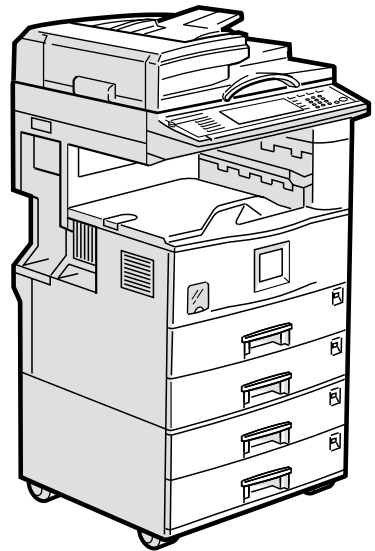

2522/2527

2212/2712

5622/5627

Aficio™ 1022/1027

Operating Instructions Copy Reference



Read this manual carefully before you use this product and keep it handy for future reference.

For safety, please follow the instructions in this manual.

Type for 2522/2527/2212/2712/5622/5627/Aficio 1022/1027

Printed in Japan

UE  B027-6607

Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.



Notes

Some illustrations may be slightly different from your machine.

Certain options may not be available in some countries. For details, please contact your local dealer.



Operator Safety

This machine is considered a class 1 laser device, safe for office/EDP use. The machine contains one GaAlAs laser diode, 5-milliwatt, 760-800 nanometer wavelength for each emitter. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

Laser Safety:

The Center for Devices and Radiological Health (CDRH) prohibits the repair of laser-based optical unit in the field. The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement or the optical subsystem is required.

Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Notes:

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual. (For details, see p.1 "Machine Types".)

- Type 1: 22 copies/minute (8¹/₂" × 11" □)
- Type 2: 27 copies/minute (8¹/₂" × 11" □)

Certain types might not be available in some countries. For details, please contact your local dealer.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

For good copy quality, the supplier recommends that you use genuine toner from the supplier.

The supplier shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the supplier with your office products.

Power Source

120V, 60Hz, 12A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see p.209 "Power Connection".

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

I means **POWER ON.**

⏻ means **STAND BY.**

Safety Information

When using your equipment, the following safety precautions should always be followed.

Safety During Operation

In this manual, the following important symbols are used:

⚠ WARNING:
Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

⚠ CAUTION:
Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

⚠ WARNING:

- **Connect the power cord directly into a wall outlet and never use an extension cord.**
- **Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.**
- **To avoid hazardous electric shock or laser radiation exposure, do not remove any covers or screws other than those specified in this manual.**
- **Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following conditions exists:**
 - **You spill something into the equipment.**
 - **You suspect that your equipment needs service or repair.**
 - **Your equipment's cover has been damaged.**
- **Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.**
- **Disposal can take place at our authorized dealer or at appropriate collection sites.**
- **Dispose of the used toner bottle in accordance with the local regulation.**

⚠ CAUTION:

- *Protect the equipment from dampness or wet weather, such as rain, snow, and so on.*
- *Unplug the power cord from the wall outlet before you move the equipment. While moving the equipment, you should take care that the power cord will not be damaged under the equipment.*
- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*
- *Do not allow paper clips, staples, or other small metallic objects to fall inside the equipment.*
- *Keep toner (used or unused) and toner bottle out of the reach of children.*
- *For environmental reasons, do not dispose of the equipment or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer or at appropriate collection sites.*
- *The inside of the machine could be very hot. Do not touch the parts with a label indicating the “hot surface”. Otherwise it could cause a personal burn.*
- *Our products are engineered to meet high standards of quality and functionality, and we recommend that you only use the expendable supplies available at an authorized dealer.*

How to Read this Manual

Symbols

In this manual, the following symbols are used:

WARNING:

This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in the Safety Information section.

CAUTION:

This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in the Safety Information section.

- WARNINGS and CAUTIONS are notes for your safety.

Important

If this instruction is not followed, paper might be misfeed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation

This symbol indicates the prior knowledge or preparations required before operating.

Note

This symbol indicates precautions for operation or actions to take after misoperation.

Limitation

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference

This symbol indicates a reference.

[]

Keys that appear on the machine's display panel.

[]

Keys built into the machine's control panel.

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5. REMARKS





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Machine Types

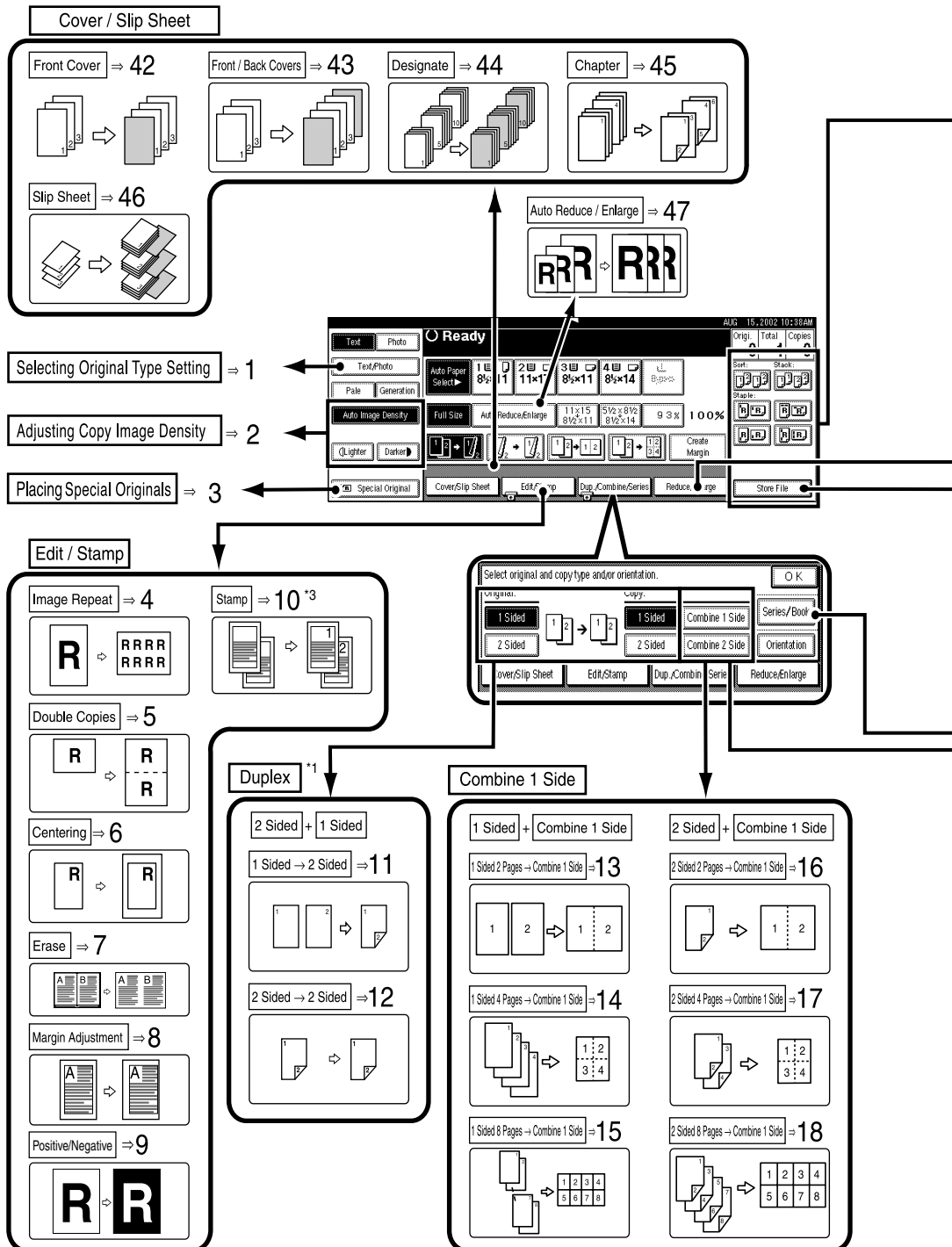
This machine comes in two models which vary by copy speed. To make sure which model you have, see the inside front cover.

