registered account information.

#### Display the screen.

1 [System Menu/Counter] key > [User Login/Job Accounting]

### NOTE

If the user authentication screen appears, enter your login user name and login password and select [**Login**]. For this, you need to login with administrator privileges. The factory default login user name and login password are set as shown below.

Login User Name: 3000 Login Password: 3000

2 [Job Accounting Settings] > [Accounting List]

#### Edit an account.

1 Select [ ] for the account name you wish to edit.



- NOTE
- To search by name or login user name, select [Menu] > [Search (Name)] or [Search (ID)].
- To sort the user list, select [Menu] > [Sort (Name)] and [Sort (ID)].
- 2 Select the account information to be changed and change the account information.
- 3 [Save] > [Yes]

The account information is changed.

# **Deleting an Account**

This deletes the account.

#### Display the screen.

1 [System Menu/Counter] key > [User Login/Job Accounting]

NOTE

If the user authentication screen appears, enter your login user name and login password and select [**Login**]. For this, you need to login with administrator privileges. The factory default login user name and login password are set as shown below.

Login User Name: 3000 Login Password: 3000

2 [Job Accounting Settings] > [Accounting List]

#### Delete an account.

- 1 Select the account name you wish to delete.
- 2 [m] > [Yes]

The account is deleted.

## **Job Accounting for Printing**

The number of jobs to be printed from the computer can be managed by Job Accounting.

#### **Setting Printer Driver**

To manage the number of jobs to be printed from the PC on the network, you need configure the following settings by using the printer driver on the PC.

#### Display the screen.

1 Click [Start] button on the Windows, and then click [Devices and Printers].



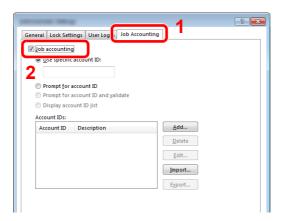
#### NOTE

In Windows 8, select [Settings] in charms on Desktop, and select [Control Panel], and then [Devices and Printers].

- 2 Right-click the printer driver icon of the machine, and click the [Printer properties] menu of the printer driver.
- 3 Click [Administrator] on the [Device Settings] tab.

#### Configure the settings.

1 Select [Job accounting] on the [Job Accounting] tab.



2 Set the Account ID.

[Use specific account ID]: Enter the Account ID. Printing will be performed using the entered Account ID. If this option is selected, the user does not have to enter the Account ID for each print job.

[Prompt for account ID]: A screen for entering the Account ID will be displayed when attempting a printing. The Account ID must be entered each time a printing is attempted.

[Prompt for account ID and validate]: A screen for entering the Account ID will be displayed when attempting a printing. The Account ID stored in the Account ID list needs to be entered. The Account ID must be entered each time a printing is attempted.

[Display account ID list]: The Account ID list is displayed when printing. The Account ID to be used needs to be selected from the list.

3 Click [OK].



#### **NOTE**

For other settings of job accounting, refer to the following:

Printer Driver User Guide

# **Job Accounting for Scan Using TWAIN**

The number of jobs scanned by using TWAIN can be managed by Job Accounting.

#### **Setting TWAIN Driver**

To manage the number of jobs scanned by using TWAIN, you need to configure the following settings by using the TWAIN Driver on the computer.

#### Display the screen.

1 Select [Start] button on the Windows, [All Programs], [Kyocera] and then [TWAIN Driver Setting].

TWAIN Driver screen appears.

NOTE

In Windows 8, select [Search] in charms, [Apps], and then [TWAIN Driver Setting].

2 Select the machine, click [Edit].



#### Configure the settings.

- 1 Click [User Authentication Settings].
- 2 Select the checkbox beside [**Account**], and enter the account ID.



3 Click [OK].

# **Job Accounting for Scan Using WIA**

The number of jobs scanned by using WIA can be managed by Job Accounting.

#### **Setting WIA Driver**

To manage the number of jobs scanned by using WIA, you need to configure the following settings by using the WIA Driver on the computer.

#### Display the screen.

1 Click [Start] button on the Windows and enter [Scanner] in [Program and File Search]. Click [View scanners and cameras] in the search list then the Scanners and Cameras screen appears.

#### **NOTE**

In Windows 8, click [Search] in charms, and then [Settings], and enter "Scanner" in the search box. Click [View scanners and cameras] in the search list then the Scanners and Cameras screen appears.

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



### Configure WIA Driver.

1 Select the checkbox beside [Account ID] on the [Settings] tab, and enter the Account ID.



2 Click [OK].

## Job Accounting for the FAX Transmitted from a Computer

The number of FAX jobs transmitted from the computer can be managed by Job Accounting.



#### NOTE

FAX functions are available only on products with the fax function installed.

#### Setting FAX Driver

To manage the number of FAX jobs transmitted from the computer, you need to configure the following settings by using the FAX Driver on the computer.

#### Display the screen.

1 Click [Start] button on the Windows, and then click [Devices and Printers].



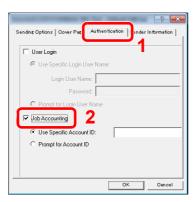
#### **NOTE**

In Windows 8, select [Settings] in charms on Desktop, and select [Control Panel], and then [Devices and Printers].

- 2 Right click the name of the machine to be used as the FAX Driver and select [Printing preferences] from the resulting pull-down menu.
- 3 Click [FAX TX Setting] in the [Printing Preferences] window.

#### Configure the settings.

1 Select [Job Accounting] on the [Authentication] tab.



2 Set the Job Accounting.

[Use Specific Account ID]: This option can be used to specify an account ID to use the same Account ID for every FAX job. If this option is selected, the user does not have to enter the Account ID for each FAX job.

[Prompt for Account ID]: A screen for entering the Account ID will be displayed when attempting a transmission. The Account ID must be entered each time a transmission is attempted.

3 Click [OK].

# **Configuring Job Accounting**

# **Default Setting**

Set the defaults for job accounting. To configure the settings, select the item in Default Setting and select the setting item.

[System Menu/Counter] key > [User Login/Job Accounting] > [Job Accounting Settings] > [Default Setting] For details on each function, see the table below.

Item	Description
Apply Limit	This specifies how the machine behaves when the counter has reached the limit of restriction. The table below describes the action taken.  Value
	Immediately: Job stops when the counter reaches its limit. The next job will be prohibited in sending or in storing in the box.
	Subsequently: Printing/scanning of the job continues but the subsequent job will be rejected.
	Alert Only: Job continues while displaying an alert message.
Copy/Print Count	You can select how the copying and printing page counts are shown - either the total of both or each of copying and printing individually (Split). The selection may influence restriction on the count and count method.
	Value: Total, Individual
	Restricting the Use of the Machine (page 9-35) Print Accounting Report (page 9-44)
Default Counter Limit	When you add a new account, you can change the default restrictions on the number of sheets used. You can set any number from 1 to 9,999,999.
	The items that can be set differ depending on whether [Individual] or [Total] is selected for [Copy/Print Count].
	→ Copy/Print Count (page 9-42)
[Individual] selected for C	Copy/Printer Count
Copy (Total)	Sets the default restriction on the number of sheets used for copying.
Copy (Full Color)	Sets the default restriction on the number of sheets used for full-color copying.
Copy (Single Color)	Sets the default restriction on the number of sheets used for single-color copying.
Printer (Total)	Sets the default restriction on the number of sheets used for printing.
Printer (Full Color)	Sets the default restriction on the number of sheets used for color printing.
Scan (Others)	Sets the default restriction on the number of sheets used for scanning (excludes copying).
FAX Transmission*1	Sets the default restriction on the number of sheets used for sending faxes.
[Total] selected for Copy/	Printer Count
Print (Total)	Sets the default restriction on the total number of sheets used for copying and printing.
Print (Full Color)	Sets the default restriction on the number of sheets used for full-color printing.
Print (Single Color)	Sets the default restriction on the number of sheets used for single-color printing.
Scan (Others)	Sets the default restriction on the number of sheets used for scanning (excludes copying).
FAX Transmission*1	Sets the default restriction on the number of sheets used for sending faxes.

<sup>\*1</sup> Displayed only when the optional FAX Kit is installed.

# **Counting the Number of Pages Printed**

This counts the number of pages printed. Counts are classified into Total Job Accounting and Each Job Accounting. A new count can also be started after resetting the count data which was stored for a certain period of time.

[System Menu/Counter] key > [User Login/Job Accounting] > [Job Accounting Settings] > [Total Accounting] or [Each Job Account]

#### **Total Accounting**

This counts the number of pages for all accounts and resets the counts for those accounts together at the same time.

#### **Each Job Account**

This counts the number of pages for each account and resets the counts by account. When checking Each Job Accounting, select the account for which you want to check the count.

Types of the counts are as follows.

	Item	Descriptions
Printed Pages		Displays the number of pages copied and printed, and the total number of pages used. You can also use [FAX]*1, [by Duplex] and [by Combine] to check the number of pages used.
	Copy (B & W)	Displays the number of pages used for black and white copying.
	Copy (Full Color)	Displays the number of pages used for full-color copying.
	Copy (Single Color)	Displays the number of pages used for single-color copying.
	Copy (Total)	Displays the number of pages copied.
	Printer (B & W)	Displays the number of pages used for black and white printing.
	Printer (Full Color)	Displays the number of pages used for color printing.
	Printer (Total)	Displays the number of pages printed.
	Copy/Printer (B/W)	Displays the total number of pages used for black-and-white copying and printing.
	Copy/Print. (Color)	Displays the total number of pages used for full-color copying and printing.
	Copy/Print. (Total)	Displays the total number of pages used for copying and printing.
	FAX	Displays the number of pages received.
	Total	Displays the total number of pages used.
	by Duplex	Displays the number of pages printed in [1-sided] mode, [2-sided] mode, and the total pages in both modes.
	by Combine	Displays the number of pages printed in [None] (no Combine) mode, [2 in 1] mode, [4 in 1] mode, and the total pages in both modes.
Scanned Pages		Displays the number of pages scanned for copying, faxing and other functions, as well as the total number of pages scanned.
FAX TX Pages		Displays the number of pages faxed.
FAX TX Time Display		Displays the total duration of FAX transmissions.
Counter Reset		Resets the counter. Select [Yes] in the confirmation screen.

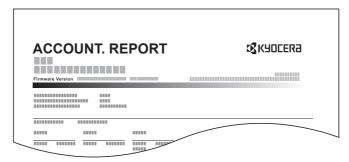
<sup>\*1</sup> Displayed only when the optional FAX Kit is installed.

# **Print Accounting Report**

The total pages counted of all relevant accounts can be printed as an accounting report.

Reports have different formats depending on how the count of copiers and printers is administered.

When "Individual" is selected for Managing the Copy/Printer Count.



Use the procedure below to print a job accounting report.

#### Prepare paper.

Check that A4 or Letter paper is loaded in the cassette.

#### Display the screen.

[System Menu/Counter] key > [User Login/Job Accounting] > [Job Accounting Settings]



If the user authentication screen appears, enter your login user name and login password and select [**Login**]. For this, you need to login with administrator privileges. The factory default login user name and login password are set as shown below.

Login User Name: 3000 Login Password: 3000

### 3 Print the report.

[Print Accounting Report] > [Yes]

Accounting report is printed.

# **Using Job Accounting**

This section explains procedures while setting job accounting.

## Login/Logout

If job accounting is enabled, an account ID entry screen appears each time you use this machine.

Use the procedure below to login and logout.

#### Login

In the account ID entry screen, enter the account ID using the numeric keys and select [Login].



#### NOTE

- If you entered a wrong character, select the [Clear] key and enter the account ID again.
- If the entered account ID does not match the registered ID, a warning beep will sound and login will fail. Enter the correct account ID.
- By selecting [Check Counter], you can refer to the number of pages printed and the number of pages scanned.

#### When the screen to enter the login user name and password appears

If user login administration is enabled, the screen to enter the login user name and password appears. Enter a login user name and password to login. If the user has already registered the account information, the account ID entry would be skipped.

- Adding a User (Local User List) (page 9-5)
- 2 Proceed to complete the rest of the steps.

#### Logout

When the operations are complete, select the [Authentication/Logout] key to return to the account ID entry screen.

# **Unknown ID Job**

This specifies the behavior for handling the jobs sent with unknown or unsent login user names or User ID. If the User Login is set to invalid and Job Accounting is set to valid, follow the procedure when the Account ID is unknown.

The setting items are as follows.

Item	Descriptions
Permit	The job is permitted to be printed.
Reject	The job is rejected (not printed).

#### Display the screen.

1 [System Menu/Counter] key > [User Login/Job Accounting]



If the user authentication screen appears, enter your login user name and login password and select [**Login**]. For this, you need to login with administrator privileges. The factory default login user name and login password are set as shown below.

Login User Name: 3000 Login Password: 3000

2 Select [Unknown ID Job].

#### Configure the settings.

Select [Permit] or [Reject].

# 10 Troubleshooting

#### This chapter explains the following topics:

Regular Maintenance	10-2
Cleaning	10-2
Cleaning Glass Platen	10-2
Cleaning inside of the Document Processor	10-2
Cleaning Slit Grass	10-3
Replace the toner container	10-4
Replace the waste toner box	10-7
Loading Paper	10-10
Replacing Staples	10-11
Troubleshooting	10-13
Solving Malfunctions	10-13
Machine Operation Trouble	10-13
Printed Image Trouble	10-16
Color printing trouble	10-19
Responding to Messages	10-20
Adjustment/Maintenance	10-33
Overview of Adjustment/Maintenance	10-33
Color Registration Procedure	10-33
Tone Curve Adjustment	10-38
Drum Refresh	10-39
Calibration	10-40
Laser Scanner Cleaning	10-40
Clearing Paper Jams	10-41
Jam Location Indicators	10-41
Remove any jammed paper in Cassette 1 and 2	10-43
Remove any jammed paper in Cassette 3 (500-sheet x 2)	10-44
Remove any jammed paper in Cassette 3 (2000-sheet x 1)	10-46
Remove any jammed paper in Cassette 4 (500-sheet x 2)	10-48
Remove any jammed paper in the Multi Purpose Tray	10-50
Remove any jammed paper in Right Cover 1	10-51
Remove any jammed paper in Right Cover 2	10-54
Remove any jammed paper in Right Cover 3 (500-sheet x 2)	10-55
Remove any jammed paper in Right Cover 3 (2000-sheet x 1)	10-56
Remove any jammed paper in the Bridge Unit	10-57
Remove any jammed paper in the Mailbox	10-58
Remove any jammed paper in the Inner Finisher	10-59
Remove any jammed paper in the Document Processor	10-60
Clearing a Staple Jam	10-62
Clearing a staple jam	10-62

# **Regular Maintenance**

# **Cleaning**

Clean the machine regularly to ensure optimum printing quality.



For safety, always unplug the power cord before cleaning the machine.

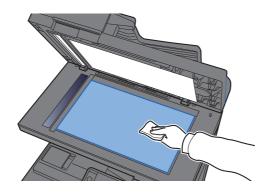
# **Cleaning Glass Platen**

Wipe the inside of the document processor and the glass platen with a soft cloth dampened with alcohol or mild detergent.



**IMPORTANT** 

Do not use thinner or other organic solvents.



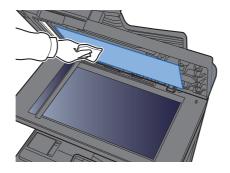
# **Cleaning inside of the Document Processor**

Wipe the inside of the document processor with a soft cloth dampened with alcohol or mild detergent.



**◯** IMPORTANT

Do not use thinner or other organic solvents.



# **Cleaning Slit Grass**

When using the document processor, clean the slit glass surface and the reading guide with the dry cloth.

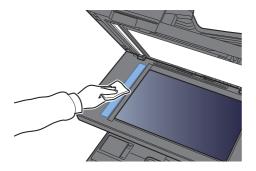


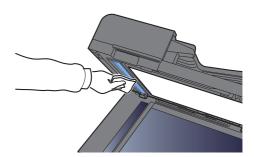
#### **IMPORTANT**

Do not use water, soap or solvents for cleaning.



Dirt on the slit glass or the reading guide may cause black streaks to appear in the output.





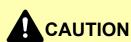
# Replace the toner container

When toner runs out, the following messages will be displayed "Toner [C][M][Y][K] are empty." Make sure you have a new toner container available for replacement.

When toner runs low, "Toner is low. [C][M][Y][K] (Replace when empty.)" appears in the touch panel. Make sure you have a new toner container available for replacement.

#### **NOTE**

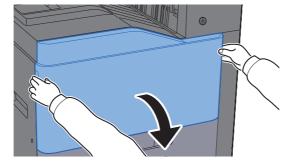
- For the toner container, always use a genuine toner container. Using a toner container that is not genuine may cause image defects and product failure.
- The memory chip in the toner container of this product stores information necessary for improving customer convenience, operation of the recycling system for used toner containers, and planning and development of new products. The stored information does not include information that makes it possible to identify individuals, and is only used anonymously for the above purposes.



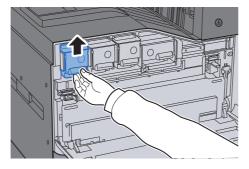
Do not attempt to incinerate parts which contain toner. Dangerous sparks may cause burns.

Installation procedures of the toner container is same for every color. Here, we'll explain the yellow toner container, as an example.

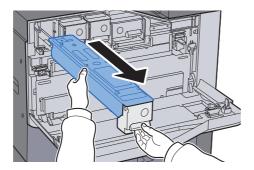
#### Open the front cover.



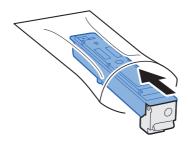
#### Unlock the toner container.



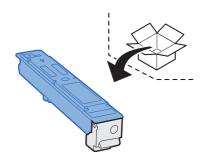
Remove the toner container.

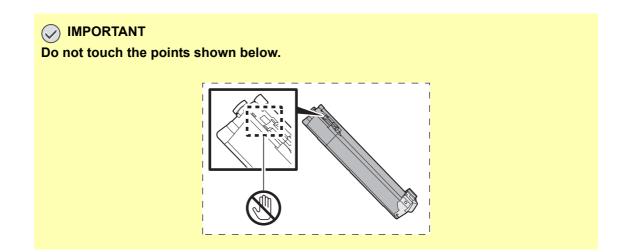


Put used toner container into the plastic waste bag.

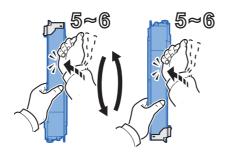


5 Remove the new toner container from the box.





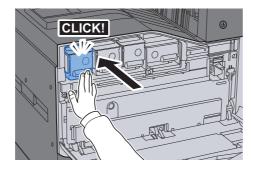
#### Tap the toner container.



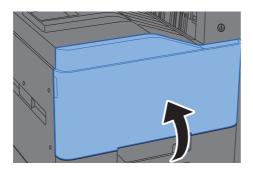
#### 7 Shake the toner container.



#### 8 Install the toner container.



### Olose the front cover.

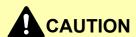


### NOTE

- If the front cover does not close, check that the new toner container is installed correctly.
- Return the exhausted toner container to your dealer or service representative. The collected toner container will be recycled or disposed in accordance with the relevant regulations.

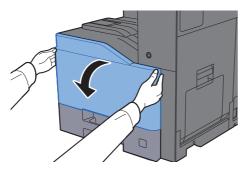
# Replace the waste toner box

When the touch panel shows "Replace the waste toner box.", immediately replace the waste toner box.

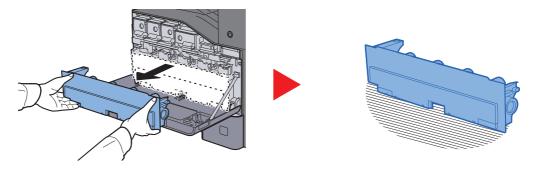


Do not attempt to incinerate parts which contain toner. Dangerous sparks may cause burns.

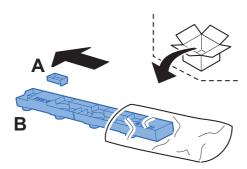
Open the front cover.



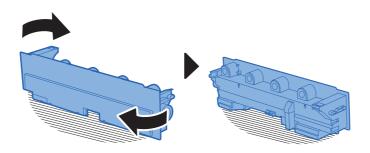
**2** Remove the Waste Toner Box and put it on the flat surface.



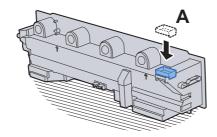
3 Unpack the caps inside the carton box.



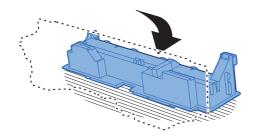
4 Change the direction of the used Waste Toner Box as show below.



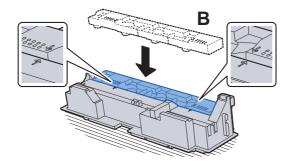
Attach the Cap A.



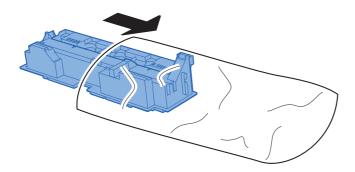
6 Change the direction of the used Waste Toner Box as show below.



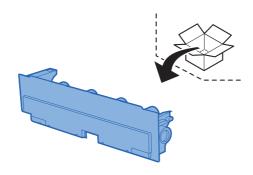
7 Attach the Cap B.



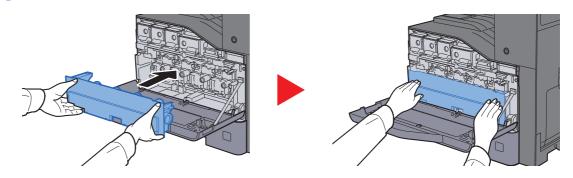
Put the used Waste Toner Box into the plastic waste bag.



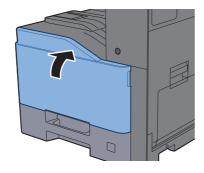
**Unpack the new Waste Toner Box.** 



### 10 Install the new Waste Toner Box.



### 11 Close the front cover.



#### NOTE

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

# **Loading Paper**

When Cassette # runs out of paper, the following messages will be displayed.

"Add the following paper in cassette #."

"Add the following paper in the multi purpose tray."

- ▶ Loading in the Cassettes (page 3-4)
- ▶ Loading Paper in the Multi Purpose Tray (page 5-5)

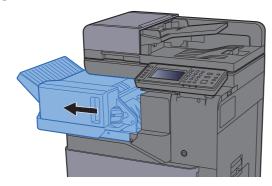
# **Replacing Staples**

When the touch panel shows "Staple is empty.", the staple cartridge holder need to be replenished with staples.

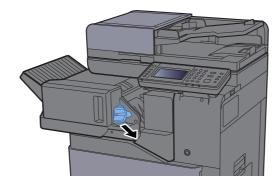


If the Staple Unit runs out of staples, contact your dealer or service representative.

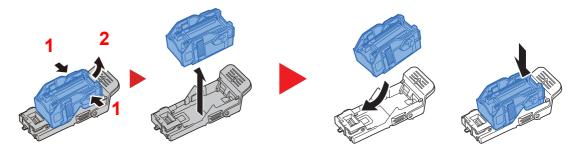
**1** Open the inner finisher unit.



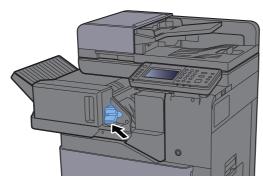
Remove the Staple Cartridge Holder.



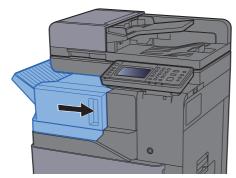
Replace the staples.



### Install the Staple Cartridge Holder.



### 5 Return the unit to the original position.



# **Troubleshooting**

### **Solving Malfunctions**

The table below provides general guidelines for problem solving.

If a problem occurs with your machine, look into the checkpoints and perform procedures indicated on the following pages. If the problem persists, contact your Service Representative.



When contacting us, the serial number will be necessary. To check the serial number, refer to the following:

→ Display for Device Information (page 2-16) Machine Operation Trouble (page 10-13)

## **Machine Operation Trouble**

When the following machine operation troubles occur, implement appropriate procedures.

Symptom	Checkpoints	Corrective Actions	Reference Page
An application does not start.	Is the Auto Panel Reset time short?	Set the Auto Panel Reset time to 30 seconds or more.	page 8-40
The screen does not respond when the power switch is turned on.	Check the power cord.	Connect both ends of the power cord securely.	page 2-8
Pressing the [Start] key does not produce copies.	Is there a message on the screen?	Determine the appropriate response to the message and respond accordingly.	page 10-20
	Is the machine in Sleep mode?	Select any key on the operation panel to recover the machine from Sleep mode.	page 2-26
Blank sheets are ejected.	Are the originals loaded correctly?	When placing originals on the platen, place them face-down and align them with the original size indicator plates.	page 5-2
		When placing originals in the document processor, place them face-up.	page 5-3
	_	Check that the settings of the application software.	_
Paper often jams.	Is the paper loaded correctly?	Load the paper correctly.	page 3-4
	_	Turn the orientation 180 degrees around in which the paper is positioned.	page 3-4
	Is the paper of the supported type? Is it in good condition?	Remove the paper, turn it over, and reload it.	page 3-4
	Is the paper curled, folded or wrinkled?	Replace the paper with new paper.	page 3-4
	Are there any loose scraps or jammed paper in the machine?	Remove any jammed paper.	page 10-41

Symptom	Checkpoints	Corrective Actions	Reference Page
2 or more sheets are overlaps when ejected. (multi feed)  ABC 123	_	Load the paper correctly.	page 3-2
Printouts are wrinkled.	Is the paper loaded correctly?	Load the paper correctly.	page 3-4
ABC 123	_	Turn the orientation 180 degrees around in which the paper is positioned.	page 3-2
	Is the paper damp?	Replace the paper with new paper.	page 3-4
Printouts are curled.	_	Turn the orientation 180 degrees around in which the paper is positioned.	page 3-2
ABC 123	Is the paper damp?	Replace the paper with new paper.	page 3-4
Cannot print.	Is the machine plugged in?	Plug the power cord into an AC outlet.	_
	Is the machine powered on?	Turn on the power switch.	page 2-9
	Are the USB cable and network cable connected?	Connect the correct USB cable and network cable securely.	page 2-7
	Is the print job paused?	Resume printing.	page 7-10
Cannot print with USB memory. USB memory not recognized.	Is the USB host blocked?	Select [Unblock] in the USB host settings.	page 8-37
	_	Check that the USB memory is securely plugged into the machine.	_
While "Auto-IP" is set to [ <b>On</b> ], the IP address is not assigned automatically.	Is a value other than "0.0.0.0" entered for the IP address of TCP/IP(v4)?	Enter "0.0.0.0" for the IP address of TCP/IP(v4).	page 2-24

Symptom	Checkpoints	Corrective Actions	Reference Page
Cannot send via SMB.	Is the network cable connected?	Connect the correct network cable securely.	page 2-7
	Have the network settings for the equipment been configured properly?	Configure the TCP/IP settings properly.	page 8-29
	Have the folder sharing settings been configured properly?	Check sharing settings and access privileges under the folder properties.	page 3-14
	Has the SMB protocol been set to [On]?	Set the SMB protocol setting to [On].	page 8-31
	Has [Host Name] been entered properly? *1	Check the name of the computer to which data is being sent.	page 5-22
	Has [Path] been entered properly?	Check the share name for the shared folder.	page 5-22
	Has [Login User Name] been entered properly? *1 *2	Check the domain name and login user name.	page 5-22
	Has the same domain name been used for [Host Name] and [Login User Name]?	Delete the domain name and backslash ("/") from [Login User Name].	page 5-22
	Has [Login Password] been entered properly?	Check the login password.	page 5-22
	Have exceptions for Windows Firewall been configured properly?	Configure exceptions for Windows Firewall properly.	page 3-18
	Do the time settings for the equipment, domain server, and data destination computer differ?	Set the equipment, domain server, and data destination computer to the same time.	_
	Is the screen displaying Send error?	Refer to Responding to Send Error.	page 10-30
Cannot send via the e-mail.	Is the E-mail send size limit set in the SMTP server registered on the machine?	Check the limit value is entered to "E-mail Size Limit" of [E-mail] setting in Command Center RX and change the value as necessary.	page 2-52
The machine is emitting steam in the area around the paper ejection slot.	Check the room temperature to see if it is low, or if damp paper was used.	Depending on the printing environment and the paper's condition, the heat generated during printing will cause the moisture in the paper to evaporate, and the steam emitted may look like smoke. This is not a problem, and you can continue printing. If the steam concerns you, raise the room temperature, or replace the paper with a newer, dryer paper.	

<sup>\*1</sup> You can also enter a full computer name as the host name (for example, pc001.abcdnet.com).

<sup>\*2</sup> You can also enter login user names in the following formats:

Domain\_name/user\_name (for example, abcdnet/james.smith)

User\_name@domain\_name (for example, james.smith@abcdnet)

# **Printed Image Trouble**

When the following printed image trouble occurs, implement appropriate procedures.

Syr	nptom	Checkpoints	Corrective Actions	Reference Page
Printouts are	totally too light.	Is the paper damp?	Replace the paper with new paper.	page 3-2
ABC 123	ABC 123	Have you changed the density?	Select appropriate density level.	page 6-16 page 8-42
140	120	Is the toner distributed evenly within the toner container?	Shake the toner container from side to side several times.	page 10-4
		Is EcoPrint mode enabled?	Disable [EcoPrint] mode.	page 8-16
		_	Select the [System Menu/Counter] key > [Adjustment/Maintenance] > [Service Setting] > [DEV-CLN] Run [DEV-CLN].	_
		_	Run [Laser Scanner Cleaning].	page 10-40
		_	Make sure the paper type setting is correct for the paper being used.	page 8-15
	too dark even	Have you changed the density?	Select appropriate density level.	page 6-16
	ackground of original is white.			page 8-42
	<b>B</b> C <b>23</b>		Run [Calibration].	page 10-40
Copies have (dots groupe patterns and uniformly).		Is the original a printed photograph?	Set the original image to [Photo].	page 6-16
A	BC	Did you choose appropriate image quality for the original?	Select appropriate image quality.	page 6-16

Symptom	Checkpoints	Corrective Actions	Reference Page
Black or color dots appear on the white background when white original is scanned.  ABC 123	Is the original holder or the glass platen dirty?	Clean the original holder or the glass platen.	page 10-2
Printouts are fuzzy.	Is the machine being used in conditions of very humid, or humidity or temperature rapidly changes?	Use in an environment that has suitable humidity.	_
123	_	Run [Drum Refresh]	page 10-39
Images are skewed.	Are the originals placed correctly?	When placing originals on the platen, align them with the original size indicator plates.	page 5-2
ABC		When placing originals in the document processor, align the original width guides securely before placing the originals.	page 5-3
109	Is the paper loaded correctly?	Check the position of the paper width guides.	page 3-4
Irregular horizontal lines appear in the image.		Select the [System Menu/Counter] key > [Adjustment/Maintenance] > [Service Setting] > [MC] and increase the adjustment value. Increase the adjustment value 1 level at a time from the current value. If there is no improvement after the value is increased by 1 level, increase by 1 level again. If there is still no improvement, return the setting to the original value.	_
The altitude is 1000 m or higher and irregular horizontal white lines appear in the image.	_	Select the [System Menu/Counter] key > [Adjustment/Maintenance] > [Service Setting] > [Altitude Adjustment], and set to an elevation one level higher than the current setting.	_
The altitude is 1000 m or higher and dots appear in the image.	_	Select the [System Menu/Counter] key > [Adjustment/Maintenance] > [Service Setting] > [Altitude Adjustment], and set to an elevation one level higher than the current setting.	_

Symptom	Checkpoints	Corrective Actions	Reference Page
Printouts have vertical lines.	Is the slit glass dirty?	Clean the slit glass.	page 10-3
ABC 123		Run [Laser Scanner Cleaning].	page 10-40
Dirt on the top edge or back of the paper.  ABC 123	Is the interior of the machine dirty?	Open the right cover. If the machine interior is dirty with toner, clean it using soft, dry, lint-free cloth.	_
Part of the image is	_	Open and then close the right cover.	_
periodically faint or shows white lines.	_	Select the [System Menu/Counter] key > [Adjustment/Maintenance] > [Service Setting] > [MC] and decrease the adjustment value. Decrease the adjustment value 1 level at a time from the current value. If there is no improvement after the value is decreased by 1 level, decrease by 1 level again. If there is still no improvement, return the setting to the original value.	_
	_	Run [Drum Refresh].	page 10-39
	_	Select the [System Menu/Counter] key > [Adjustment/Maintenance] > [Service Setting] > [DEV-CLN] Run [DEV-CLN].	_
Print on the back of the sheet is visible on the front.  ABC 123	_	Set [Prevent Bleed-through] to [On].	page 6-23 page 8-16
The previous image remains and lightly printed.  AB  AB		Select the [System Menu/Counter] key > [Adjustment/Maintenance] > [Service Setting] > [MC] and increase the adjustment value. Increase the adjustment value 1 level at a time from the current value. If there is no improvement after the value is increased by 1 level, increase by 1 level again. If there is still no improvement, return the setting to the original value.	

# **Color printing trouble**

When the following color printing trouble occurs, implement appropriate procedures.

Symptom	Checkpoints	Corrective Actions	Reference Page
Skewed-color printout.	_	Run [Calibration].	page 10-40
ABC	_	Run [Color Registration].	page 10-33
Colors appear different than you anticipated.	Did you choose appropriate image quality for the original?	Select appropriate image quality.	page 6-16
	Have you loaded color copy paper into the paper tray?	Load color copy paper into the paper tray.	_
	_	Run [Calibration].	page 10-40
	_	Run [Tone Curve Adjustment]	page 10-38
	_	When making copies Adjust the color balance.	page 6-19
	_	When printing from a computer	_
		Adjust the color using the printer driver.	
Perform Tone Curve Adjustment in the System Menu. is displayed.	Over long periods of use, the effects of the ambient temperature and humidity can cause color output hues to vary slightly.	Run [Tone Curve Adjustment]	page 10-38
The color toner is empty.	Do you want to continue printing in black and white?	If the black toner is remained, the machine continues printing in black and white by selecting [Print in Black and White] of [Color Toner Empty Action].	page 8-19

## **Responding to Messages**

If the touch panel or the computer displays any of these messages, follow the corresponding procedure.



When contacting us, the serial number will be necessary. To check the serial number, refer to the following:

Display for Device Information (page 2-16)
 Loading Paper in the Multi Purpose Tray (page 5-5)

#### Α

Message	Checkpoints	Corrective Actions	Reference Page
Acceptable staple count exceeded.	Is the acceptable staple count exceeded?	Select [Continue] to print without stapling. Select [Cancel] to cancel the job.	_
Activation error.	_	Turn the power switch off and on. If the error exists, contact administrator.	page 2-9
Add the following paper in cassette #.	Is the indicated cassette out of paper?	Load paper.  Select [Paper Selection] to select the other paper source. Select [Continue] to print on the paper in the currently selected paper source.	page 3-2
Add the following paper in the multi purpose tray.	Does the selected paper size matches the paper size loaded in the specified paper source?	Select [Continue] to continue printing. Select [Cancel] to cancel the job.	_
	Is the indicated cassette out of paper?	Load paper.  Select [Paper Selection] to select the other paper source. Select [Continue] to print on the paper in the currently selected paper source.	page 3-9
Adjusting	_	The machine is under the adjustment to maintain its quality. Please wait.	_

В

Message	Checkpoints	Corrective Actions	Reference Page
Box is not found.	_	The specified box cannot be found. Job is canceled. Select [ <b>End</b> ].	_
Box limit exceeded.*1	Is [End] displayed on the screen?	The specified box is full, and no further storage is available; Job is canceled. Select [ <b>End</b> ]. Try to perform the job again after printing or deleting data from the box.	