	Type 1	Type 2
Copy speed	22 copies/minute (A4  , 8 ¹ / ₂ " × 11" )	27 copies/minute (A4  , 8 ¹ / ₂ " × 11" )

What You Can Do with This Machine (Copy Mode)

Note

The reference of each function is on the next page of this illustration.



*1 The optional duplex unit is required.

*2 Optional Bridge unit and optional finisher are required.

*3 The optional 32MB memory is required. The optional HDD is also required for some of the functions.

*4 The optional HDD is required.

Sort Stack Staple

Sort ⇒ 38

Rotate Sort ⇒ 39

Stack ⇒ 40 *2

Staple ⇒ 41 *2

Document Server ⇒ 37 *4

Combine 2 Side *1

1 Sided + Combine 2 Side

1 Sided 4 Pages → Combine 2 Side ⇒ 19

1 Sided 8 Pages → Combine 2 Side ⇒ 20

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2 Sided 8 Pages → Combine 2 Side ⇒ 23

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Size Magnification

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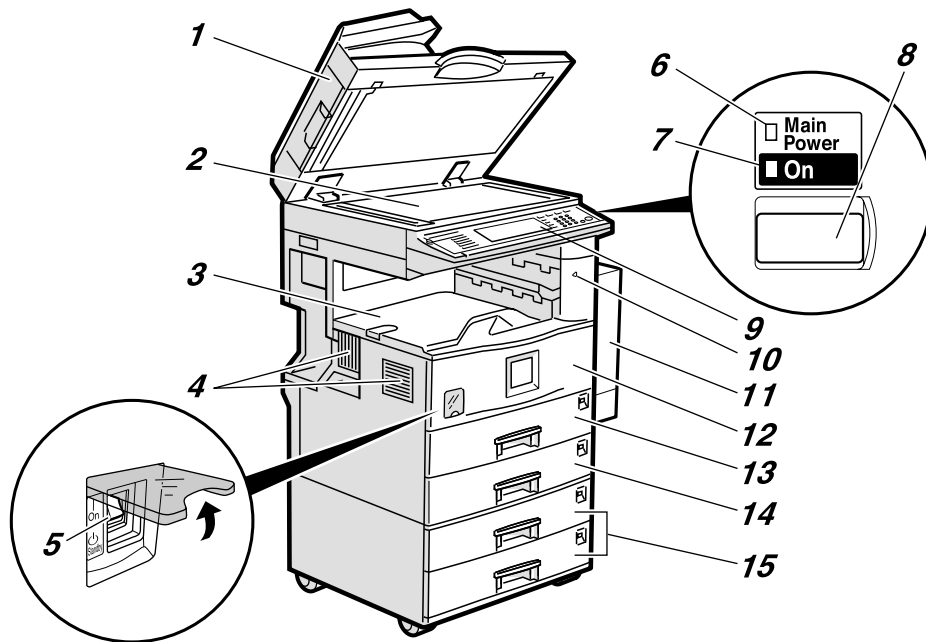
Directional Magnification (%) ⇒ 35

Directional Size Magnification (mm) ⇒ 36

2 Sided & Magazine ⇒ 31 *1

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33. "Zoom" ⇒ p.77
34. "Size Magnification" ⇒ p.79
35. "Directional Magnification (%)" ⇒ p.81
36. "Directional Size Magnification (Inch)" ⇒ p.83
37. "Document Server" ⇒ p.154
38. "Sort" ⇒ p.47
39. "Rotate Sort" ⇒ p.47
40. "Stack" ⇒ p.49
41. "Staple" ⇒ p.51
42. "Front Cover" ⇒ p.142
43. "Front/Back Covers" ⇒ p.144
44. "Designate" ⇒ p.145
45. "Chapter" ⇒ p.147
46. "Slip Sheets" ⇒ p.149
47. "Auto Reduce/Enlarge" ⇒ p.44

Guide To Components



ZEWH010N

1. Exposure glass cover (option) or Document feeder (ADF) (option)

Lower the exposure glass cover over originals placed on the exposure glass for copying. If you have the document feeder, load a stack of originals here. They will be fed automatically one by one.

(The illustration shows the document feeder.)

2. Exposure glass

Place originals face down here for copying. ⇒ p.18 "Originals"

3. Internal tray

Copied paper is delivered here face down.

4. Ventilation holes

Prevents overheating. Do not obstruct the ventilation holes by placing an object near it or leaning an object against it. If the machine overheats, a fault might occur.

5. Main power switch

If the machine does not operate after turning on the operation switch, check if the main power switch is turned on. If it is off, turn it on.