<sup>\*1</sup> When Auto Error Clear is set to **[On]**, processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

<sup>→</sup> Auto Error Clear (page 8-41)

C

Message	Checkpoints	Corrective Actions	Reference Page
Calibrating	_	The machine is under the adjustment to maintain its quality. Please wait.	page 10-40
Cannot connect to Authentication Server.*1	_	Set machine time to match the server's time.	page 2-23
	_	Check the domain name.	page 9-2
	_	Check the host name.	page 9-2
	_	Check the connection status with the server.	_
Cannot duplex print on the following paper.*1	Did you select a paper size/type that cannot be duplex printed?	Select [Paper Selection] to select the available paper. Select [Continue] to print without using Duplex function.	page 6-27
Cannot print the specified number of copies.*1	_	Only one copy is available. Select [Continue] to continue printing. Select [Cancel] to cancel the job.	_
		The machine may reproduce the same originals by arranging the following settings:	
		Uncheck [RAM Disk] in the [Device Settings] tab of the printer's properties.	
		NOTE	
		If you unchecked the [RAM Disk], check the [RAM Disk] again after the printing is completed. If not, print speed may be reduced.	
Cannot process this job.*1	_	This job is canceled because it is restricted by User Authorization or Job Accounting. Select [End].	_
Cannot staple the following paper.	Did you select a paper size/type that cannot be stapled?	Select [Paper Selection] to select the available paper. Select [Continue] to print without using Staple function.	_
Cannot use Staple due to a failure.	_	Contact your Service Representative.	_
Cassette # failure.	_	Contact your Service Representative.	_
Cleaning the laser scanner	_	The machine is under the adjustment to maintain its quality. Please wait.	_

<sup>\*1</sup> When Auto Error Clear is set to **[On]**, processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

<sup>→</sup> Auto Error Clear (page 8-41)

#### Ε

Message	Checkpoints	Corrective Actions	Reference Page
Error occurred at cassette #.	_	Remove the indicated cassette.  Select [Next >] to follow the instructions.	_

F

Message	Checkpoints	Corrective Actions	Reference Page
Failed to specify Job Accounting.*1	_	Failed to specify Job Accounting when processing the job externally. The job is canceled. Select [ <b>End</b> ].	
Failed to store job retention data.	_	The job is canceled. Select [End]. Insufficient free space in the Job Box. Try to perform the job again after printing or deleting data from the Job Box.	_
Finisher tray is full of paper.	Is the acceptable storage capacity exceeded for the document finisher tray?	Remove paper from the document finisher tray.	_

<sup>\*1</sup> When Auto Error Clear is set to **[On]**, processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

→ Auto Error Clear (page 8-41)

Н

Message	Checkpoints	Corrective Actions	Reference Page
High temperature. Adjust room temp.	_	Adjust the temperature and the humidity of your room.	_

I

Message	Checkpoints	Corrective Actions	Reference Page
Incorrect account ID.*1	_	The account ID was incorrect when processing the job externally. The job is canceled. Select [End].	_
Incorrect box password.	_	The box password was incorrect when processing the job externally. The job is canceled. Select [ <b>End</b> ].	_
Incorrect Login User Name or Password.*1	_	The login user name or password was incorrect when processing the job externally. The job is canceled. Select [ <b>End</b> ].	_
Inner tray is full of paper.	_	Remove paper from the inner tray. Select [Continue] to resume printing. Select [Cancel] to cancel the job.	_

<sup>\*1</sup> When Auto Error Clear is set to **[On]**, processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

→ Auto Error Clear (page 8-41)

J

Message	Checkpoints	Corrective Actions	Reference Page
Job Accounting restriction exceeded.	Is the acceptable printing count restricted by Job Accounting exceeded?	The printing count exceeded the acceptable count restricted by Job Accounting. Cannot print any more. This job is canceled. Select [End].	_
Job separator tray is full of paper.	Is the maximum capacity of the job separator tray exceeded?	Follow the instruction indicated on the machine and remove paper from the job separator tray.	_

K

Message	Checkpoints	Corrective Actions	Reference Page
KPDL error.*1	_	PostScript error has occurred. The job is canceled. Select [End].	_

<sup>\*1</sup> When Auto Error Clear is set to **[On]**, processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

→ Auto Error Clear (page 8-41)

L

Message	Checkpoints	Corrective Actions	Reference Page
Low temperature. Adjust room temp.	_	Adjust the temperature and the humidity of your room.	_

#### M

Message	Checkpoints	Corrective Actions	Reference Page
Machine failure.	_	Internal error has occurred. Make a note of the error code displayed on the screen, and contact your Service Representative.	_
Mailbox (tray #) failure.	_	Contact your Service Representative.	_
Mailbox tray # is full of paper.	Is the acceptable storage capacity exceeded for the Mailbox tray?	Remove paper from the Mailbox tray.	_
Maximum number of scanned pages.	Is the acceptable scanning count exceeded?	Only one copy of the scanned pages is available. Select [Continue] to print, send or store the scanned pages. Select [Cancel] to cancel printing, sending or storing.	_
Memory card error.	_	An error has occurred on the memory card. Job is canceled. Select [End].  04: Insufficient space on the memory card to complete this operation. Move data or delete unneeded data.	_
Memory is full.*1	Do you want to send the scanned image to the PC, or store the image in the machine?	The process cannot be performed due to insufficient memory. The job is canceled. Select [End].  The machine may reproduce the same originals by arranging the following setting:  • Decrease [Image Quality] of [File Format].	_
	Do you want to print data from the PC?	Unable to continue the job as the memory is used up. Select [Continue] to print the scanned pages. The print job cannot be processed completely. Select [Cancel] to cancel the job.  The machine may reproduce the same originals by arranging the following settings:  Select [On] of RAM Disk Setting in System Menu, and then decrease the RAM disk size.  Select [Printer Priority] of Optional Memory in System Menu.  NOTE  Before changing the RAM Disk Setting or Optional Memory setting, contact your administrator.	

<sup>\*1</sup> When Auto Error Clear is set to **[On]**, processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

<sup>→</sup> Auto Error Clear (page 8-41)

Ρ

Message	Checkpoints	Corrective Actions	Reference Page
Paper jam.	_	If a paper jam occurs, the machine will stop and the location of the jam will be indicated on the screen.  Leave the machine on and follow the instruction to remove the jammed paper.	page 10-41
Perform Tone Curve Adjustment.	Over long periods of use, the effects of the ambient temperature and humidity can cause color output hues to vary slightly.	Run [Tone Curve Adjustment].	page 10-38
Preparing to print.	_	The machine is under the adjustment to maintain its quality. Please wait.	_
Print overrun.	_	Warning. Low printer memory. The job was paused. Re-starting the job. Select [Continue].	_

R

Message	Checkpoints	Corrective Actions	Reference Page
RAM disk error.	_	An error has occurred on the RAM disk. Job is canceled. Select [ <b>End</b> ].	page 8-38
		The possible error codes and their descriptions are as follows.	
		04: Insufficient space on the RAM disk. If the optional RAM disk is installed, increase the RAM disk size by changing RAM Disk Setting in System Menu.	
		NOTE	
		The range of RAM disk size can be increased by selecting [ <b>Printer Priority</b> ] in Optional Memory.	

Message	Checkpoints	Corrective Actions	Reference Page
Removable memory error.	Is writing to a removable memory prohibited?	An error occurred in the removable memory. The job stopped. Select [End].  The possible error codes and their descriptions are as follows.  01: Connect a removable memory that can be written to.	
		An error occurred in the removable memory. The job stopped. Select [End].  The possible error codes and their descriptions are as follows.  01: The amount of data that can be saved at once has been exceeded. Turn the power OFF/ON. If the error still occurs, the removable memory is not compatible with the machine. Use the removable memory formatted by this machine. If the removable memory cannot be formatted, it is damaged. Connect a compatible removable memory.	
Removable Memory is full.*1	_	Job is canceled. Select [ <b>End</b> ]. Insufficient free space in the removable memory. Delete unnecessary files.	_
Remove originals in document processor.	Are there any originals left in the document processor?	Remove originals from the document processor.	_
Replace all originals and press [Continue].	_	Remove originals from the document processor, put them back in their original order, and place them again. Select [Continue] to resume printing. Select [Cancel] to cancel the job.	_
Replace MK.	_	Replacement of the parts in the maintenance kit is necessary at every 200,000 pages of printing and requires professional servicing. Contact your Service Representative.	_
Running security function	_	Running security function. Please wait.	_

<sup>\*1</sup> When Auto Error Clear is set to **[On]**, processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

<sup>→</sup> Auto Error Clear (page 8-41)

S

Message	Checkpoints	Corrective Actions	Reference Page
Scanner memory is full.*1	_	Scanning cannot be performed due to insufficient memory of scanner. Only one copy of the scanned pages is available. Select [Continue] to print, send or store the scanned pages. Select [Cancel] to cancel the printing job.  The machine may reproduce the	_
		same originals by arranging the following settings:  Reduce the number of originals to be scanned at once. Furthermore, the machine may reproduce the same originals by	
		<ul> <li>arranging the following settings:</li> <li>Select [Copy Priority] of Optional Memory in System Menu.</li> </ul>	
		Before changing the Optional Memory setting, contact your administrator.	
Send Error.*1		An error has occurred during transmission. The job is canceled. Select [End].  Refer to Responding to Send Error for the error code and corrective actions.	page 10-30
SSD error.	_	An error has occurred on SSD. Job is canceled. Select [End].  The possible error codes and their descriptions are as follows:	_
		descriptions are as follows.  01: The amount of data that can be saved at once has been exceeded. Turn the power OFF/ON. If the error still occurs, divide the file into smaller files. If the error occurs after the file is divided, the specified file may be damaged. Delete the file.  04: Insufficient space on SSD to	
		complete this operation. Move data or delete unneeded data.	
Staple is empty.	Has any of the document finisher run out of staples?	If the staples are depleted, the machine will stop and the location of staple depletion will be indicated on the screen. Leave the machine on and follow the instruction to replace the staple case.	_
		Select [Continue] to print without stapling. Select [Cancel] to cancel the job.	

Message	Checkpoints	Corrective Actions	Reference Page
Staple jam.		If a staple jam occurs, the machine will stop and the location of the jam will be indicated on the screen.  Leave the machine on and follow the instruction to remove the jammed staple.	_
System error.	_	System error has occurred. Follow the instructions on the screen.	_

<sup>\*1</sup> When Auto Error Clear is set to **[On]**, processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

T

Message	Checkpoints	Corrective Actions	Reference Page
The cover is open.	Is the top cover of the document processor open?	Close the document processor cover.	_
	Is there any cover which is open?	Close the cover indicated on the screen.	
The slit glass requires cleaning.	_	Clean the slit glass using the cleaning cloth supplied with the document processor.	page 10-3
This memory is not formatted.	Is the removable memory formatted by this machine?	Perform [Format] on this machine.	page 7-11
This user account is locked out.	_	Contact administrator.  Job is canceled. Select [End].	_
Toner [C][M][Y][K] are empty.	_	Replace the toner container to our specified toner container.	page 10-4
		NOTE	
		If the color toner is empty but the black toner is remained, the machine continues printing in black and white by selecting [Print in Black and White] of Color Toner Empty Action.	
Toner is low. [C][M][Y][K] (Replace when empty.)	_	It is almost time to replace the toner container. Obtain a new toner container.	_

U

Message	Checkpoints	Corrective Actions	Reference Page
Unknown toner installed.	Is the installed toner container our own brand?	We will not be liable for any damage caused by the use of third party supplies in this machine.	_
Unknown Toner Installed. PC [C][M][Y][K]	Does the installed toner container's regional specification match the machine's?	Install the specified container.	_

<sup>→</sup> Auto Error Clear (page 8-41)

#### W

Message	Checkpoints	Corrective Actions	Reference Page
Waste toner box is full.	Is the waste toner box full?	Replace the waste toner box.	page 10-7
Waste toner box is not installed.	_	The waste toner box is not installed correctly. Set it correctly.	page 10-7
Warning low memory.	_	Cannot start the job. Try again later.	_

Υ

Message	Checkpoints	Corrective Actions	Reference Page
You cannot use this box.	_	You cannot use the specified box. Job is canceled. Select [End].	_

### **Responding to Send Error**

Error Code	Message	Corrective Actions	Reference Page
1101	Failed to send the e-mail.	Check the host name of the SMTP server on the Command Center RX.	page 2-52
	Failed to send via FTP.	Check the host name of FTP.	page 5-25
	Failed to send via SMB.	Check the host name of SMB.	page 5-22
1102	Failed to send via SMB.	Check the SMB settings.  Login user name and login password	page 5-22
		<ul> <li>NOTE</li> <li>If the sender is a domain user, specify the domain name.</li> <li>Host name</li> <li>Path</li> </ul>	
	Failed to send the e-mail.	Check the following on the Command Center RX.  SMTP login user name and login password  POP3 login user name and login password  E-mail size limit	page 2-52
	Failed to send via FTP.	Check the FTP settings.  Login user name and login password  NOTE  If the sender is a domain user, specify the domain name.  Path	page 5-25
		Folder share permissions of the recipient	
1103	Failed to send via SMB.	Check the SMB settings.  • Login user name and login password  NOTE	page 5-22
		If the sender is a domain user, specify the domain name.  Path Folder share permissions of the recipient	
	Failed to send via FTP.	Check the FTP settings.  Path Folder share permissions of the recipient	page 5-25
1104	Failed to send the e-mail.	Check the e-mail address.  NOTE  If the address is rejected by the domain, you cannot send the email.	page 5-21

Error Code	Message	Corrective Actions	Reference Page
1105	Failed to send via SMB.	Check the following settings.  [System Menu/Counter] key > [System/Network] >  [Network] > [TCP/IP Settings] > [Protocol Detail] >  [SMB Client (Transmission)]	page 8-29
	Failed to send the e-mail.	Select [On] of the SMTP settings on the Command Center RX.	page 2-52
	Failed to send via FTP.	Check the following settings.  [System Menu/Counter] key > [System/Network] >  [Network] > [TCP/IP Settings] > [Protocol Detail] >  [FTP Client (Transmission)]	page 8-29
1106	Failed to send the e-mail.	Check the sender address of SMTP on the Command Center RX.	page 2-52
1131	Failed to send via FTP.	Enable the SSL.  [System Menu/Counter] key > [System/Network] >  [Network] > [Secure Protocol] > [SSL]	page 8-33
1132	Failed to send the e-mail.	Check the following of the SMTP server.  Is SMTP over SSL available?  Is the encryption available?	Refer to the Command Center RX User Guide.
	Failed to send via FTP.	Check the following of the FTP server.  Is FTPS available?  Is the encryption available?	_
2101	Failed to send via SMB.	Check the network and SMB settings.  The network cable is connected.  The hub is not operating properly.  The server is not operating properly.  Host name and IP address  Port number	_
	Failed to send via FTP.	Check the network and FTP settings.  The network cable is connected.  The hub is not operating properly.  The server is not operating properly.  Host name and IP address  Port number	_
	Failed to send the e-mail.	<ul> <li>Check the network and Command Center RX.</li> <li>The network cable is connected.</li> <li>The hub is not operating properly.</li> <li>The server is not operating properly.</li> <li>POP3 server name of the POP3 user</li> <li>SMTP server name</li> </ul>	page 2-52

Error Code	Message	Corrective Actions	Reference Page
2102 2103	Failed to send via FTP.	<ul> <li>Check the network.</li> <li>The network cable is connected.</li> <li>The hub is not operating properly.</li> <li>The server is not operating properly.</li> </ul>	_
		<ul><li>Check the following of the FTP server.</li><li>Is FTP available?</li><li>The server is not operating properly.</li></ul>	_
	Failed to send the e-mail.	<ul> <li>Check the network.</li> <li>The network cable is connected.</li> <li>The hub is not operating properly.</li> <li>The server is not operating properly.</li> </ul>	_
2201 2202 2203 2231	Failed to send the e-mail.  Failed to send via FTP.  Failed to send via SMB.	<ul> <li>Check the network.</li> <li>The network cable is connected.</li> <li>The hub is not operating properly.</li> <li>The server is not operating properly.</li> </ul>	_
2204	Failed to send the e-mail.	Check the e-mail size limit of the SMTP settings on the Command Center RX.	page 2-52
3101	Failed to send the e-mail.	Check the authentication methods of both the sender and the recipient.	_
	Failed to send via FTP.	<ul> <li>Check the network.</li> <li>The network cable is connected.</li> <li>The hub is not operating properly.</li> <li>The server is not operating properly.</li> </ul>	_
3201	Failed to send the e-mail.	Check the SMTP user authentication method of the recipient.	_
0007 4201 4701 5101 5102 5103 5104 7101 7102 7103 720f	_	Turn the power switch off and back on. If this error occurs several times, make a note of the displayed error code and contact your service representative.	page 2-9
9181	_	The scanned original exceeds the acceptable number of pages of 999. Send the excess pages separately.	_

### **Adjustment/Maintenance**

### **Overview of Adjustment/Maintenance**

If there is an image problem and the message to run adjustment or maintenance menu appears, run Adjustment/ Maintenance in the system menu.

The table below lists the item you can carry out.

Item	Description	Reference Page
Color Registration Procedure	Correct the color position to resolve color drift.	page 10-33
Tone Curve Adjustment	The printed output tone may differ from the original. Perform this function to ensure consistency with the original tone.	page 10-38
Drum Refresh	Remove image blur and white dots from the printout.	page 10-39
Calibration	Adjust color drift or hue of printed image in the most appropriate color.	page 10-40
Laser Scanner Cleaning	Adjust the printed image that is too light or incomplete, even though there is enough toner.	page 10-40

### **Color Registration Procedure**

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.

Auto registration and manual registration are available for Color Registration. Color drift can be largely corrected through auto registration. However, if it is not resolved or to perform more detailed settings, use the manual registration.



#### NOTE

To perform color registration, verify that either Letter or A4 paper is loaded into a cassette.

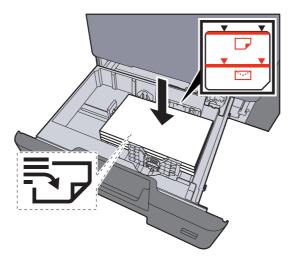


#### (V) IMPORTANT

Before performing color registration, be sure to perform Calibration. If color drift remains, perform color registration. By performing color registration without performing Calibration, the color drift will be resolved once, however, it may cause the serious color drift later.

#### **Auto Correction**

### Load paper.



#### **⊘** IMPORTANT

- · Load the paper with the print side facing up.
- After removing new paper from its packaging, fan the paper before loading it in the cassettes.
- **▶** Loading in the Cassettes (page 3-4)
- Before loading the paper, be sure that it is not curled or folded. Paper that is curled or folded may cause paper jams.
- Ensure that the loaded paper does not exceed the level indicator (see illustration above).
- If paper is loaded without adjusting the paper length guide and paper width guide, the paper may skew or become jammed.

#### Display the screen.

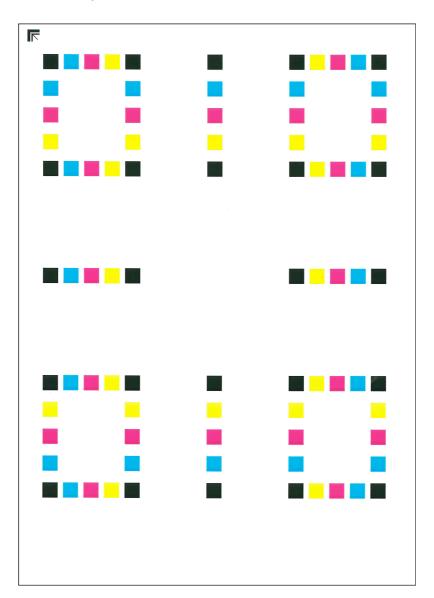
[System Menu/Counter] key > [Adjustment/Maintenance] > [Color Registration] > [Auto]

#### ? Print the chart.

Select [Start].

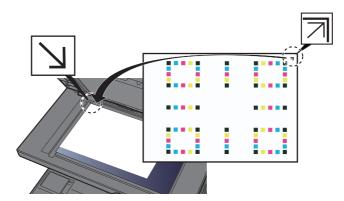
A chart is printed.

#### **Chart Example**



### Perform the color registration.

1 As shown in the illustration, place the printed side down on the platen with the edge with the arrows toward the back.



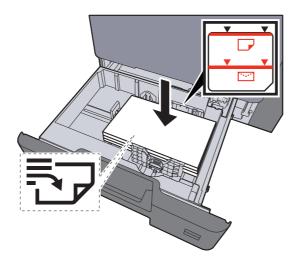
2 Select [Start] to scan the chart.

When scanning is finished, color printing position correction starts.