6. Main power indicator

This indicator lights up when the main power switch is turned on and goes off when the switch is turned off.

7. On indicator

This indicator lights up when the operation switch is turned on and goes off when the switch is turned off.

8. Operation switch

Press this switch to turn the power on (the **On** indicator lights up). To turn the power off, press this switch again (the **On** indicator goes off).

9. Control panel

⇒ p.8 "Control Panel"

10. Remove Paper Indicator

The indicator is lit when paper is output to the internal tray 2 (1 bin tray). When paper is removed from the internal tray 2, the indicator goes off.

Note

Internal tray 2 (1 bin tray) is optional.


11. Duplex unit (Unit for two-sided copies) (option)

Makes two-sided copies.

12. Front cover

Open to access the inside of the machine.


13. Paper tray

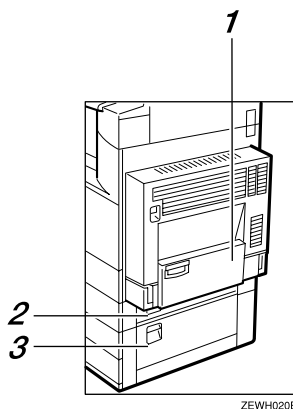
Load paper here. ⇒ p.160 “ Loading Paper”

14. Paper tray 2

Use when copying onto OHP transparencies, label paper (adhesive labels), translucent paper, postcards, envelopes and non-standard size paper. ⇒ p.57 “Copying from the Paper Tray 2”

15. Paper tray unit (option)

Load paper here. ⇒ p.160 “ Loading Paper”



1. Bypass tray (option)

Use when copying onto OHP transparencies, label paper (adhesive labels), translucent paper, postcards, envelopes and non-standard size paper. ⇒ p.61 “Copying from the Bypass Tray”

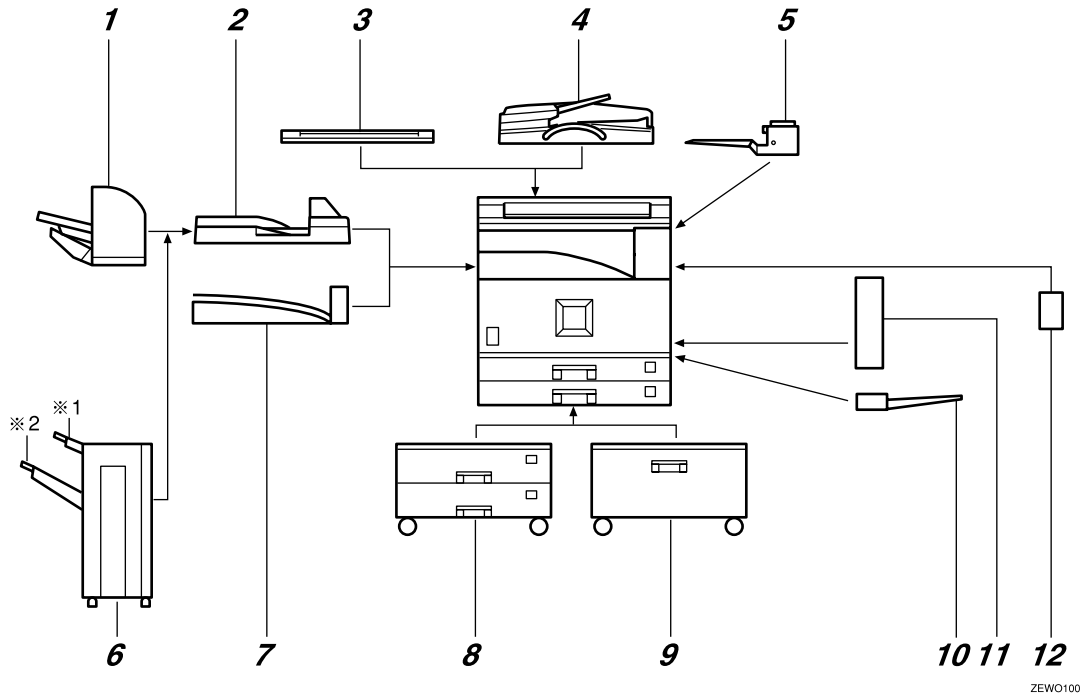
2. Paper tray cover

Open this cover to remove jammed paper.

3. Lower right cover

Open this cover to remove jammed paper.

Options



1. 500-Sheet Finisher

Sorts, stacks and staples the copies.

2. Bridge unit

Relays copies to the finisher.

3. Exposure glass cover

Lower this cover over originals for copying.

4. Document feeder (ADF)

Load a stack of originals here. They will be fed automatically.

5. Internal tray 2 (1 bin tray)

If you select this as the output tray, copied paper will be delivered here face down.

6. 1000-Sheet Finisher

Sorts, stacks and staples the copies.

*1 : Finisher proof tray

*2 : Finisher shift tray

7. Shift sort tray

Sorts and stacks the copies.

8. Paper tray unit

Consists of two paper trays.

9. Large Capacity Tray (LCT)

Holds 2000 sheets of paper.

10. Bypass tray

Use when copying onto OHP transparencies, label paper (adhesive labels), translucent paper, postcards, envelopes and non-standard size paper. ⇒ p.61 "Copying from the Bypass Tray"

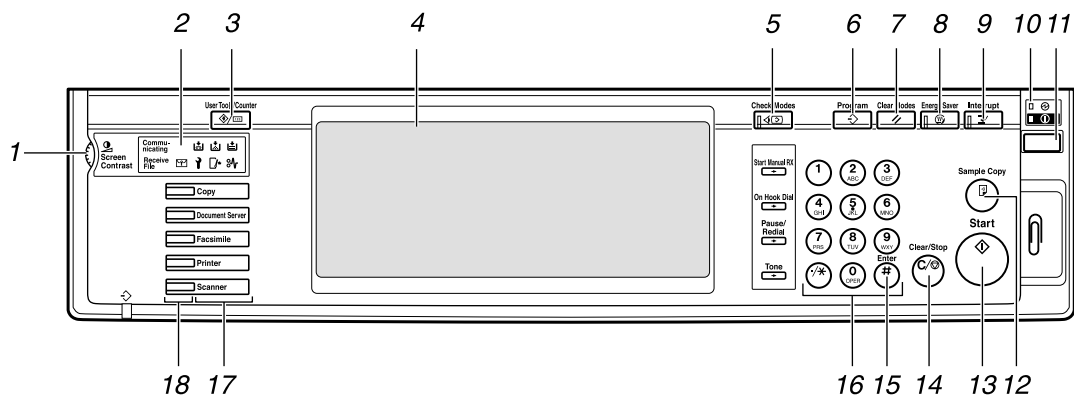
11. Duplex unit

Use to make two-sided copies.