**3** When color printing position correction ends, Select [**OK**].

#### **Manual Correction**

#### Load paper.



#### **IMPORTANT**

- · Load the paper with the print side facing up.
- After removing new paper from its packaging, fan the paper before loading it in the cassettes.
- **▶** Loading in the Cassettes (page 3-4)
- Before loading the paper, be sure that it is not curled or folded. Paper that is curled or folded may cause paper jams.
- Ensure that the loaded paper does not exceed the level indicator (see illustration above).
- If paper is loaded without adjusting the paper length guide and paper width guide, the paper may skew or become jammed.

#### Display the screen.

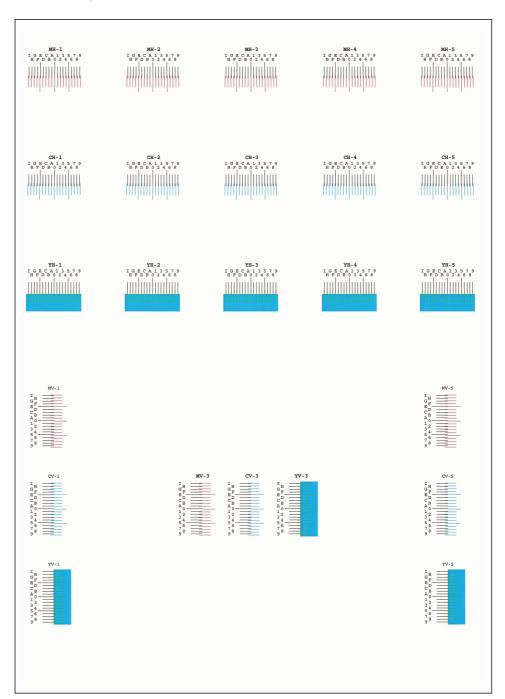
[System Menu/Counter] key > [Adjustment/Maintenance] > [Color Registration] > [Manual]

#### 3 Print the chart.

Select [Print Chart].

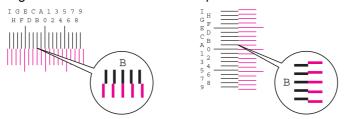
A chart is printed. On the chart, for each of M (magenta), C (cyan) and Y (yellow), charts for H-1 to 5 and V-1 to 5 are printed.

#### **Chart Example**



### 4 Enter the appropriate value.

1 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 charts H-1 to H-5, read the values from H-1 to H-5.

From charts V-1 to V-5, read only the values from V-3 (center).

- 2 [Detail] > [Registration]
- 3 Select the chart to be corrected.
- 4 Select [+] or [-] to enter the values read from the chart.

Select [+] to increase the value from 0 to 9. To decrease, select [-].

By selecting [-], the value changes from 0 to alphabetic letters, going from A to I. To move in the reverse direction, select [+].

You cannot use the numeric keys to enter these values.

- **5** Repeat steps 3 and 4 to enter the registration values for each chart.
- 6 Select [Start] after all values have been entered. Color registration begins.
- 7 Select [OK] after color registration is complete.

### **Tone Curve Adjustment**

After prolonged use, or from the effects of surrounding temperature or humidity, the printed output tone may differ from the original. Perform this function to ensure consistency with the original tone. Before executing Tone Curve Adjustment, execute calibration. If calibration does not improve the tones, perform Tone Curve Adjustment.

→ Calibration (page 10-40)



To perform tone curve adjustment, verify that either Letter or A4 paper is loaded into a cassette.

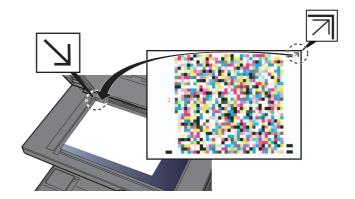
A total of 3 pattern pages (No. 1 to 3) are printed during adjustment. The printed patterns are read sequentially during the adjustment.

### Display the screen.

[System Menu/Counter] key > [Adjustment/Maintenance] > [Tone Curve Adjustment]

#### Adjust the tone curve.

- 1 Select [Start]. A pattern is printed. Check that the number "1" is printed at the bottom of the pattern.
- 2 As shown in the illustration, place the printed side down on the platen with the edge with the arrows toward the back.



- 3 Select [Start]. The pattern is read and adjustment begins. The second pattern is output.
- 4 Check that the number "2" is printed at the bottom of the pattern and repeat steps 2 to 3 twice to read patterns 2 and 3 in sequence.
- 5 Select [**OK**] in the adjustment end confirmation screen.

### **Drum Refresh**

Remove image blur and white dots from the printout.



Drum Refresh cannot be performed while printing. Execute Drum Refresh after the printing is done.

#### Display the screen.

[System Menu/Counter] key > [Adjustment/Maintenance] > [Drum Refresh]

#### Perform the drum refresh.

Select [Start]. "Drum Refresh" begins.

### **Calibration**

Using this function enables printing in the most appropriate color by adjusting hue and color drift in detail.

Display the screen.

[System Menu/Counter] key > [Adjustment/Maintenance] > [Calibration]

Perform the calibration.

Select [Start]. "Calibration" begins.

**NOTE** 

When the hue and color drift are not enhanced even after performing calibration, refer to the following:

→ Color Registration Procedure (page 10-33)

### **Laser Scanner Cleaning**

Remove vertical lines from the printout.

Display the screen.

[System Menu/Counter] key > [Adjustment/Maintenance] > [Laser Scanner Cleaning]

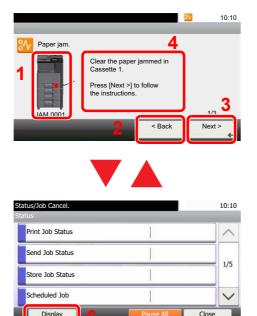
Perform the laser scanner cleaning.

Select [Start]. "Laser Scanner Cleaning" begins.

# **Clearing Paper Jams**

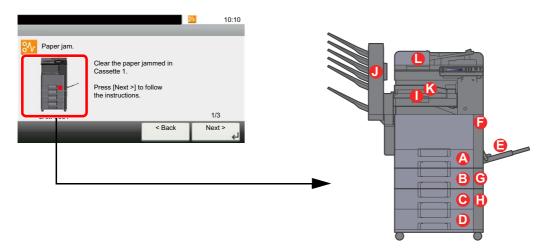
If a paper jam occurs, the touch panel will display "Paper Jam." and the machine will stop. Refer to these procedures to remove the jammed paper.

#### **Jam Location Indicators**



- 1 Shows the location of a paper jam.
- 2 Shows the previous step.
- 3 Shows the next step.
- 4 Shows the removal procedure.
- 5 Selecting [Status/Job Cancel] key displays [Hold]. Selecting [Hold] displays status screen, and the status of jobs can be checked.
- 6 Select [**Display Error**] to return to the paper jam guidance.

If a paper jam occurs, the location of the jam will be displayed on the touch panel as well as the clearing instructions.



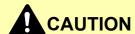
Paper Jam Location Indicator	Paper Jam Location	Reference Page
Α	Cassette 1	page 10-43
В	Cassette 2	page 10-43
С	Cassette 3 (500-sheet x 2)	page 10-44
	Cassette 3 (2000-sheet x 1)	page 10-46
D	Cassette 4 (500-sheet x 2)	page 10-48
Е	Multi Purpose Tray	page 10-50
F	Right Cover 1	page 10-51

Paper Jam Location Indicator	Paper Jam Location	Reference Page
G	Right Cover 2	page 10-54
Н	Right Cover 3	page 10-55 page 10-56
I	Bridge Unit	page 10-57
J	Mailbox	page 10-58
K	Inner Finisher	page 10-59
L	Document Processor	page 10-60

After you remove the jam, the machine will warm up again and the error message will be cleared. The machine resumes with the page that was printing when the jam occurred.

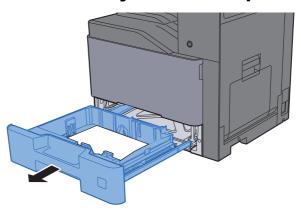
## Remove any jammed paper in Cassette 1 and 2

Procedures for handling a paper jam in Cassettes 1 and 2 are all the same. Here, we'll explain the procedures for cassette 1, as an example.

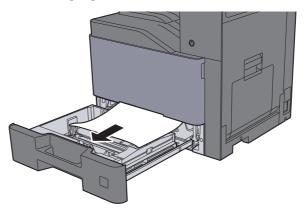


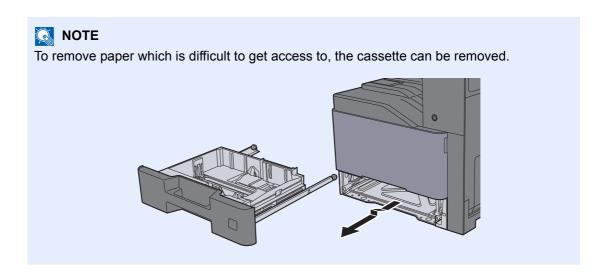
- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.

#### Pull Cassette 1 out toward you until it stops.

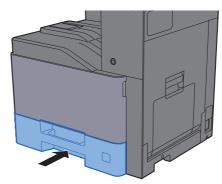


#### Remove any jammed paper.





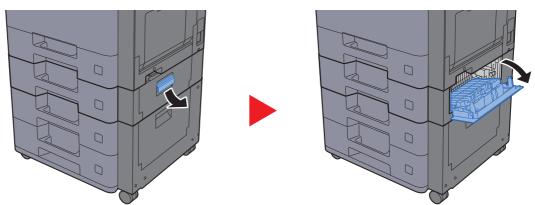
#### Push Cassette 1 back in.



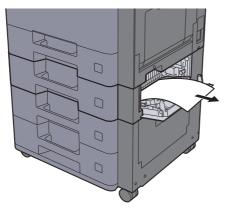
# Remove any jammed paper in Cassette 3 (500-sheet x 2)

See the explanation for Cassette 3 below.

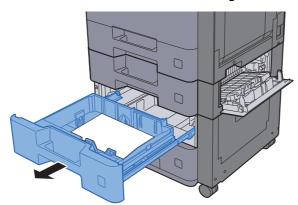
### Open Right Cover 2.



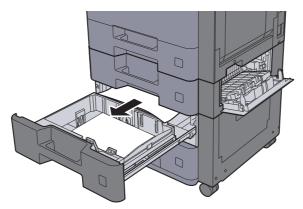
### **2** Remove any jammed paper.

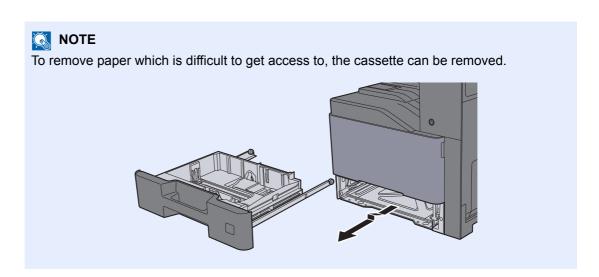


### Pull Cassette 3 out toward you until it stops.

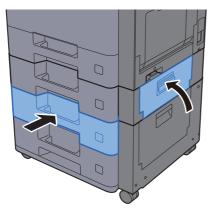


### Remove any jammed paper.





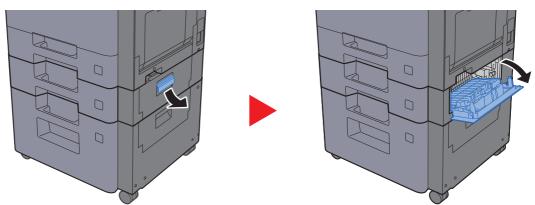
5 Push Right Cover 2 and Cassette 3 back in.



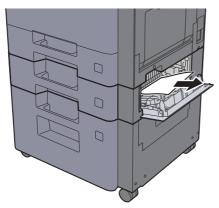
## Remove any jammed paper in Cassette 3 (2000-sheet x 1)

See the explanation for Cassette 3 below.

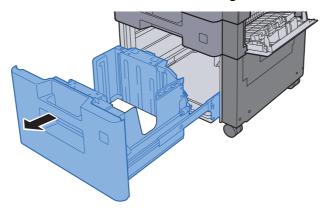
#### Open Right Cover 2.



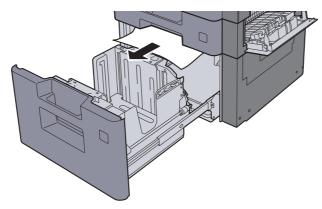
#### **2** Remove any jammed paper.



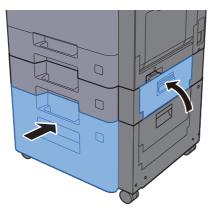
#### Pull Cassette 3 out toward you until it stops.



#### Remove any jammed paper.



### 5 Push Right Cover 2 and Cassette 3 back in.



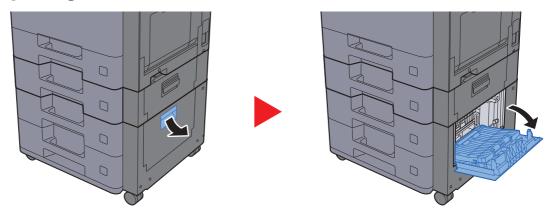
## Remove any jammed paper in Cassette 4 (500-sheet x 2)

See the explanation for Cassette 4 below.

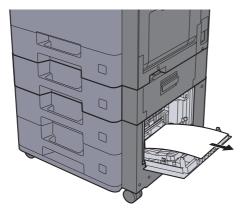
## **A**CAUTION

- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.

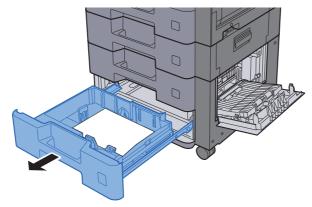
#### Open Right Cover 3.



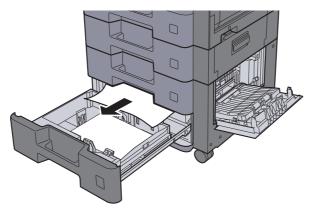
#### Remove any jammed paper.

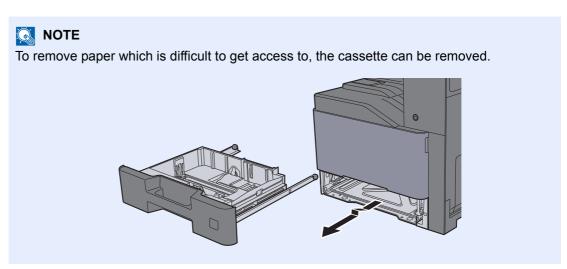


#### 3 Pull Cassette 4 out toward you until it stops.

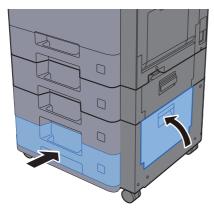


#### Remove any jammed paper.



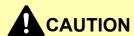


## 5 Push Right Cover 3 and Cassette 4 back in.



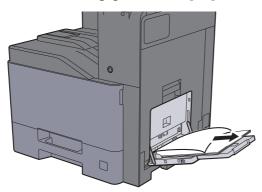
## Remove any jammed paper in the Multi Purpose Tray

See the explanation for the Multi Purpose Tray below.

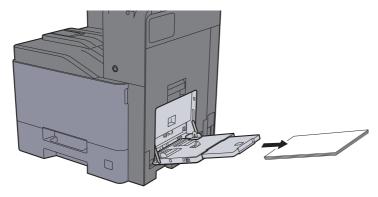


- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.

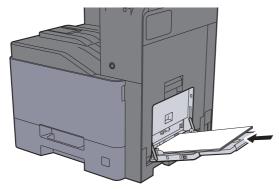
#### Remove any jammed paper.



#### Remove all the paper.

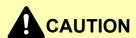


#### 3 Reload the paper.



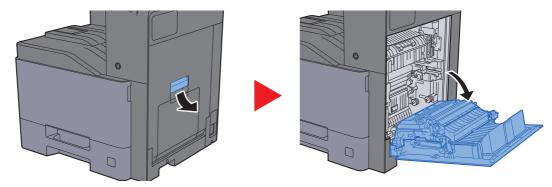
## Remove any jammed paper in Right Cover 1

See the explanation for Right Cover 1 below.

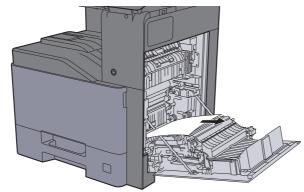


The fixing unit is extremely hot. Take sufficient care when working in this area, as there is a danger of getting burned.

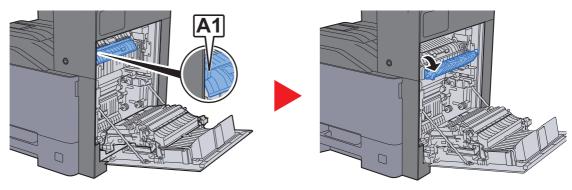
## Open Right Cover 1.



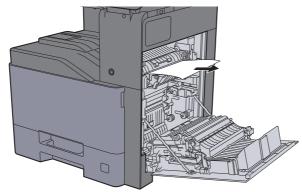
#### Remove any jammed paper.



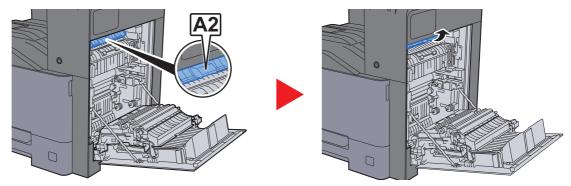
#### Open the cover (A1).



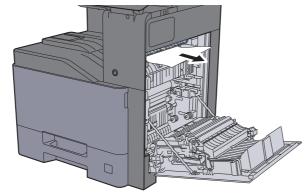
#### **A** Remove any jammed paper.



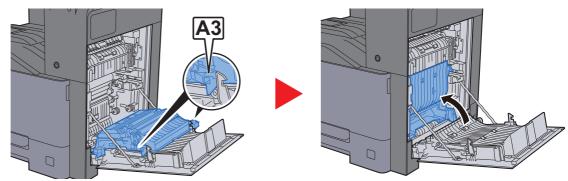
#### Open the cover (A2).



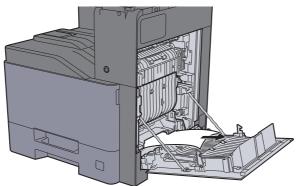
## **6** Remove any jammed paper.



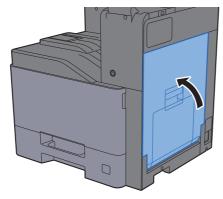
## **7** Open the duplex unit (A3).



### Remove any jammed paper.

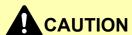


## 9 Push Right Cover 1.



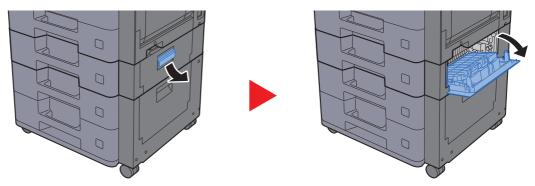
## Remove any jammed paper in Right Cover 2

See the explanation for Right Cover 2 below.

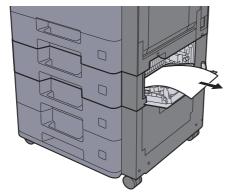


- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.

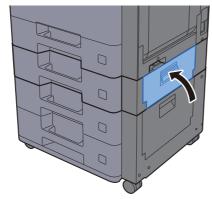
#### **1** Open Right Cover 2.



#### ? Remove any jammed paper.

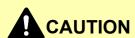


#### Push Right Cover 2.



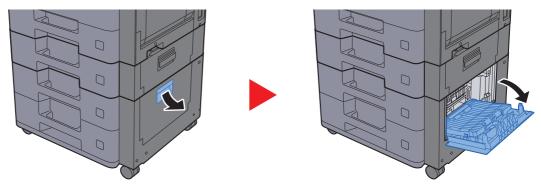
# Remove any jammed paper in Right Cover 3 (500-sheet x 2)

See the explanation for Right Cover 3 below.

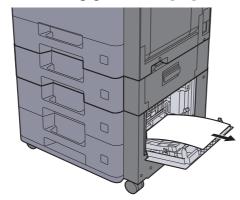


- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.

#### Open Right Cover 3.



#### Remove any jammed paper.



### 3 Push Right Cover 3.



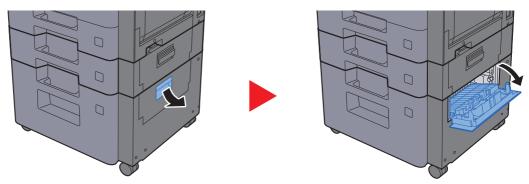
# Remove any jammed paper in Right Cover 3 (2000-sheet x 1)

See the explanation for Right Cover 3 below.

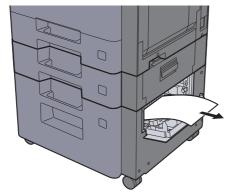


- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.

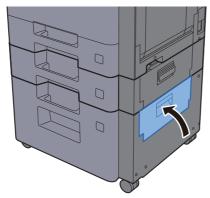
#### Open Right Cover 3.



#### Remove any jammed paper.



### Push Right Cover 3.



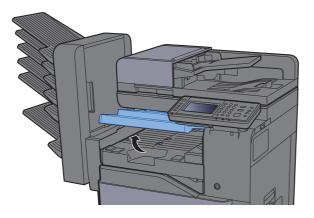
## Remove any jammed paper in the Bridge Unit

See the explanation for the Bridge Unit below.

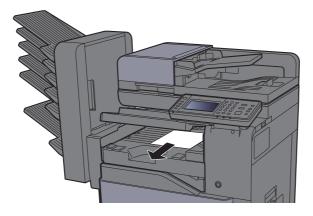
## **A**CAUTION

- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.

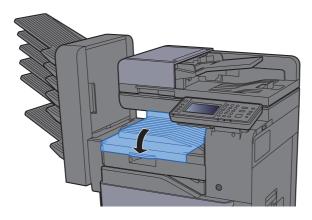
#### Open the cover.



#### Remove any jammed paper.



#### Close the cover.



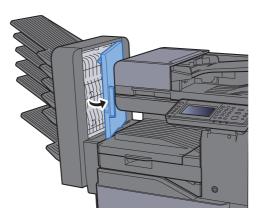
## Remove any jammed paper in the Mailbox

See the explanation for the Mailbox below.

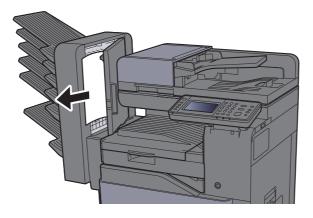
## **A**CAUTION

- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.

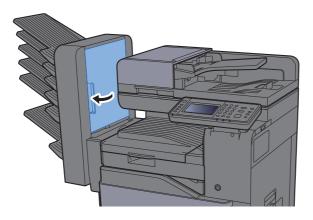
#### Open the cover.



#### Remove any jammed paper.



#### Close the cover.



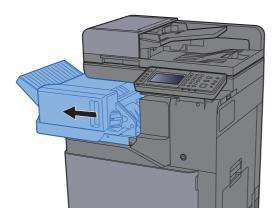
## Remove any jammed paper in the Inner Finisher

See the explanation for the Inner Finisher below.

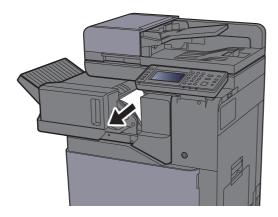
## **A**CAUTION

- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.

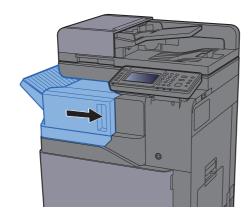
#### Open the inner finisher unit.



#### Remove any jammed paper.



#### Return the unit to the original position.

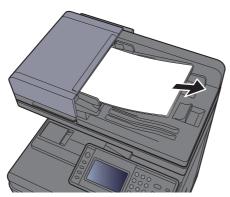


## Remove any jammed paper in the Document Processor

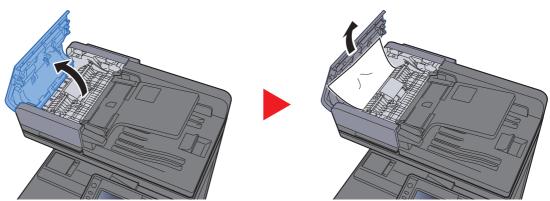
See the explanation for the Document Processor below.



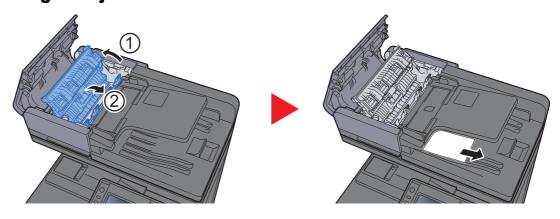
- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.
  - Remove the originals from the Original Table.



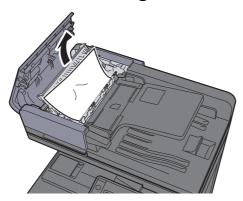
Open the front cover and remove any jammed paper.



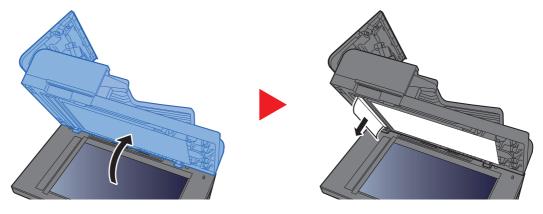
Open Reverse Unit (F) and remove any jammed paper from the Original Eject Table.



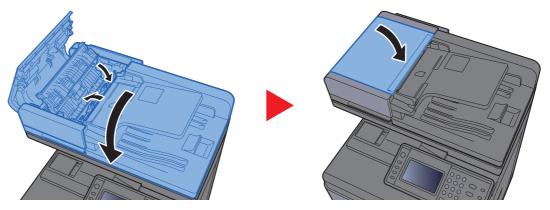
Remove the originals from the reverse unit.



Remove originals inside the document processor.



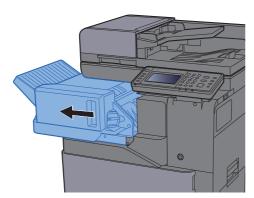
Push the cover.



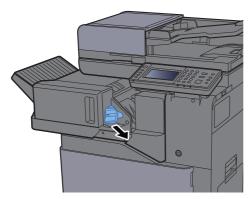
## **Clearing a Staple Jam**

## Clearing a staple jam

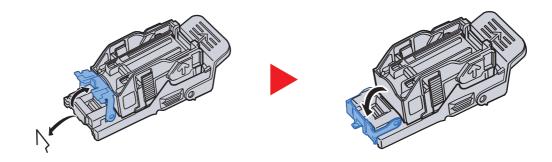
Open the inner finisher unit.



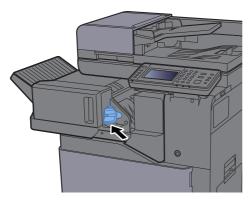
Remove the Staple Cartridge Holder.



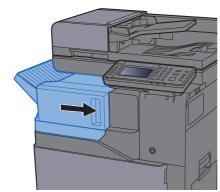
**3** Remove the jammed staple.



#### Install the Staple Cartridge Holder.



### 5 Return the unit to the original position.



# 11 Appendix

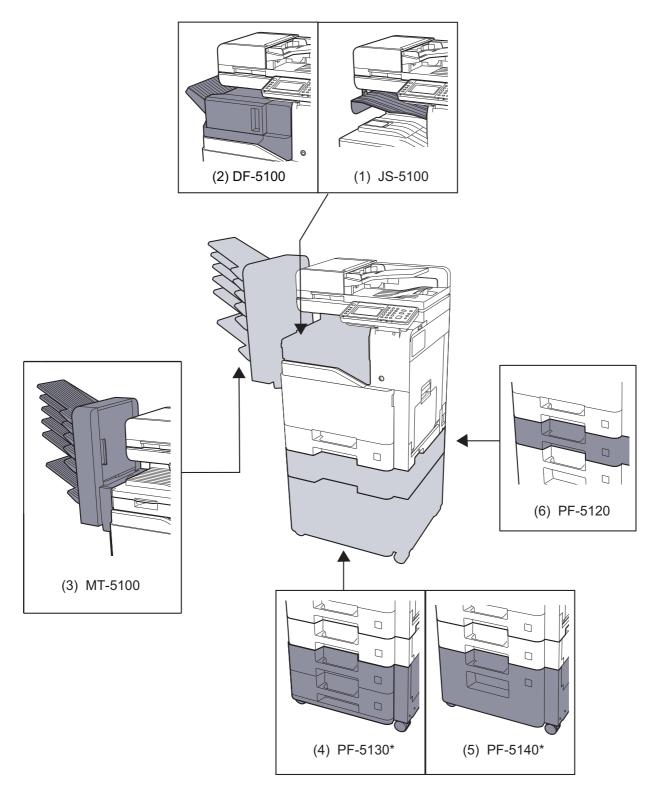
#### This chapter explains the following topics:

Optional Equipment	11-2
Overview of Optional Equipment	11-2
Optional Applications	11-6
Character Entry Method	11-8
Entry Screens	11-8
Entering Characters	11-10
Paper	11-11
Basic Paper Specifications	11-11
Choosing the Appropriate Paper	11-12
Special Paper	
Specifications	
Machine	11-19
Copy Functions	11-21
Printer Functions	11-21
Scanner Functions	11-22
Document Processor	11-22
Paper Feeder (500-sheet)	11-23
Paper Feeder (500-sheet x 2)	11-23
Paper Feeder (2,000-sheet)	11-23
Innner Finisher	11-24
Mailbox	11-24
Job separator	11-25
Glossary	11-26

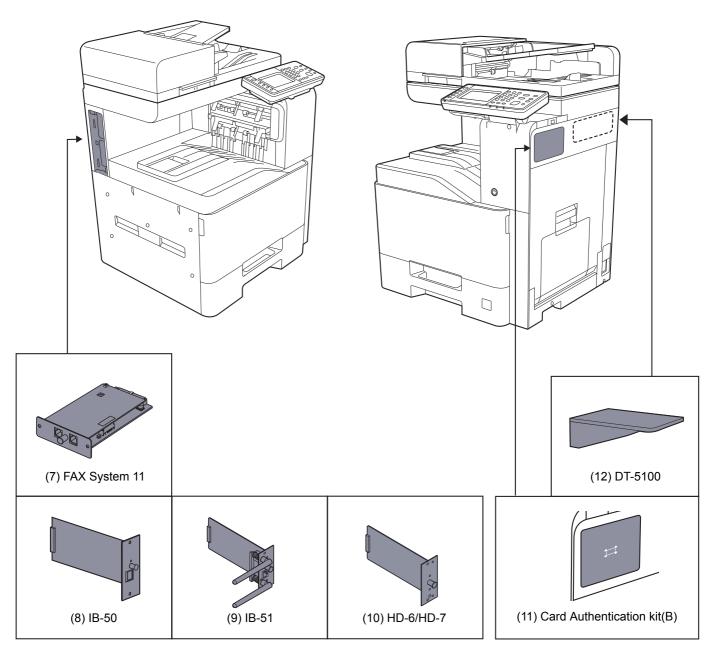
## **Optional Equipment**

## **Overview of Optional Equipment**

The following optional equipment is available for the machine.



<sup>\*</sup> If PF-5130 or PF-5140 is installed, toppling prevention kit must be installed.



Software option
(13) UG-33
(14) Data Security kit(E)

(15) USB Keyboard
(16) Expansion Memory
(17) SD/SDHC Memory Card

#### (1) JS-5100 "Job Separator"

Separate paper according to output tray for easier sorting. Specify as the output tray for copy or print jobs. Or, specify as the default output tray for printing from the copy or Document Box screen, printing from the PC, and printing of the received fax data.

#### NOTE

To ensure that paper is delivered to the Job Separator, select the output destination or change the default setting.

→ Paper Output (page 6-15)

The busy light stays on until the output is removed from the Job Separator.

#### DF-5100 "Inner Finisher"

This is a large-capacity document finisher capable of holding large print runs and of separating and offsetting multiple copies of a printout into individual copies. It can also staple the offset printouts.

#### MT-5100 "Mailbox"

Makes it easy to sort output into separate trays. Installing this option adds 6 output trays. When multiple computer users share the printer, each user can print to a specified tray.

#### NOTE

To deliver output to the mail box, change the Paper Output selection on the operation panel or in the printer driver, or change in the default settings.

Paper Output (page 6-15)

#### PF-5130 "Paper Feeder (500-sheet x2)"

Two additional cassettes identical to the printer's cassette can be installed in the printer. Paper capacity and loading method are the same as the standard cassettes.

Loading in the Cassettes (page 3-4)

#### PF-5140 "Large Capacity Feeder (2,000-sheet)"

In addition to the printer's cassettes, you can also install an optional large capacity feeder (2,000-sheet) capable of holding up to 2,000 sheets of A4, B5 or Letter paper.

Loading in the Large Capacity Feeder (page 3-8)

#### (6) PF-5120 "Paper Feeder (500-sheet)"

One additional cassettes identical to the printer's cassette can be installed in the printer. Paper capacity and loading method are the same as the standard cassettes.

▶ Loading in the Cassettes (page 3-4)

#### (7) FAX System 11 "FAX Kit"

By installing the FAX kit, fax send/receive is enabled. Also, it is possible to use it as a network fax, by using it with a computer.

FAX System 11 Operation Guide

#### (8) IB-50 "Network Interface Kit"

The Network Interface Kit provides a high-speed connection for the Gigabit-per-second interface. Settings are possible for a variety of OS and network protocols.

→ IB-50 User's Manual

#### (9) IB-51 "Wireless Network Interface Kit"

This is a wireless LAN interface card which supports the wireless LAN specifications IEEE802.11n (Max 300 Mbps) and 11 g/b.

With the utilities supplied, settings are possible for a variety of OS and network protocols.

▶ IB-51 User's Manual

#### (10) HD-6/HD-7 "SSD"

With SSD installed in the machine, received data can be rasterized and stored on this SSD. This enables high-speed printing of multiple copies using an electric sort function. Also, you can use the Document Box functions.

▶ Printing Documents in Custom Box (page 5-46)

#### (11) Card Authentication Kit(B) "Card Authentication Kit"

User login administration can be performed using ID cards. To do so, it is necessary to register ID card information on the previously registered local user list. For more information about how to register this information, refer to the following:

Card Authentication Kit(B) Operation Guide

#### (12) DT-5100 "Document Table"

Place original or other documents when using the machine.

#### (13) UG-33 "ThinPrint Option"

This application allows print data to be printed directly without a print driver.

#### (14) Data Security Kit(E) "Data Security Kit"

The Data Security Kit overwrites all unnecessary data in the storage area so that it cannot be retrieved. The Data Security Kit encrypts data before storing it in the SSD. It guarantees higher security because no data cannot be decoded by ordinary output or operations.

#### (15) USB Keyboard "USB Keyboard"

A USB keyboard can be used to enter information into the text fields on the operation panel. A special mount is also available to install the keyboard on the machine. Please contact your dealer or service representative for information on keyboards that are compatible with your machine before you purchase one.

#### (16) "Expansion Memory"

The machine can perform the more multiple jobs simultaneously by adding more memories. You can increase the machine's memory up to 2,048 MB by plugging in the optional memory modules.

#### (17) "SD/SDHC Memory Card"

An SD/SDHC memory card is useful for storing fonts, macros, and overlays. The machine is equipped with a slot for an SDHC memory card with a maximum size of 32 GB, and an SD memory card with a maximum size of 2 GB.

## **Optional Applications**

#### **Overview of the Applications**

The applications listed below are installed on this machine.

Application
Data Security Kit
Card Authentication Kit <sup>*1</sup>
ThinPrint Option*1

This can be used on a trial basis for a limited time.

#### NOTE

- Restrictions such as the number of times the application can be used during the trial period differ depending on the application.
- · If you change the date/time while using the trial version of an application, you will no longer be able to use the application.

#### Starting Application Use

Use the procedure below to start using an application.

1 [System Menu/Counter] key > [System/Network] > [Optional Function]

#### **NOTE**

If the user authentication screen appears, enter your login user name and login password and select [Login]. For this, you need to login with administrator privileges. The factory default login user name and login password are set as shown below.

**Login User Name:** 3000 **Login Password:** 3000

2 Select the desired application and select [Activate].

You can view detailed information on the selected application by selecting [\_\_\_\_].

3 Select [Official] and enter a license key.

Some applications do not require you to enter a license key. If the license key entry screen does not appear, go to Step 4.

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

4 Select [Yes] in the confirmation screen.



- If you started the Security Kit or Thin Print option and entered the license key, turn the power OFF/ON.
- Icons of activated application are displayed in the Home screen.

#### **Checking Details of Application**

Use the procedure below to check the details of application.

1 [System Menu/Counter] key > [System/Network] > [Optional Function]

#### NOTE

If the user authentication screen appears, enter your login user name and login password and select [**Login**]. For this, you need to login with administrator privileges. The factory default login user name and login password are set as shown below.

Login User Name: 3000 Login Password: 3000

2 Select the desired application and select [...].

You can view detailed information on the selected application.

The table below lists the item you can view.

Item
Function Name
License
Remaining Counts
Expiration Date
Status

#### Extend the trial period.

[Extend] > [Yes]

The trial period is extended.

## **Character Entry Method**

To enter characters for a name, use the on-display keyboard in the touch panel following the steps as explained below.

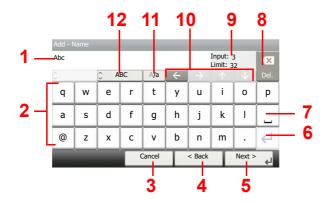


#### **Keyboard Layout**

"QWERTY", "QWERTZ" and "AZERTY" are available as keyboard layouts the same as a PC keyboard. Select the [System Menu/Counter] key, [Common Settings] and then [Keyboard Layout] to choose the desired layout. "QWERTY" layout is used here as an example. You may use another layout following the same steps.