12. Inter change unit

Required when installing the internal tray 2 (1 bin tray) and duplex unit.

Control Panel



ZEWS000N

1. Screen Contrast knob

Adjusts the brightness of the display panel.

2. Indicators

These indicators show the status of the machine or indicate errors. ⇒ p.153 “Troubleshooting”

3. [User Tools/Counter] key

- User Tools
Press to change the default settings and conditions to meet your requirements. ⇒ p.179 “User Tools (Copy/Document Server Features)”
- Counter
Press to check or print the total number of copies made.
- Inquiry
Shows where to order expendable supplies and where to call when a malfunction occurs. You can also print these details.

4. Display panel

Shows operation status, error messages, and function menus. ⇒ p.10 “Display Panel”

5. [Check Modes] key

Press to check the entered copy job settings.

6. [Program] key

Press to select the program mode. ⇒ p.67 “Programs”

7. [Clear Modes] key

Press to clear the previously entered copy job settings.

8. [Energy Saver] key

Press to switch to and from the Energy Saver mode. ⇒ p.71 “Energy Saver Mode”

9. [Interrupt] key

Press to interrupt a long copy job to make copies. ⇒ p.71 “Interrupt Copy”

10. Main power indicator

This indicator goes on when the main power switch is turned on and goes off when the switch is turned off.

11. Operation switch

Press this switch to turn the power on (the **On** indicator goes on). To turn the power off, press this switch again (the **On** indicator goes off).

12. [Sample Copy] key

Use this key to make a single sample copy before starting a long copy run. By checking the sample copy and making any necessary changes to the image quality settings before you make multiple copies, you can save time and paper. ⇒ p.72 “Sample Copy”

13. [Start] key

Press to start copying. Press to start scanning and printing in Document Server mode.

14. [Clear/Stop] key

- Clear
Press to delete a number entered.
- Stop
Press to stop a copy job in progress.

15. [#] key

Press to enter a value.

16. Number keys

Use to enter the desired number of copies and data for selected modes.

17. Function keys

Press the appropriate key to choose any of the following functions:

- Copy
- Document Server
- Facsimile
- Printer
- Scanner

18. Function Status indicator

These show the status of the above functions:

- Yellow: the function is selected
- Green: the function is active
- Red: the function has been interrupted



Display Panel

The display panel shows the status of the machine, error messages and function menus.

Important

- Do not apply a strong shock or force of about 30 N (about 3 kgf) or more to the display panel. If you do, the display might be damaged.

Note

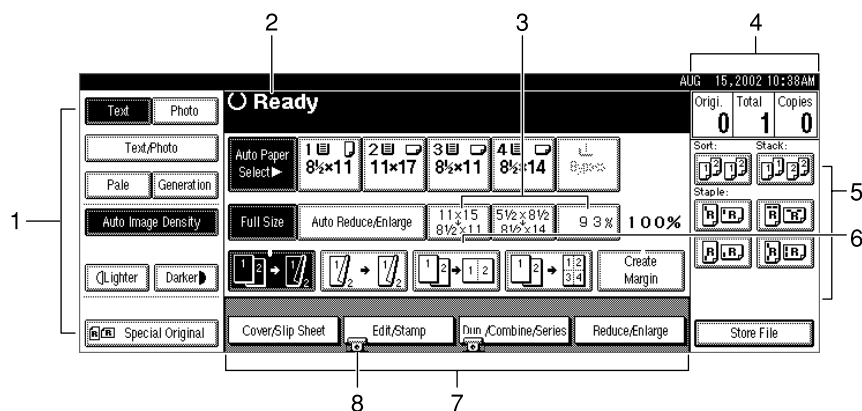
- The function items displayed serve as selector keys. You can select or specify an item by lightly pressing it.
- When you select or specify an item on the display panel, it is highlighted like .
- Keys appearing as  cannot be used.

Displays and Key Operations

Note

- The following illustrations are examples for a machine with the optional 1000-sheet finisher installed.

Initial copy display



ZEWS130N

1. Original mode, Image Density and Special Original mode

2. Operational status or messages

3. You can register up to three frequently used reduce/enlarge ratios other than the fixed reduce/enlarge ratios. ⇒ "Shortcut R/E" on p.191 "Reproduction Ratio 1/2"

4. The number of originals scanned into memory, number of copies set, and number of copies made

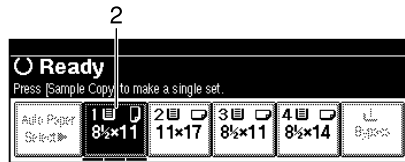
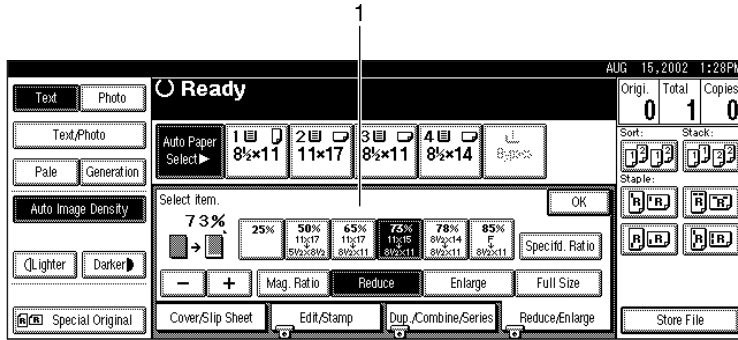
5. Sort, Stack or Staple mode

6. Displays the contents of the Shortcut keys. You can register frequently used functions in these keys. ⇒ "Copy Function Key F1-F5" on p.189 "General Features 3/4"

7. Shows the available functions. Press a function name to display its menu. For example, press the [Reduce/Enlarge] key to bring up the Reduce/Enlarge menu.