## **Entry Screens**

#### **Lower-case Letter Entry Screen**

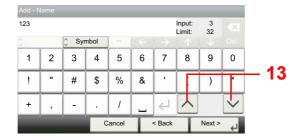


No.	Display/Key	Description
1	Display	Displays entered characters.
2	Keyboard	Select the character to enter.
3	[Cancel]	Select to cancel entered characters and return to the screen before the entry was made.
4	[< Back]	Select to return to the previous screen.
5	[OK] / [Next >]	Select to save the entered characters and move to the next screen.
6	Enter Key	Select to enter a line break.
7	Space Key	Select to insert a space.
8	Delete Key	Select to delete a character to the left of the cursor.
9	[Input] / [Limit] Display	Displays maximum number of characters and the number of characters entered.
10	Cursor Key	Select to move the cursor on the display.
11	[A/a] / [A/a]	Select to switch between upper case and lower case.
12	[ABC] / [Symbol]	Select the characters that are entered. To enter symbols or numbers, select [Symbol].

#### **Upper-case Letter Entry Screen**



## **Number/Symbol Entry Screen**

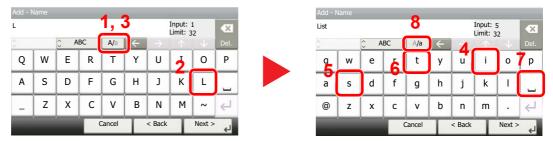


No.	Display/Key	Description
13	[^]/[~]	To enter a number or symbol not shown in the keyboard, select the cursor key and scroll the screen to view other numbers or symbols to enter.

## **Entering Characters**

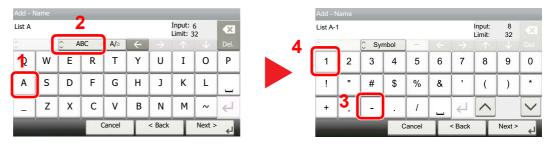
Follow the steps below to enter 'List A-1' for an example.

#### 1 Enter 'List', (space).



To shift from lower case to upper case letters, select [A/a]. To shift from upper case to lower case letters, select [A/a].

#### 2 Enter 'A-1'.



To enter numbers or symbols, select [ABC] to display [Symbol].

#### **Register the characters you entered.**



Select [Next>]. The entered characters are registered.

## **Paper**

This section explains the paper sizes and types that can be used in the paper source.

For details on the sizes, types, and number of sheets of paper that can be loaded in each paper tray, refer to the following:

→ Specifications (page 11-19)

## **Basic Paper Specifications**

This machine is designed to print on standard copy paper as used in regular ('dry') copiers and page printers such as laser printers. It also supports a variety of other types of paper that conform to the specifications given in this appendix.

Be careful when choosing paper. Paper unsuitable for the machine may cause jams or may be wrinkled.

#### Supported Paper

Use standard copy paper for regular copiers or laser printers. The printing quality will be affected by the quality of paper. Poor quality paper may result in unsatisfactory output.

#### **Basic Paper Specifications**

The following table lists the specifications of paper that is supported with this machine. Refer to the subsequent sections for further details.

Criteria	Specifications
Weight	Cassettes: 60 to 220 g/m <sup>2</sup>
	Multi purpose tray: 60 to 220 g/m <sup>2</sup> , 230 g/m <sup>2</sup> (Cardstock)
Dimensional accuracy	±0.7 mm
Squareness of corners	90° ±0.2°
Moisture content	4 to 6%
Pulp content	80% or more



#### NOTE

Some recycled paper does not meet requirements for use with this machine as listed in the Basic Paper Specifications shown below, such as moisture or pulp content. For this reason, we recommend purchasing a small amount of recycled paper as a sample for testing prior to use. Choose recycled paper that gives the best printing results and contains low levels of paper dust.

We are not responsible for the problems occurred from the use of paper that does not conform to our specifications.

## **Choosing the Appropriate Paper**

This section describes guidelines for choosing paper.

#### Condition

Avoid using paper with bent corners or that is curled, dirty, or torn. Do not use paper that has a rough surface or paper fiber lint, or that is especially delicate. Use of paper in any of these conditions will not only deliver poor copies but may also cause jams and shorten the useful life of the machine. Choose paper with a smooth and even surface; however, avoid coated paper or paper with a treated surface as it may damage the drum or fusing unit.

#### Ingredients

Do not use paper such as paper that has been coated or surface-treated or paper that contains plastic or carbon. Those types of paper may produce harmful fumes from the heat of printing and may damage the drum.

Be sure to use the standard paper that contains at least 80% pulp, i.e., not more than 20% of the total paper content consists of cotton or other fibers.

#### **Supported Paper Sizes**

Paper of the following sizes is supported by the machine.

Measurements in the table take into account a  $\pm 0.7$  mm dimensional accuracy for length and width. Corner angles must be  $90^{\circ} \pm 0.2^{\circ}$ .

#### **Multi Purpose Tray**

- Hagaki (Cardstock) (100 × 148 mm)
- Oufuku hagaki (Return postcard) (148 × 200 mm)
- Custom (70 × 148 to 216 × 356 mm)

#### **Cassettes or Multi Purpose Tray**

- Envelope Monarch (3-7/8 × 7-1/2")
- Envelope #10 (4-1/8 × 9-1/2")
- Envelope DL (110 × 220 mm)
- Envelope C5 (162 × 229 mm)
- Executive (7-1/4 × 10-1/2")
- Letter
- Legal
- A4 (297 × 210 mm)
- B5 (257 × 182 mm)
- A5 (210 × 148 mm)
- A6 (148 × 105 mm)
- B6 (182 × 128 mm)
- Envelope #9 (3-7/8 × 8-7/8")
- Envelope #6 (3-5/8 × 6-1/2")
- ISO B5 (176 × 250 mm)
- Oficio II
- 216 × 340 mm
- 16K (273 × 197 mm)

- Statement
- Folio (210 × 330 mm)
- Youkei 4 (105 × 235 mm)
- Youkei 2 (114 × 162 mm)
- Custom (Cassette: 92 × 148 to 216 × 356 mm, Multi Purpose Tray: 70 × 148 to 216 × 356 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.

#### **Moisture Content**

Paper moisture content is the ratio of moisture to dryness expressed as a percentage. Moisture affects how the paper is supplied, the electrostatic chargeability of the paper, and how the toner adheres.

Paper moisture content varies depending on the relative humidity in the room. High relative humidity causes paper to become damp, making the edges expand so it appears wavy. Low relative humidity causes paper to lose moisture, making the edges tighten and weakening print contrast.

Wavy or tight edges may cause the paper to slip when it is supplied. Try to keep the moisture content between 4 to 6%.

To maintain the right level of moisture content, bear in mind the following considerations.

- · Store paper in a cool, well-ventilated place.
- Store paper flat and unopened in the package. Once the package is opened, reseal it if the paper is not to be used for a while.
- Store paper sealed in the original package and box. Put a pallet under the carton to keep it raised above the floor. Especially during rainy seasons keep the paper a sufficient distance away from wooden or concrete floors.
- Before using paper that has been stored, keep it at the proper moisture level for at least 48 hours.
- Do not store paper where it is exposed to heat, sunlight, or dampness.

#### Other Paper Specifications

Porosity: The density of the paper fibers.

Stiffness: Paper must be stiff enough or it may buckle in the machine, causing jams.

**Curl**: Most paper naturally tends to curl after the package is opened. When paper passes through the fixing unit, it curls upward slightly. To deliver flat printouts, load the paper so that the curl faces towards the bottom of the paper tray.

**Static electricity**: During printing, paper is electrostatically charged so that the toner adheres. Choose paper that can be discharged quickly so that copies do not cling together.

Whiteness: Paper whiteness affects print contrast. Use whiter paper for sharper, brighter copies.

**Quality**: Machine problems may occur if sheet sizes are not uniform or if corners are not square, edges are rough, sheets are uncut, or edges or corners are crushed. In order to prevent these problems, be especially careful when you cut the paper yourself.

**Packaging**: Choose paper that is properly packaged and stacked in boxes. Ideally, the packaging itself should have been treated with a coating to inhibit moisture.

**Specially treated paper**: We do not recommend printing onto the following types of paper, even if it conforms to the basic specifications. When you use these kinds of paper, purchase a small amount first as a sample to test.

- · Glossy paper
- Watermarked paper
- · Paper with an uneven surface
- · Perforated paper

## **Special Paper**

This section describes printing onto special paper and print media.

The following paper and media can be used.

- Transparencies
- · Preprinted paper
- · Bond paper
- · Recycled paper
- · Thin paper
- · Letterhead
- · Colored paper
- · Prepunched paper
- Envelopes
- Hagaki (Cardstock)
- · Thick paper
- Labels
- Coated
- · High-quality paper

When using these paper and media, choose those that are designed specifically for copiers or page printers (such as laser printers). Use the multi purpose tray for transparencies, envelopes, cardstocks, and label paper.

#### **Choosing Special Paper**

Although special paper that meets the following requirements can be used with the machine, print quality will vary considerably due to differences in the construction and quality of special paper. Thus, special paper is more likely than regular paper to cause printing problems. Before purchasing special paper in volume, try testing a sample to ensure the print quality is satisfactory. General precautions when printing onto special paper are given below. Note that we are not responsible for any harm to the user or damage to the machine caused by moisture or specifications of special paper.

Select a cassette or multi purpose tray for special paper.

#### **Transparencies**

Transparencies must be able to withstand the heat of printing. Transparencies must meet the following conditions.

Heat resistance	Must withstand at least 190°C
Thickness	0.100 to 0.110 mm
Material	Polyester
Dimensional accuracy	±0.7 mm
Squareness of corners	90° ±0.2°

To avoid problems, use the multi purpose tray for transparencies and load transparencies with the long side facing the machine.

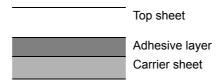
If transparencies jam frequently at output, try pulling the leading edge of sheets gently as they are ejected.

#### Label

Be sure to feed labels from the multi purpose tray.

For selecting labels, use extreme care so that the adhesive may not come in direct contact with any part of the machine and that the labels are not easily peeled from the carrier sheet. Adhesives that stick to the drum or rollers and peeled labels remaining in the machine may cause a failure.

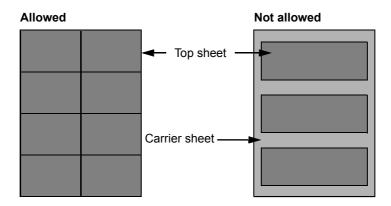
When printing onto labels, you must be liable for the print quality and possible trouble.



Labels consist of three layers as shown in the illustration. The adhesive layer contains materials that are easily affected by the force applied in the machine. The carrier sheet bears the top sheet until the label is used. This composition of labels may cause more problems.

The label surface must be covered completely with the top sheet. Gaps between labels may cause peeling of labels, resulting in a serious failure.

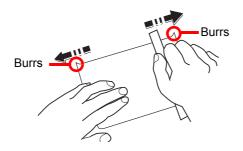
Some label paper has large margins on the top sheet. When using such paper, do not peel these margins from the carrier sheet before completing output.



Use label paper that conforms to the following specifications.

Top sheet weight	44 to 74 g/m²
Basis weight (overall paper weight)	104 to 151 g/m <sup>2</sup>
Top sheet thickness	0.086 to 0.107 mm
Overall paper thickness	0.115 to 0.145 mm
Moisture content	4 to 6 % (composite)

#### Hagaki (Cardstock)



Before loading Hagaki (Cardstock) into the multi purpose tray, fan them and align the edges. If the Hagaki (Cardstock) paper is curled, straighten it before loading. Printing onto curled Hagaki (Cardstock) may cause jams.

Use unfolded Oufuku hagaki (Return postcard) (available at post offices). Some Hagaki (Cardstock) may still have rough edges developed by a paper cutter on the back side. Remove any such rough edges by placing the Hagaki (Cardstock) on a flat surface and rubbing the edges gently a few times with a ruler.

#### **Envelopes**

Envelopes should be fed from the MP tray with the print-side down or the cassette and the optional paper feeder with the print-side up.



#### **NOTE**

Do not load paper above the load limits located on the paper width guide of the cassette and the optional paper feeder.

Due to the structure of envelopes, printing evenly over the entire surface may not be possible in some cases. Thin envelopes in particular may be wrinkled by the machine in some cases as they pass through. Before purchasing envelopes in volume, try testing a sample to ensure the print quality.

Storing envelopes for a long period may cause them to become wrinkled. Thus, keep the package sealed until you are ready to use them.

Keep the following points in mind.

- Do not use envelopes with exposed adhesive. In addition, do not use the type of envelope in which the adhesive is exposed after the top layer is peeled off. Serious damage may be caused if the paper covering the adhesive comes off in the machine.
- Do not use envelopes with certain special features. For example, do not use envelopes with a grommet for winding a string to close the flap or envelopes with an open or film-covered window.
- If paper jams occur, load fewer envelopes at once.

#### **Thick Paper**

Before loading thick paper, fan it and align the edges. Some thick paper may still have rough edges developed by a paper cutter on the back side. Remove any such rough edges just as with Hagaki (Cardstock) by placing the paper on a flat surface and rubbing the edges gently a few times with a ruler. Printing onto paper with rough edges may cause jams.



#### NOTE

If the paper is not supplied correctly even after it is smoothed, load the paper with the leading edge raised a few millimeters.

#### **Colored Paper**

Colored paper must conform to the specifications.

Basic Paper Specifications (page 11-11)

In addition, the pigments in the paper must be able to withstand the heat of printing (up to 200°C or 392°F).

#### **Preprinted Paper**

Preprinted paper must conform to the specifications.

→ Basic Paper Specifications (page 11-11)

The colored ink must be able to withstand the heat of printing. It must be resistant to silicone oil as well. Do not use paper with a treated surface such as glossy paper used for calendars.

#### Recycled Paper

Recycled paper must conform to the specifications; however, its whiteness may be considered separately.

Basic Paper Specifications (page 11-11)



#### **NOTE**

Before purchasing recycled paper in volume, try testing a sample to ensure satisfactory print quality.

#### **Coated Paper**

Coated paper is created by treating the surface of the base paper with a coating that provides higher printing quality than plain paper. Coated paper is used for particularly high quality printing.

The surface of high-quality or medium-quality paper is coated with special agents that improve ink adhesion by making the paper surface smoother. These agents are used either to coat both sides of the paper or just one side. The coated side appears slightly glossy.



#### **IMPORTANT**

When printing on coated paper in very humid environments, ensure that the paper is kept dry as moisture may cause sheets to stick together when they are fed into the machine. If printing in very humid environments, set coated paper for one sheet each.

## **Specifications**



#### **⊘** IMPORTANT

Specifications are subject to change without notice.



For more information on using the FAX, refer to the following:

**→ FAX System 11 Operation Guide** 

### **Machine**

Item		Description	
Туре		Desktop	
Printing Method		Electrophotography by semiconductor laser	
Paper Weight	Cassette	60 to 220 g/m <sup>2</sup>	
	Multi Purpose Tray	60 to 220 g/m <sup>2</sup> , 230 g/m <sup>2</sup> (Cardstock)	
Paper Type	Cassette	Plain, Rough, Recycled, Vellum, Preprinted, Bond, Color, Prepunched, Letterhead, Thick, High Quality, Envelope, Custom 1 to 8 (Duplex: Same as Simplex)	
	Multi Purpose Tray	Plain, Transparency (OHP film), Rough, Vellum, Labels, Recycled, Preprinted, Bond, Cardstock, Coated, Color, Prepunched, Letterhead, Envelope, Thick, High Quality, Custom 1 to 8	
Paper Size	Cassette	A4, A5, A6, B5, B6, Letter, Legal, Statement, Executive, Oficio II, Folio, 216 × 340 mm, 16K, B5 (ISO), Envelope #10, Envelope #9, Envelope #6 3/4, Envelope Monarch, Envelope DL, Envelope C5, Youkei 4, Youkei 2, Custom (92 × 148 mm to 216 × 356 mm)	
	Multi Purpose Tray	A4, A5, A6, B5, B6, Folio, 216 × 340 mm, Letter, Legal, Statement, Executive, Oficio II, 16K, B5 (ISO), Envelope #10, Envelope #9, Envelope #6 3/4, Envelope Monarch, Envelope DL, Envelope C5, Hagaki (Cardstock), Oufuku Hagaki (Return postcard), Youkei 4, Youkei 2, Custom (70 × 148 mm to 216 × 356 mm)	
Printable area		Print margin for top, bottom and both sides is 4 mm.	
Warm-up Time	Power on	20 seconds or less	
23°C/73.4°F, 60 %	Low Power	10 seconds or less	
	Sleep	17.6 seconds or less	
Paper Capacity	Cassette	500 sheets (80 g/m <sup>2</sup> )*1	
	Multi Purpose Tray	100 sheets (A4/Letter or smaller) (80 g/m $^2$ ) , 25 sheets (larger than A4/Letter) (80 g/m $^2$ )	

<sup>\*1</sup> Up to upper limit height line in the cassette.

Ite	m	Description		
Output Tray Capacity	Inner tray	500 sheets (80 g/m <sup>2</sup> )		
Image Write System		Semiconductor laser and electrophotography		
Memory		1 GB		
Interface Standard		USB Interface Connector: 1 (Hi-Speed USB)  Network interface: 1 (10 BASE-T/100 BASE-TX/1000 BASE-T)  USB Port: 2 (Hi-Speed USB)		
	Option	eKUIO: 2 <sup>*2</sup> Fax: 1		
Operating	Temperature	10 to 32.5°C/50 to 90.5°F		
Environment	Humidity	10 to 80 %		
	Altitude	3,500 m/11,482 ft maximum		
	Brightness	1,500 lux maximum		
Dimension (W × D × H) (Including the Document Processor)		21.66" × 19.99" × 29" 550 × 507.5 × 736.6 mm		
Weight (without toner container)		Approx. 105.9 lb/Approx. 48 kg		
Space Required (	W × D)	31.82" × 19.97"		
(Using multi purpose tray)		808 × 507 mm		
Power Source		120 V Specification Model: 120 V $\sim$ 60 Hz 9.5 A 230 V Specification Model: 220 to 240 V $\sim$ 50/60 Hz 5.0 A		
The power consumption of the product in networked standby (If all network ports are connected.)		2.5 W		
Options		→ Optional Equipment (page 11-2)		

<sup>\*2</sup> When a fax line is installed, only one optional interface can be installed.

## **Copy Functions**

Item		Description		
Copy Speed			Black and White Copying	Full Color Copying
		A4	30 sheets/min	30 sheets/min
		Letter	32 sheets/min	32 sheets/min
		Legal	26 sheets/min	26 sheets/min
		B5	27 sheets/min	27 sheets/min
		A5	27 sheets/min	27 sheets/min
		A6	27 sheets/min	27 sheets/min
First Copy Time (A4, place on the platen, feed from Cassette)  Black and White  Color		6.4 seconds or less		
		7.8 seconds or less		
Zoom Level		Manual mode: 25 to 400%, 1% increments Auto mode: Preset Zoom		
Continuous Copy	Continuous Copying		1 to 999 sheets	
Resolution		600 × 600 dpi		
Supported Original Types		Sheet, Book, 3-dimensional objects (maximum original size: Legal/Folio)		
Original Feed System		Fixed		

### **Printer Functions**

Item		Description	
Printing Speed		Same as Copying Speed.	
First Print Time (A4, feed from White		7.0 seconds or less	
Cassette)	Color	8.0 seconds or less	
Resolution		600 × 600 dpi, 9600 dpi equivalent × 600 dpi	
Operating System		Windows XP, Windows Server 2003, Windows Vista, Windows 7, Windows 8, Windows 8.1, Windows Server 2008/R2, Windows Server 2012/R2, Mac OS 10.5 or later	
Interface		USB Interface Connector: 1 (Hi-Speed USB)  Network interface: 1 (10 BASE-T/100 BASE-TX/1000 BASE-T)  Optional Interface (Option): 1 (For IB-50/IB-51 mounting)	
Page Description Language		PRESCRIBE	
Emulations		PCL6 (PCL-XL, PCL5c), KPDL3 (PostScript3 compatible), PDF, XPS, OpenXPS	

### **Scanner Functions**

Item	Description	
Resolution	600 dpi, 400 dpi, 300 dpi, 200×400 dpi, 200 dpi, 200×100 dpi	
File Format	TIFF (MMR/JPEG compression), JPEG, PDF (MMR/JPEG compression), XPS, PDF/A, High compressive PDF, Encrypted PDF, OPEN XPS	
Scanning Speed*1	1-sided B/W 40 Images/min	
	Color 30 Images/min	
	2-sided B/W 17 Images/min	
	Color 13 Images/min	
	(A4 landscape, 300 dpi, Image quality: Text/Photo original)	
Interface	Ethernet (10 BASE-T/100 BASE-TX/1000 BASE-T), USB	
Transmission System	SMB, SMTP, FTP, FTP over SSL, USB, TWAIN*2, WIA*3, WSD	

<sup>\*1</sup> When using the document processor (except TWAIN and WIA scanning)

### **Document Processor**

Item	Description
Supported Original Types	Sheet originals
Paper Size	Maximum: Legal/Folio Minimum: Statement/A6
Paper Weight	1-sided: 50 to 120 g/m <sup>2</sup> 2-sided: 50 to 120 g/m <sup>2</sup>
Loading Capacity	75 sheets (50 to 80 g/m²) maximum*1

<sup>\*1</sup> Up to upper limit height line in the document processor

<sup>\*2</sup> Available Operating System: Windows XP/Windows Vista/Windows Server 2003/Windows Server 2008/ Windows Server 2008 R2/Windows 7/Windows 8/Windows 8.1/Windows Server 2012/ Windows Server 2012 R2

<sup>\*3</sup> Available Operating System: Windows Vista/Windows Server 2008/Windows Server 2008 R2/Windows 7/ Windows 8/Windows 8.1/Windows Server 2012/Windows Server 2012 R2

### Paper Feeder (500-sheet)

Item	Description
Paper Supply Method	Friction roller feeder (No. Sheets: 550, 64 g/m², 1 cassette/ No. Sheets: 500, 80 g/m², 1 cassette)
Paper Size	A4, A5, B5, A6, Letter, Legal, B6, Folio, 216 × 340 mm, Statement, Executive, Oficio II, 16K, B5 (ISO), Envelope #10, Envelope #9, Envelope #6 3/4, Envelope Monarch, Envelope DL, Envelope C5, youkei 4, youkei 2, Custom (105 × 148 to 216 × 356 mm)
Supported Paper	Paper weight: 60 to 220 g/m² Media types: Plain, Recycled, Material
Dimensions (W) × (D) × (H)	21.66" × 19.97" × 6.19" 550 × 507 × 157 mm
Weight	21.0 lbs or less/ 9.5 kg or less

## Paper Feeder (500-sheet x 2)

Item	Description
Paper Supply Method	Friction roller feeder (No. Sheets: 550, 64 g/m², 2 cassettes/ No. Sheets: 500, 80 g/m², 2 cassettes)
Paper Size	A4, A5, B5, A6, Letter, Legal, B6, Folio, 216×340 mm, Statement, Executive, Oficio II, 16K, B5 (ISO), Envelope #10, Envelope #9, Envelope #6 3/4, Envelope Monarch, Envelope DL, Envelope C5, youkei 4, youkei 2, Custom (105 x 148 to 216 x 356 mm)
Supported Paper	Paper weight: 60 to 220 g/m <sup>2</sup> Media types: Plain, Recycled, Material
Dimensions (W) × (D) × (H)	21.66" × 19.97" × 13.51" 550 × 507 × 343 mm
Weight	Approx. 39.7 lbs. / Approx. 18 kg

### Paper Feeder (2,000-sheet)

Item	Description
Paper Supply Method	Friction roller feeder (No. Sheets: 2,200, 64 g/m²/No. Sheets: 2,000, 80 g/m²)
Paper Size	A4, Letter
Supported Paper	Paper weight: 60 to 220 g/m <sup>2</sup> Media types: Plain, Recycled, Material
Dimensions	21.66" × 19.97" × 13.51"
(W) × (D) × (H)	550 × 507 × 343 mm
Weight	Approx. 44.1 lbs. / Approx. 20 kg

### **Innner Finisher**

Item			Description
Number of Trays		1 tray	
Paper Size (80 g/m²) Finisher tray	Tray A (Non-stapling)	Legal, Folio, 216 x 340 mm, Custom (70 x 298 to 210 x 1020 mm): 250 sheets equivalent or 42 mm height (Thick: 20 sheets (129 to 220 g/m²))  A4, A5, B5, A6, Letter, B6, Statement, Executive, Oficio II, 16K, B5 (ISO), Hagaki (Cardstock), Oufukuhagaki (Return postcard), Envelope #10, Envelope #9, Envelope #6 3/4, Envelope Monarch, Envelope DL, Envelope C5, youkei 4, youkei 2, Custom (70 x 148 to 210 x 297 mm): 300 sheets equivalent or 42 mm height (Thick: 20 sheets (129 to 220 g/m²))	
(no stapling)			
Stapling	Number of Sheets	Legal, Oficio II, 216 x 340 mm	30 sheets (60 to 90 g/m²) 20 sheets (91 to 105 g/m²) 2 cover sheet only (106 g/m² to 128 g/m²)
		A4, B5, Letter, 16K	50 sheets (60 to 90 g/m²) 40 sheets (91 to 105 g/m²) 2 cover sheet only (106 g/m² to 128 g/m²)
	Media types	Plain, Recycled, Prepunched, Preprinted, Bond, Letterhead, Color, Coated, Thick, High Quality, Custom	
Dimensions (W) × (D) × (H) (Using multi purpose tray)		25.08" × 15.60" × 6.23" 637 × 396 × 158 mm	
Weight		Approx. 26.5 lbs. or less / Approx. 12 kg or less	

### **Mailbox**

Item	Description
Number of Trays	6 trays
Paper Size (80 g/m <sup>2</sup> )	Tray 1 (to 5)  216 x 340mm, OficioII, Foolscap (8.5 x 13.5"), Legal, Folio: 50 sheets  A4, B5, A5, Letter, Executive, 16K, Statement: 100 sheets  Tray A  216 x 340 mm, OficioII, Foolscap (8.5 x 13.5"), Legal, Folio, Custom (70 x 298 to 210 x 1220 mm): 250 sheets  A4, B5, A5, B6, A6, Letter, Executive, 16K, Statement, B5 (ISO), Hagaki (Cardstock), Oufukuhagaki (Return pstcard), Custom (70 x 148 to 210 x 297 mm): 500 sheets
Dimensions (W) × (D) × (H) Weight	16.3" × 14.18" × 29.93" 414 × 360 × 760 mm Approx. 17.7 lbs. / Approx. 8 kg

## **Job separator**

Item	Description	
Number of Trays	1 tray	
Maximum Sheets	100 Sheets (80 g/m <sup>2</sup> )	
Paper Size	A4, A5, B5, A6, Letter, Legal, B6, Folio, 216 x 340 mm, Statement, Executive, Oficio II, 16K, B5 (ISO), Envelope #10, Envelope #9, Envelope #6 3/4, Envelope Monarch, Envelope DL, Envelope C5, youkei 4, youkei 2, Hagaki (Cardstock), Oufukuhagaki (Return pstcard), Custom (70 x 148 to 210 x 1220 mm)	
Paper Type	Paper weight: 60 to 220 g/m <sup>2</sup> Media types: Plain, Recycled, Material	
Dimensions (W) × (D) × (H)	14.18" × 12.56" × 6.07" 360 × 319 × 154 mm	
Weight	Approx. 0.9 lbs. / Approx. 0.4 kg	

### NOTE

Consult your dealer or service representative for recommended paper types.

### **Glossary**

#### Accessibility

The machine is designed featuring good accessibility even for the elderly and those who are physically challenged or visually impaired. Touch panel is adjustable in two angles.

#### **Apple Talk**

AppleTalk offers file sharing and printer sharing and it also enables you to utilize application software that is on another computer on the same AppleTalk network.

#### Auto Form Feed Timeout

During data transmission, the machine may sometimes have to wait until receiving the next data. This is the auto form feed timeout. When the preset timeout passes, the machine automatically prints output. However, no output is performed if the last page has no data to be printed.

#### Auto-IP

Auto-IP is a module that enables dynamic IPv4 addresses to be assigned to a device on startup. However, DHCP requires a DHCP server. Auto-IP is a server-less method of choosing an IP address. IP addresses between 169.254.0.0 to 169.254.255.255 are reserved for Auto-IP and assigned automatically.

#### **Auto Paper Selection**

A function to automatically select paper in the same size as originals when printing.

#### Auto Sleep

A mode designed for electrical power saving, activated when the machine is left unused or there is no data transfer for a specific period. In Sleep mode, power consumption is kept to a minimum.

#### **Bonjour**

Bonjour, also known as zero-configuration networking, is a service that automatically detects computers, devices and services on an IP network. Bonjour, because an industry-standard IP protocol is used, allows devices to automatically recognize each other without an IP address being specified or DNS server being set. Bonjour also sends and receives network packets by UDP port 5353. If a firewall is enabled, the user must check that UDP port 5353 is left open so that Bonjour will run correctly. Some firewalls are set up so as to reject only certain Bonjour packets. If Bonjour does not run stably, check the firewall settings and ensure that Bonjour is registered on the exceptions list and that Bonjour packets are accepted. If you install Bonjour on Windows XP Service Pack 2 or later, the Windows firewall will be set up correctly for Bonjour.

#### **Custom Box**

The Custom Box function stores print data for each individual user on the printer and allows the user to print single or multiple copies of the stored data later using the printer's operation panel.

#### **Default Gateway**

This indicates the device, such as a computer or router, that serves as the entrance/exit (gateway) for accessing computers outside the network that you are on. When no specific gateway is designated for a destination IP address, data is sent to the host designated as the Default Gateway.

#### **DHCP (Dynamic Host Configuration Protocol)**

Dynamic Host Configuration Protocol (DHCP) that automatically resolves IP addresses, subnet masks, and gateway addresses on a TCP/IP network. DHCP minimizes the load of network management employing a large number of client computers because it relieves individual clients including printers from the IP address being assigned.

#### DHCP (IPv6)

DHCP (IPv6) is the next-generation of the Internet's Dynamic Host Configuration Protocol and supports IPv6. It extends the BOOTP startup protocol that defines the protocols used for transferring configuration information to hosts on the network. DHCP (IPv6) permits the DHCP server to use its expanded functionality to send configuration parameters to an IPv6 node. Because the network addresses that can be used are allocated automatically, the IPv6 node management workload is reduced in systems where the administrator has to exercise close control over IP address allocation.

#### dpi (dots per inch)

A unit for resolution, representing the number of dots printed per inch (25.4 mm).

#### **EcoPrint Mode**

A printing mode that helps save toner. Copies made in this mode are thus lighter than normal.

#### **Emulation**

The function to interpret and execute other printers' page description languages. The machine emulates operation of PCL6, KPDL3 (PostScript 3 compatible).

#### **Enhanced WSD**

Proprietary web services.

#### **FTP (File Transfer Protocol)**

A protocol to transfer files on the TCP/IP network, whether the Internet or an intranet. Along with HTTP and SMTP/POP, FTP is now frequently used on the Internet.

#### Grayscale

A computer color expression. Displayed images of this sort are typically composed of shades of gray, varying from black at the weakest intensity to white at the strongest, without any other colors. Gray levels are displayed in numerical levels: that is, white and black only for 1 bit; 256 gray levels (including white and black) for 8 bits; and 65,536 gray levels for 16 bits.

#### Help

A ? (Help) key is provided on this machine's operation panel. If you are unsure of how to operate the machine, would like more information on its functions or are having problems getting the machine to work properly, press the ? (Help) key to view a detailed explanation on the touch panel.

#### **IP Address**

An Internet protocol address is a unique number that represents a specific computer or related device on the network. The format of an IP address is four sets of numbers separated by dots, e.g. 192.168.110.171. Each number should be between 0 and 255.

#### **IPP**

IPP (Internet Printing Protocol) is a standard that uses TCP/IP networks such as the Internet to enable print jobs to be sent between remote computers and printers. IPP is an extension of the HTTP protocol used to view websites and enables printing to be carried out via routers on printers in remote locations. It also supports the HTTP authentication mechanisms along with SSL server and client authentication as well as encryption.

#### Job Box

The Job Box function stores print data on the printer and allows users to print single or multiple copies of the stored data later using the printer's operation panel.

#### **KPDL** (Kyocera Page Description Language)

Kyocera's PostScript page description language compatible with Adobe PostScript Level 3.

#### Multi Purpose (MP) Tray

The paper supply tray on the front side of the machine. Use this tray instead of the cassettes when printing onto envelopes, Hagaki (Cardstock), transparencies, or labels.

#### **NetBEUI (NetBIOS Extended User Interface)**

An interface, developed by IBM in 1985, as an update from NetBIOS. It enables more advanced functions on smaller networks than other protocols such as TCP/IP, etc. It is not suitable for larger networks due to lack of routing capabilities to choose the most appropriate routes. NetBEUI has been adopted by IBM for its OS/2 and Microsoft for its Windows as a standard protocol for file sharing and printing services.

#### **Outline font**

With outline fonts, character outlines are represented with numerical expressions and fonts can be enlarged or reduced in different ways by changing the numeric values of those expressions. Printing remains clear even if you enlarge fonts, since the characters are defined with outlines represented with numerical expressions. You can specify the font size in steps of 0.25 points up to 999.75 points.

#### PDF/A

This is "ISO 19005-1. Document management - Electronic document file format for long-term preservation - Part 1: Use of PDF (PDF/A)", and is a file format based on PDF 1.4. It has been standardized as ISO 19005-1, and is a specialization of PDF, which has been mainly used for printing, for long-term storage. A new part, ISO 19005-2 (PDF/A-2), is currently being prepared.

#### **POP3 (Post Office Protocol 3)**

A standard protocol to receive E-mail from the server in which the mail is stored on the Internet or an intranet.

#### **PostScript**

A page description language developed by Adobe Systems. It enables flexible font functions and highly-functional graphics, allowing higher quality printing. The first version called Level 1 was launched in 1985, followed by Level 2 that enabled color printing and two-byte languages (e.g. Japanese) in 1990. In 1996, Level 3 was released as an update for the Internet access and PDF format as well as gradual improvements in implementation technologies.

#### PPM (prints per minute)

This indicates the number of A4 size printouts made in one minute.

#### **Printer Driver**

The software to enable you to print data created on any application software. The printer driver for the machine is contained in the DVD enclosed in the package. Install the printer driver on the computer connected to the machine.

#### RA(Stateless)

The IPv6 router communicates (transmits) information such as the global address prefix using ICMPv6. This information is the Router Advertisement (RA).

ICMPv6 stands for Internet Control Message Protocol, and is a IPv6 standard defined in the RFC 2463 "Internet Control Message Protocol (ICMPv6) for the Internet Protocol Version 6 (IPv6) Specification".

#### **RAM Disk**

Using part of the printer's memory as a virtual disk, you can set any amount of memory from overall printer memory as a RAM disk in order to use features such as electronic sorting (shortening print time).

#### Send as E-mail

A function to send the image data stored in the machine as an E-mail attachment. E-mail addresses can be selected from the list or entered at each time.

#### SMTP (Simple Mail Transfer Protocol)

A protocol for E-mail transmission over the Internet or an intranet. It is used for transferring mail between mail servers as well as for sending mail from clients to their servers.

#### **Status Page**

The page lists machine conditions, such as the memory capacity, total number of prints and scans, and paper source settings.

#### **Subnet Mask**

The subnet mask is a way of augmenting the network address section of an IP address.

A subnet mask represents all network address sections as 1 and all host address sections as 0. The number of bits in the prefix indicates the length of the network address. The term "prefix" refers to something added to the beginning and, in this context, indicates the first section of the IP address. When an IP address is written, the length of the network address is indicated by the prefix length after a forward slash (/). For example, "24" in the address "133.210.2.0/24". In this way, "133.210.2.0/24" denotes the IP address "133.210.2.0" with a 24-bit prefix (network section). This new network address section (originally part of the host address) made possible by the subnet mask is referred to as the subnet address. When you enter the subnet mask, be sure to set the "DHCP" setting to "Off".

#### TCP/IP (Transmission Control Protocol/Internet Protocol)

TCP/IP is a suite of protocols designed to define the way computers and other devices communicate with each other over a network.

#### TCP/IP (IPv6)

TCP/IP (IPv6) is based on the current Internet protocol, TCP/IP (IPv4). IPv6 is the next-generation Internet protocol and expands the available address space, which resolves the problem of the lack of addresses under IPv4, while also introducing other improvements such as additional security functionality and the capacity to prioritize data transmission.

#### TWAIN (Technology Without An Interesting Name)

A technical specification for connecting scanners, digital cameras, and other image equipment to computers. The TWAIN compatible devices enable you to process image data on any relevant application software. TWAIN is adopted on a large amount of graphic software (e.g. Adobe Photoshop) and OCR software.

#### **USB (Universal Serial Bus) 2.0**

A USB interface standard for Hi-Speed USB 2.0. The maximum transfer rate is 480 Mbps. This machine is equipped with USB 2.0 for high-speed data transfer.

#### **WIA (Windows Imaging Acquisition)**

A function to import images supported after Windows Me/XP from digital cameras and other peripheral devices. This function replaces what TWAIN used to do. The feature is provided as a part of Windows functions and improves ease of operation, so that you import images directly to My Computer without using any application.