8. A clip mark appears for a currently selected function.

❖ Function menu

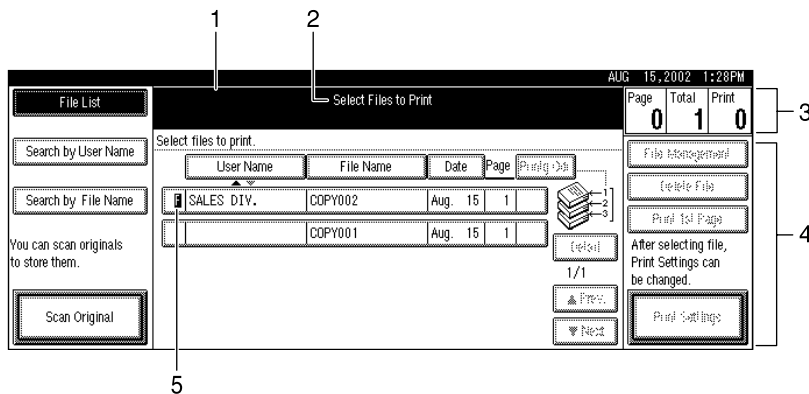


ZEWS140N

1. Items you can select.

2. The key highlighted indicates the selected paper tray, and the key with the lower line blinking indicates the tray feeding the paper.

❖ Document Server initial display



ZEWS150N

1. Operational status and messages

4. Operational keys

2. Display titles

5. Documents sent by fax

3. The number of originals scanned into memory, number of copies set, and number of copies made

Function List Based on Options



The functions that are available to you depend on your machine configuration and which options you have. See the table below.

○...Available

×...Not available

		Type 1	Type 2	Place originals	
				on the expo- sure glass	in the docu- ment feeder
Document Feeder Mixed Sizes of the Same Width Mode		○ ^{*7}	○ ^{*7}	—	○
Custom Size Originals		○	○	○	○
Original Orientation (Standard Orientation)		○	○	○	○
Auto Image Density		○	○	○	○
Manual Image Density		○	○	○	○
Auto Paper Select		○	○	○	○
Manual Paper Select		○	○	○	○
Copying from the Bypass Tray		○ ^{*5}	○ ^{*5}	○ ^{*5}	○ ^{*5}
Sample Copy/Job Preset		○	○	○	○
Auto Reduce/Enlarge		○	○	○	○
Reduce/Enlarge		○	○	○	○
Create Margin Mode		○	○	○	○
Book		○	○	○	○
Duplex		○ ^{*6}	○ ^{*6}	○	○
Combine	1 Sided 2 pages, 4 pages, 8 pages, → 1 Side	○	○	○	○
	1 Sided 4 pages, 8 pages, 16 pages, → 2 Side	○ ^{*6}	○ ^{*6}	○	○
	2 Sided 2 pages, 4 pages, 8 pages, → 1 Side	○	○	○	○
	2 Sided 4 pages, 8 pages, 16 pages, → 2 Side	○ ^{*6}	○ ^{*6}	○	○
Series	Book → 1 Sided	○	○	○	×
	Book → 2 Sided	○ ^{*6}	○ ^{*6}	○	×
	Front & Back → 2 Sided	○ ^{*6}	○ ^{*6}	○	×

	Type 1	Type 2	Place originals	
			on the expo- sure glass	in the docu- ment feeder
Copying Book Originals	<input type="radio"/> *6	<input type="radio"/> *6	<input type="radio"/>	<input type="radio"/>
Image Repeat	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Double Copies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Centering	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Positive/Negative	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Border Erase/Center Erase	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Margin Adjustment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Background Numbering	*8 *9	*8 *9	<input type="radio"/>	<input type="radio"/>
Preset Stamp	*8 *9	*8 *9	<input type="radio"/>	<input type="radio"/>
User Stamp	*8 *9	*8 *9	<input type="radio"/>	<input type="radio"/>
Date Stamp/Page Numbering	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cover/Front/Back Cover/Slip Sheet	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sort	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Shift Sort	*3	*3	<input type="radio"/>	<input type="radio"/>
Rotate Sort	*1 *2	*1 *2	<input type="radio"/>	<input type="radio"/>
Shift Stack	*3	*3	<input type="radio"/>	<input type="radio"/>
Staple	*4	*4	<input type="radio"/>	<input type="radio"/>
Store File	<input type="radio"/> *9	<input type="radio"/> *9	<input type="radio"/>	<input type="radio"/>

*1 Set the paper of the same size   in the paper trays.

*2 You can use this function when "Rotate Sort" is selected in "Select Stack Function".

*3 500-sheet Finisher or 1000-sheet Finisher and Bridge unit; or Shift sort tray is required.

*4 500-sheet Finisher or 1000-sheet Finisher and Bridge unit is required.

*5 Bypass tray is required.

*6 Duplex unit and Inter change unit is required. 32 MB Memory or HDD is also required for certain types of originals.

*7 Document feeder is required.

*8 32 MB Memory is required. (If the machine is equipped with the Printer unit, 32 MB memory is not required.)

*9 HDD is required.

Turning On the Power

To turn the machine on, press the operation switch.

Note

- ❑ This machine automatically enters Energy Saver mode or turns itself off if you do not use the machine for a while. See p.30 "Auto Off" and "Timer Setting" in the System Settings manual.

Power switches

This machine has two power switches. ⇒ p.10 "Display Panel"

❖ Operation switch (right side of the control panel)

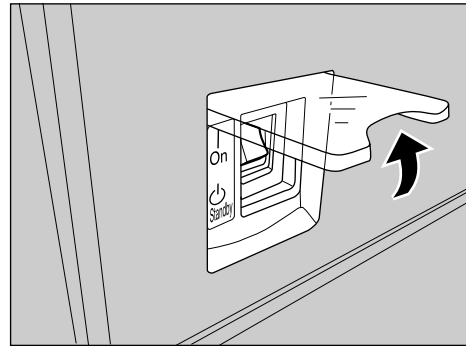
Press this switch to activate the machine. When the machine has warmed up, you can make copies.

❖ Main power switch (front of the machine)

When the machine is not to be used for an extended period of time, turn off the main power switch.

Turning On the Main Power

- 1** Make sure that the power cord is firmly plugged into the wall outlet.
- 2** Open the switch cover and turn on the main power switch. The Main Power indicator goes on.