#### Index Color Balance 6-19 Color Registration 8-42 Color Selection 6-18 Default 8-16 Combine 6-25 Accessibility 11-26 Command Center RX 2-46 Address Book 3-22 Common Settings 8-10 Adding 3-22 Color Toner Empty Action 8-19 Contact 3-22 Default Screen 8-10 Editing and Deleting 3-26 Display Status/Log 8-21 Group 3-25 Error Handling 8-19 Address Book/One Touch 8-25 Format SD Card 8-21 Adjustment/Maintenance 8-42 Format SSD 8-21 AirPrint 4-9 Function Defaults 8-16 Apache License (Version 2.0) 1-13 Function Key Usage 8-22 Apple Talk 11-26 Keyboard Layout 8-20 Application 5-13, 8-24 Low Toner Alert Level 8-20 Auto Color Correction 8-42 Measurement 8-20 Auto Error Clear 8-41 Original Settings 8-11 Auto Form Feed Timeout 11-26 Paper Output 8-18 Auto Panel Reset 8-40 Paper Settings 8-13 Auto Paper Selection 11-26 Preset Limit 8-18 Auto Sleep 2-27, 11-26 Sound 8-10 Auto-IP 11-26 USB Keyboard Type 8-20 Settings 8-29 Connecting Automatic 2-Sided Print Function 1-16 LAN Cable 2-7 Power Cable 2-8 USB cable 2-8 Background Density Adjustment 6-22, 8-42 Connection Method 2-6 Default 8-16 Continuous Scan 6-28 Bonjour 11-26 Default 8-17 Settings 8-30 Contrast 6-21, 8-42 Conventions Used in This Guide XX C Copy 5-18 Copy Settings 8-22 Cables 2-6 Auto % Priority 8-22 Calibration 8-43, 10-40 Auto Paper Selection 8-22 Calibration Cycle 8-43 DP Read Action 8-22 Card Authentication Kit 11-5 Cassette Reserve Next Priority 8-22 Loading Paper 3-4 Copy Speed 11-21 Correcting Black Line 8-42 Paper Size and Media Type 8-8 Counting the Number of Pages Printed Cassette 1 2-2 Cassette 3 2-5 Counter 2-43 Each Job Account 9-43 Cassette 4 2-5 Print Accounting Report 9-44 Cassette/MP Tray Settings 8-8 Total Accounting 9-43 Character Entry Method 11-8 Unknown ID Job 9-46 Checking the Counter 2-43 Custom Box 11-26 Checking the Remaining Amount of Toner 7-12 Creating a New Box 5-43 Cleaning 10-2 Document Processor 10-2 Deleting Documents 5-47 Editing and Deleting Custom Box 5-44 Glass Platen 10-2 Editing Documents 5-46 Slit Glass 10-3 Printing Documents 5-46 Coated Paper 11-18 Storing Documents 5-45 Collate 6-12 Collate/Offset Default 8-16 D Color Data Sanitization 8-39 Calibration 10-40 Data Security 8-39 Color Balance 6-19 Data Security Kit 11-5 Saturation 6-22 Date Format 8-40

E
EcoPrint 6-17, 11-27
Default 8-16
Printer 8-26
Edit Destination
Address Book 3-22
Address Book Defaults 8-25
Contact 3-22
Group 3-25
One Touch Key 3-27
E-mail Settings 2-52
E-mail Subject/Body 6-36
Default 8-17
Emulation 11-27
Selection 8-26
Encrypted PDF Password 6-38
Energy Saving Control Function 1-16
Energy Star (ENERGY STAR®) Program 1-17
Enhanced WSD 8-32, 11-27
Enhanced WSD (SSL) 8-33
Enter key 2-19
Entry
File Name 6-29
Subject 6-36
Envelope Stack Guide 3-10
Environment 1-3
Error Clear Timer 8-41
Error Handling 8-19
Expansion Memory 11-5
F
Favorites 5-8
Editing and Deleting 5-12
Recalling 5-11
Registering 5-9
FAX 8-24
FAX Kit 11-4
File
Format 6-33
PDF 6-34
Separation 6-36
File Format 6-33
Default 8-16
File Management Utility Connection 5-31
File Name Entry 6-29
Default 8-17
File Separation 6-36
Default 8-16
Finisher Tray 2-5
First Copy Time 11-21
First Print Time 11-21
Front Cover 2-2
FTP 11-27
FTP Client (Transmission)
Protocol Detail 8-31
FTP Encrypted TX 6-37
• •
Default 8-17 ETP Server (Recention)
FTP Server (Reception) Protocol Detail 8-31

Function Key Usage 8-22	J
	Job
G	Available Status 7-2
Glossary 11-26	Canceling 7-10
Google Cloud Print 4-9	Checking History 7-8
GPL/LGPL 1-11	Checking Status 7-2
Grayscale 11-27	Detailed Information 7-7
Group Authorization Set. 9-17	Detailed Information of Histories 7-9
Group Authorization 9-17	Details of the Status Screens 7-3
Group List 9-18	Displaying History Screen 7-9
Group Authorization Settings 9-17	Displaying Status Screens 7-2
Guest Authorization Set. 9-20	Pause and Resumption 7-10
Guest Authorization 9-20	Sending the Log History 7-9
Guest Property 9-21	Job Accounting 9-31
Guides Provided with the Machine XVII	Adding an Account 9-34
	Counting the Number of Pages Printed 9-43
H	Default Setting 9-42
Handles 2-2	Deleting an Account 9-37
Help 11-27	Editing an Account 9-36
Help Screen 2-20	Enabling Job Accounting 9-32
High Compression PDF 6-33	FAX Driver 9-41
Default 8-17	Job Accounting Access 9-33
Home 8-22	Login 9-45
Customize Desktop 2-13	Logout 9-45
Customize Task Screen 2-13	Overview of Job Accounting 9-31
Wallpaper 2-13	Print Accounting Report 9-44
Home Screen 2-12	Printing 9-38
Host Name 8-29	Restricting the Use of the Machine 9-35
HTTP	TWAIN 9-39
Protocol Detail 8-31	WIA 9-40
HTTPS	Job Box 11-28
Protocol Detail 8-31	Deletion of Job Retention 8-24
Hue Adjustment 6-20	Private Print Box 4-11
	Proof and Hold Box 4-14
I	Quick Copy Box 4-13
	Quick Copy Job Retention 8-24
Image Quality 6-33	Specifying the Job Box from a Computer and Storing
Default 8-17	the Job 4-10
Inner Finisher 10-62	Storage Media 8-24
Inner Tray 2-2	Stored Job Box 4-12
Install Magintoch 2.39	Job Finish Notice 6-29
Macintosh 2-38	Job Separator 11-4
Software 2-30 Windows 2-31	Job Separator Tray 2-5
	JPEG/TIFF Print 6-39
Interface Block Setting 8-37 Internet 8-25	Default 8-17
Proxy 8-25, 8-34	
IP Address 11-27	K
Settings 8-29	Keyboard Layout 8-20
IPP 11-28	Knopflerfish License 1-13
Protocol Detail 8-31	KPDL 11-28
IPP over SSL	
Protocol Detail 8-31	L
IPSec	Label 11-16
Settings 8-33	LAN Cable 2-6
Octaings 0-00	Connecting 2-7
	LAN Interface 8-33
	Language 8-5
	Large Capacity Feeder (2,000-sheet) 11-4
	Laser Scanner Cleaning 8-43 10-40

LDAP	Option
Protocol Detail 8-31	Card Authentication Kit 11-5
Legal Information 1-10	Data Security Kit 11-5
Legal Restriction on Copying 1-9	Expansion Memory 11-5
Legal Restriction on Scanning 1-9	Job Separator 11-4
Loading Originals 5-2	Large Capacity Feeder (2,000-sheet) 11-4
Loading Originals in the Document Processor 5-3	Mailbox 11-4
Placing Originals on the Platen 5-2	Network Interface Kit 11-5
Local Authorization 9-16	Overview 11-2
Login 2-21	Paper Feeder (500-sheet x2) 11-4
Logout 2-22	Paper Feeder (500-sheet) 11-4
Low Toner Alert Level 8-20	SD/SDHC Memory Card 11-5
LPD	SSD 11-5
Protocol Detail 8-31	ThinPrint Option 11-5
	USB Keyboard 11-5
M	Wireless Network Interface Kit 11-5
	Option Interface Slot 2-4
Mailbox 2-5, 11-4	Optional Applications 11-6
Management 9-1	Optional Function 8-39
Manual Setting (IPv6) 8-30	Optional Memory 8-38
Measurement 8-20	Optional Network
Media Type Setting 8-15	Basic 8-35
Mixed Size Originals 6-12	Original
Mixed Size Stapling 6-14	Auto Detect Original Size (DP) 8-11
Monotype Imaging License Agreement 1-12	Custom Original Size 8-11
Mopria 4-9	Default Original Size 8-12
Multi Purpose Tray 2-2, 2-3, 11-28	Settings 8-11
Paper Size and Media Type 8-9	Original Eject Table 2-2
Multi Sending 5-32	Original Image 6-16
	Default 8-16
N	Original Orientation 6-11
NetBEUI 11-28	Default 8-16
Protocol Detail 8-31	Original Settings 8-11
Network	Original Size 6-9
Preparation 2-24	Original Size Indicator Plates 2-2
Settings 8-29	Original SSLeay License 1-11
Network Interface 2-6	Original Stopper 2-2
Network Interface (Send) 8-36	Original Table 2-2
Network Interface Connector 2-4	Original Width Guides 2-2
Network Interface Kit 11-5	Outline font 11-28
Notice 1-2	Odding fort 11 20
	P
0	
One Touch Key	Panel Reset Timer 8-40
Adding 3-27	
Editing and Deleting 3-28	
OpenSSL License 1-11	
Operation Panel 2-2	

Paper	Precaution for Loading Paper 3-4
Checking the Remaining Amount of Paper 7-12	Precautions for Use 1-4
Appropriate Paper 11-12	Preset Limit 8-18
Cassette 8-8	Prevent Bleed-thru 6-23
Custom Paper Size 8-13	Default 8-16
Default Paper Source 8-14	Print Settings 4-2, 4-8
Loading Cardstock 5-7	Printer 8-26
Loading Envelopes 5-7	Auto Cassette Change 8-28
Loading Paper 3-2	Color Setting 8-26
Loading Paper in the Cassettes 3-4	Copies 8-26
Loading Paper in the Multi Purpose Tray 3-9	CR Action 8-27
Media for Auto 8-14	Duplex 8-26
Media Type Setting 8-14	EcoPrint 8-26
Multi Purpose Tray 8-9	Emulation 8-26
Paper Settings 8-13	Form Feed TimeOut 8-27
,	Gloss Mode 8-28
Precaution for Loading Paper 3-4	
Size and Media Type 3-9, 8-8, 11-11	Job Name 8-27
Special Paper 11-15	LF Action 8-27
Special Paper Action 8-14	MP Tray Priority 8-27
Specifications 11-11	Orientation 8-26
Weight 8-15	Override A4/Letter 8-26
Paper Feed Mode 8-27	Paper Feed Mode 8-27
Paper Feeder (500-sheet x2) 11-4	Print setting 4-2
Paper Feeder (500-sheet) 11-4	User Name 8-27
Paper Jams 10-41	Wide A4 8-27
Bridge Unit 10-57	Printer Driver 11-29
Cassette 1 10-43	Help 4-3
Cassette 2 10-43	Printing Documents Stored in Removable USB
Cassette 3 (2000-sheet x 1) 10-46, 10-57	Memory 5-48
Cassette 3 (500-sheet x 2) 10-44	Printing from PC 4-4
Cassette 4 (500-sheet x 2) 10-48	Printing Speed 11-21
Document Processor 10-60	Priority Override 6-30
Inner Finisher 10-59	Product Library XVIII
Jam Location Indicators 10-41	·
Mailbox 10-58	Q
Multipurpose Tray 10-50	Quick No. Search key 2-19
Paper Length Guide 2-3, 3-4	Quick No. Search key 2-19  Quick Setup Wizard 2-28
Paper Output 8-18	•
Paper Selection 6-10	Quiet Mode Settings 8 43
Paper Settings 8-13	Quiet Mode Settings 8-42
Paper Stopper 3-10	_
Paper Width Adjusting Tab 2-3	R
Paper Width Guide 2-3	RA (Stateless) 11-29
Paper Width Guides 3-4	Settings 8-30
Part Names 2-2	RAM Disk 11-29
PDF/A 6-33, 11-28	RAM Disk Setting 8-38
Default 8-17	Raw Port
Ping 8-34	Protocol Detail 8-31
Platen 2-2	Recycled Paper 11-18
POP3 11-28	Regarding Trade Names 1-10
	Regular Maintenance 10-2
POP3 (E-mail RX)	Toner Container Replacement 10-4
Protocol Detail 8-31	Waste Toner Box Replacement 10-7
PostScript 11-28	Report 8-5
Power Cable	Admin Report Settings 8-6
Connecting 2-8	Report Print 8-5
Power Management 1-16	Result Report Settings 8-6
Power Off 2-9	Sending Log History 8-7
Power On 2-9	Conding Log History 0-7
Power Switch 2-2	
PPM 11-28	

Report Print	SMTP 11-29
Accounting Report 8-6	SMTP (E-mail TX)
Font List 8-5	Protocol Detail 8-31
Network Status 8-5	SNMP
Optional Network Status 8-6	Protocol Detail 8-31
Service Status 8-6	SNMPv3
Status Page 8-5	Protocol Detail 8-31
Resolution 6-36, 11-21	Solving Malfunctions 10-13
Resource Saving - Paper 1-16	Sound 8-10
Responding to Messages 10-20	Specifications 11-19
Restart 8-37	Copy Functions 11-21
Restart Network 8-34	Document Processor 11-22
Right Cover 1 2-3	Innner Finisher 11-24
Right Cover 1 Lever 2-3	Machine 11-19
Tagin Cotor   Lotor Lo	Mailbox 11-24, 11-25
e e	Paper Feeder (2,000-sheet) 11-23
\$	Paper Feeder (500-sheet x 2) 11-23
Safety Conventions in This Guide 1-2	Paper Feeder (500-sheet) 11-23
Saturation 6-22	Printer Functions 11-21
Saving Documents to USB Memory 5-50	Scanner Functions 11-22
Scan Resolution 6-36	SSD 11-5
Default 8-16	
SD Card	Format 8-21
Format 8-21	SSD Initialization 8-39
SD/SDHC Memory Card 11-5	SSL 8-33
Secure Protocol 8-33	Stack Level Adjuster 3-11
Security Level 8-37	Staple Jam 10-62
Send and Forward 8-23	Status Page 11-29
Send as E-mail 5-20	Status/Job Cancel 7-1
Send Result Report 8-6	Storing Size 6-38
Send Settings 8-23	Subnet Mask 11-29
Color TIFF Compression 8-23	Settings 8-29
Default Screen 8-23	Supplies
Dest. Check before Send 8-23	Checking the Remaining Amount 7-12
Entry Check for New Dest. 8-23	Support Tray Section of the Multi Purpose Tray 2-3
New Destination Entry 8-23	Symbols 1-2
Recall Destination 8-23	System Menu 8-2
Send and Forward 8-23	Address Book/One Touch 8-25
Send to Folder (FTP) 5-20	Adjustment/Maintenance 8-42
Send to Folder (SMB) 5-20	Application 8-24
Sending 5-20	Cassette/MP Tray Settings 8-8
Preparation for Sending a Document to a PC 3-12	Common Settings 8-10
Sending Size 6-32	Copy 8-22
Service Setting 8-43	Date/Timer/Energy Saver 8-40
Setting Date and Time 2-23	Document Box 8-24
Sharpness 6-21	FAX 8-24
·	Home 2-12
Shortcuts 5-16	Internet 8-25
Adding 5-16	Language 8-5
Editing and Deleting Shortcuts 5-17	Operation Method 8-2
Simple Login 2-22	Printer 8-26
Simple Login Settings	Quick Setup Wizard 2-28
Simple Login 9-25	Report 8-5
Simple Login Setup 9-25	Send 8-23
Skip Blank Page 6-30	System/Network 8-29
Sleep 2-26	User Login/Job Accounting 8-26
Sleep Level 2-27, 8-41	
Sleep Rules 2-27, 8-41	User Property 8-7, 9-10
Sleep Timer 8-41	
Slit Glass 2-2	
SMB Client (Transmission)	
Protocol Detail 8-31	

System/Network 8-29	User Login Administration 9-2
Data Security 8-39	Adding a User 9-5
Interface Block Setting 8-37	Changing User Properties 9-8
Network 8-29	Enabling User Login Administration 9-3
Network Interface (Send) 8-36	FAX Driver 9-15
Optional Function 8-39	Group Authorization Settings 9-17
Optional Memory 8-38	Guest Authorization Set. 9-20
Optional Network 8-35	ID Card Settings 9-28
RAM Disk Setting 8-38	Local Authentication 9-16
Restart 8-37	Login 2-21
Security Level 8-37	Logout 2-22
Wireless Network 8-35	Obtain NW User Property 9-23
	Overview of User Login Administration 9-2
Т	Printing 9-12
	Simple Login Settings 9-25
TCP/IP 11-29	TWAIN 9-13
Settings 8-29	User Account Lockout Setting 9-4
TCP/IP (IPv4)	WIA 9-14
Settings 2-24, 8-29	
TCP/IP (IPv6) 11-27	User Login/Job Accounting 8-26
Settings 8-30	Job Accounting 9-31
ThinPrint	Unknown ID Job 9-46
Protocol Detail 8-32	User Login 9-2
ThinPrint Option 11-5	User Property 8-7
ThinPrint Over SSL	
Protocol Detail 8-32	W
Time Zone 8-40	Waste Toner Box 2-4
Tone Curve Adjustment 8-43	Waste Toner Box Replacement 10-7
Toner Container (Black) 2-4	WIA 11-30
Toner Container (Cyan) 2-4	Setting WIA Driver 2-42
Toner Container (Magenta) 2-4	Wireless Network 8-35
Toner Container (Yellow) 2-4	Basic 8-35
Toner Container Replacement 10-4	Setup 8-35
Touch Panel 2-12	Wireless Network Interface Kit 11-5
Tray A 2-5	WSD Print 8-32
Troubleshooting 10-13	WSD Scan 5-29, 8-32
TWAIN 11-30	WOD COUIT 0 20, 0 02
Setting TWAIN Driver 2-40	V
Setting TVVAIIV BITVEL 2-40	X
	XPS Fit to Page 6-39
U	Default 8-17
USB 11-30	
USB Cable	Z
Connecting 2-8	Zoom 6-23
USB Interface 2-6	Default 8-17
USB Interface Connector 2-4	Boladit V II
USB Keyboard 11-5	
USB Keyboard Type 8-20	
USB Memory	
Printing 5-48	
Remove 5-51	
Save 5-50	
USB Memory Slot 2-2	
<b>,</b> <del>-</del> -	

# QUALITY CERTIFICATE

This machine has passed all quality controls and final respection

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