ZEWH040N

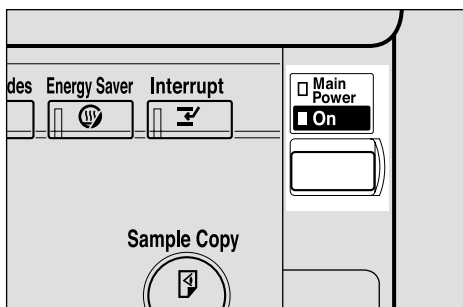
Important

- ❑ Do not switch off the main power immediately after it has been switched on. Failure to observe this may result in damage to the hard disk or memory, leading to malfunctions.
- ❑ You can use the machine within 15 seconds after the main power switch has been turned on.

Turning On the Power

- 1 Press the operation switch. The On indicator goes on.

The display panel will come on.

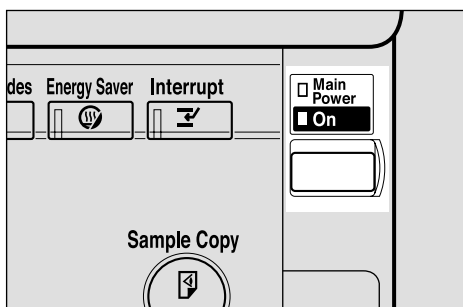


Note

- If the power is not turned on when the operation switch is pressed, check if the main power switch is on. If off, turn it on.
- During the warm-up period (less than 10 seconds), you can use the Auto Start function.

Turning Off the Power

- 1 Make sure that the exposure glass cover or document feeder is closed.
- 2 Press the operation switch. The On indicator goes off.



Note

- In the following cases, even if you press the operation switch, the indicator will not go off but blink:
 - When the exposure glass cover or document feeder is open
 - When communication is in progress with external equipment
 - When the hard disk is operating

Turning Off the Main Power

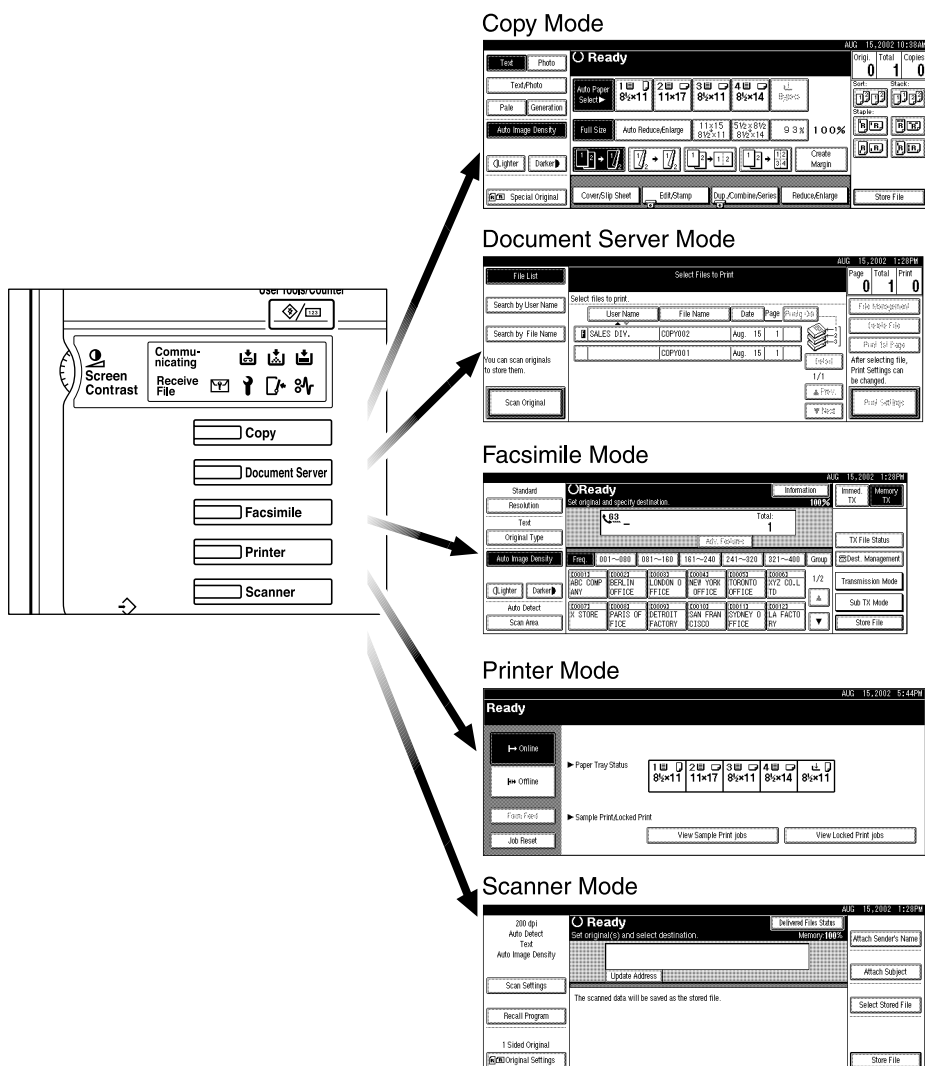
- 1 Make sure that the On indicator is off.
- 2 Turn off the main power switch. The Main Power indicator goes off.

Important

- Do not turn off the main power switch when the On indicator is lit or blinking. This might damage the hard disk or memory and cause malfunctions.
- Pull out the power plug after you turn off the main power switch. If you do not, the hard disk or memory might be damaged. This could cause malfunctions.
- Make sure 100% is displayed for the remaining memory space in facsimile mode before turning off the main power or unplugging the power cord. If the main power switch is turned off or the power cord is disconnected, any documents stored in fax memory will be lost after approximately one hour. ⇒Chapter 10, "When Power is Turned off or Fails" in Advanced Features manual of Fax Reference

Changing Modes

You can use this machine not only as a copier, but also as a fax, printer, document server and scanner as well. Press the **[Copy]**, **[Facsimile]**, **[Printer]**, **[Scanner]** or **[Document Server]** key to use that function.



⚠ Limitation

❑ You cannot switch modes in the following cases:







- During interrupt copying
- When scanning in a fax message for transmission
- During immediate transmission
- During On-hook dialing for fax transmission
- While scanning an original
- When accessing the user tools

Originals







1

Sizes and Weights of Recommended Originals

❖ Metric version

Where Original Is Placed	Original Size	Original Weight
Exposure glass	Up to A3	--
Document feeder	1-sided originals: A3  – A5  	40 – 128g/m ²
	2-sided originals: A3  – A5  	52 – 105g/m ²

❖ Inch version

Where Original Is Placed	Original Size	Original Weight
Exposure glass	Up to 11" × 17"	--
Document feeder	1-sided originals: 11" × 17"  – 5 ¹ / ₂ " × 8 ¹ / ₂ "  	11 – 34 lb.
	2-sided originals: 11" × 17"  – 5 ¹ / ₂ " × 8 ¹ / ₂ "  	14 – 28 lb.

Note

- The number of originals that can be placed in the document feeder is about 50.
- The weight range for originals in the Mixed Size mode is 52-81g/m², 13.8-21.5 lb.
- Make sure the original is placed correctly so that it is fed straight.
- When placing paper 433mm or larger in the document feeder (ADF), there are cases when the paper will be jammed, creased, or not fed.











Non-recommended originals for the document feeder

Placing the following types of originals in the document feeder can cause paper misfeeds or result in damage to the originals. Place these originals on the exposure glass instead.

- Originals other than those specified in ⇒ p.18 “Sizes and Weights of Recommended Originals”
- Stapled or clipped originals
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with perforated lines
- Originals with indexes, tags, or other projecting parts
- Sticky originals such as translucent paper
- Thin originals that have low stiffness
- Thick originals such as postcards
- Originals of inappropriate weight
- Bound originals such as books
- Transparent originals such as OHP transparencies or translucent paper
- Originals that have correction fluid or ink on them that has not completely dried













Sizes Detectable by the Auto Paper Select

❖ Metric version

Size	A3 	B4 	A4 	B5 	A5 	11" × 17" 	8 1/2" × 14" 	8 1/2" × 11" 	5 1/2" × 8 1/2" 	8 1/2" × 13" 
Location of the original										
Exposure glass	○	○	○	○	×	×	○	×	×	○
Document feeder	○	○	○	○	○	×	×	×	×	×

*1 You can select from 8 1/2" × 13", 8 1/4" × 13" or 8" × 13" with the User Tools (System Settings). See "<F/F4>Size Setting" in the System Settings manual.

❖ Inch version

Size	A3 	B4 	A4 	B5 	A5 	11" × 17" 	8 1/2" × 14" 	8 1/2" × 11" 	5 1/2" × 8 1/2" 	8 1/2" × 13" 	8" × 10" 	10" × 14" 
Location of the original												
Exposure glass	×	×	×	×	×	○	○	○	×	×	○	○
Document feeder	×	×	×	×	×	○	○	○	○	×	×	○

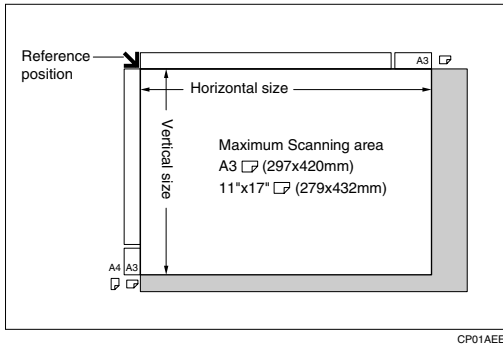
Sizes difficult to detect

It is difficult for the machine to detect the sizes of the following originals, so select the paper size manually.

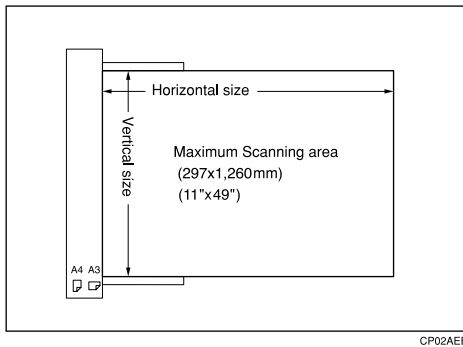
- Originals with indexes, tags, or other projecting parts
- Transparent originals such as OHP transparencies or translucent paper
- Dark originals with a lot of text and drawings
- Originals which partially contain a solid image
- Originals which have solid images at their edges

Missing Image Area

❖ Exposure glass



❖ Document feeder



⚠ Limitation

- ☐ Even if you correctly place originals in the document feeder or on the exposure glass, 3mm (0.1") margins on all four sides of the original might not be copied.
- ☐ Make sure the original is placed correctly so that it is fed straight.
- ☐ When placing paper 433mm or larger in the document feeder (ADF), there are cases when the paper will be jammed, creased, or not fed.
- ☐ The maximum value for the system length setting is 1260mm (49").

Copy Paper

1

Recommended Paper Sizes and Types

The following limitations apply to each tray:





Tray Type	Paper Type and Weight	Metric Version	Inch Version	Paper Capacity
Tray 1 ^{*10}	60-90g/m ² (16-24lb.)	A3☐, B4☐, A4☐☐, B5☐☐, A5☐		500 sheets
Paper Tray Unit ^{*10} (option)		^{*1} 11"×17"☐, 8 ¹ / ₂ "×14"☐, 8 ¹ / ₂ "×11"☐☐, 8"×13"☐, 8 ¹ / ₂ "×13"☐, 8 ¹ / ₄ "×13"☐, 8 ¹ / ₄ "×14"☐, 11"×14"☐, 7 ¹ / ₄ "×10 ¹ / ₂ "☐, 8"×10 ¹ / ₂ "☐☐, 5 ¹ / ₂ "×8 ¹ / ₂ "☐, 8K☐, 16K☐☐		
		^{*2} Custom size Vertical: 140-297 mm Horizontal: 182-432 mm	^{*2} Custom size Vertical: 5.6"-11.7" Horizontal: 7.3"-17.0"	
Tray 2 ^{*10}	60-90g/m ² (16-24lb.) Thin paper 52-60g/m ² (14-16lb.)	A3☐, B4☐, A4☐☐, B5☐☐, A5☐		500 sheets
		^{*1} B6☐, A6☐, 11"×17"☐, 8 ¹ / ₂ "×14"☐, 8 ¹ / ₂ "×11"☐☐, 5 ¹ / ₂ "×8 ¹ / ₂ "☐, 7 ¹ / ₄ "×10 ¹ / ₂ "☐☐, 8"×13"☐, 8 ¹ / ₂ "×13"☐, 8 ¹ / ₄ "×13"☐, 8"×10"☐☐, 8 ¹ / ₄ "×14"☐, 11"×14"☐, 8"×10 ¹ / ₂ "☐☐, 11"×15"☐, 10"×14"☐, 10"×15"☐, 8K☐, 16K☐☐		
		^{*2} Custom size Vertical: 100-297 mm Horizontal: 148-432 mm	^{*2} Custom size Vertical: 4.0"-11.7" Horizontal: 5.9"-17.0"	
	Thick paper ^{*11} 105-157g/m ² (28-42lb.)	A3☐, B4☐, A4☐☐, B5☐☐, A5☐		*7
		^{*1} B6☐, A6☐, 11"×17"☐, 8 ¹ / ₂ "×14"☐, 8 ¹ / ₂ "×11"☐☐, 5 ¹ / ₂ "×8 ¹ / ₂ "☐, 7 ¹ / ₄ "×10 ¹ / ₂ "☐☐, 8"×13"☐, 8 ¹ / ₂ "×13"☐, 8 ¹ / ₄ "×13"☐, 8"×10"☐☐, 8 ¹ / ₄ "×14"☐, 11"×14"☐, 8"×10 ¹ / ₂ "☐☐, 11"×15"☐, 10"×14"☐, 10"×15"☐, 8K☐, 16K☐☐		
		^{*2} Custom size Vertical: 100-297 mm Horizontal: 148-432 mm	^{*2} Custom size Vertical: 4.0"-11.7" Horizontal: 5.9"-17.0"	
	Translucent paper	A3☐, B4☐, A4☐☐, B5☐☐		
	OHP transparencies	A4☐☐		
	Postcards	100×148 mm		
	Label paper (adhesive labels)	B4☐, A4☐		
	Envelope	3 ⁷ / ₈ "×7 ¹ / ₂ "☐, 4 ¹ / ₈ "×9 ¹ / ₂ "☐, C5 Env☐, C6 Env☐, DL Env☐		–

Tray Type	Paper Type and Weight	Metric Version	Inch Version	Paper Capacity
Bypass Tray ^{*10} (option)	52-90g/m ² (14-24lb.) Thin paper	A3☐, B4☐, 11" × 17"☐, 8 ¹ / ₂ " × 14"☐, 8" × 13"☐, 8 ¹ / ₂ " × 13"☐, 8 ¹ / ₄ " × 13"☐, 8 ¹ / ₄ " × 14"☐, 11" × 14"☐, 11" × 15"☐, 10" × 14"☐, 10" × 15"☐, 8K☐		10 sheets
		A4☐, B5☐, A5☐, B6☐		100 sheets
		*3 A6☐, 8 ¹ / ₂ " × 11"☐, 5 ¹ / ₂ " × 8 ¹ / ₂ "☐, 7 ¹ / ₄ " × 10 ¹ / ₂ "☐, 8" × 10"☐, 8" × 10 ¹ / ₂ "☐, 16K☐		
		*4 Custom size Vertical: 90-305 mm Horizontal: 148-432 mm ^{*12}	*4 Custom size Vertical: 3.6"-12.0" Horizontal: 5.9"-17.0" ^{*12}	*8
	Thick paper ^{*11} 105-157g/m ² (28-42lb.)	A3☐, B4☐, 11" × 17"☐, 8 ¹ / ₂ " × 14"☐, 8" × 13"☐, 8 ¹ / ₂ " × 13"☐, 8 ¹ / ₄ " × 13"☐, 8 ¹ / ₄ " × 14"☐, 11" × 14"☐, 11" × 15"☐, 10" × 14"☐, 10" × 15"☐, 8K☐		10 sheets
		A4☐, B5☐, A5☐, B6☐		40 sheets
		*3 A6☐, 8 ¹ / ₂ " × 11"☐, 5 ¹ / ₂ " × 8 ¹ / ₂ "☐, 7 ¹ / ₄ " × 10 ¹ / ₂ "☐, 8" × 10"☐, 8" × 10 ¹ / ₂ "☐, 16K☐		
		*4 Custom size Vertical: 90-305 mm Horizontal: 148-432 mm ^{*12}	*4 Custom size Vertical: 3.6"-12.0" Horizontal: 5.9"-17.0" ^{*12}	*9
	Translucent paper	A3☐, B4☐		10 sheets
		A4☐, B5☐		40 sheets ^{*5}
OHP transparencies	A4☐		10 sheets ^{*5}	
Postcards	100 × 148 mm		40 sheets ^{*5}	
Label paper (adhesive labels)	B4☐, A4☐		1 sheet	
Envelope	3 ⁷ / ₈ " × 7 ¹ / ₂ "☐, 4 ¹ / ₈ " × 9 ¹ / ₂ "☐, C5 Env☐, C6 Env☐, DL Env☐		–	
Large Capacity Tray (LCT) ^{*10} (option)	60-90g/m ² (16-24lb.)	A4☐, 8 ¹ / ₂ " × 11"☐ ^{*6}		2000 (1000 + 1000) sheets

*1 Set the paper size selector to the ✖ mark, and then select the paper size in System Settings. ⇒ "Paper Size Setting" in the System Settings manual

*2 Set the paper size selector to the ✖ mark, and then specify the paper size. ⇒ p.57 "Copying from the Paper Tray 2"


*3 Place the paper in the bypass tray, and select the paper size. ⇒ p.62 "When copying onto standard size paper"

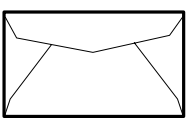
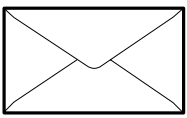
- *4 Place the paper in the bypass tray, and specify the paper size. ⇒ p.63 “When copying onto custom size paper”
When paper larger than 433mm is used, there are cases when the paper will be jammed, creased, or not fed. Make sure the paper is placed correctly so that it is fed straight.
- *5 It is recommended to place one sheet at a time.
- *6 The paper tray fence is fixed. If you wish to change the size of paper placed in this tray, contact your service representative.
- *7 When loading paper, make sure that the stack height does not exceed the lower limit mark of the paper tray 2. ⇒ p.160 “Setting special paper in the Paper Tray 2”
- *8 When the paper size is larger than A4 , you can load 10 sheets.
When the paper size is smaller than A4 , you can load 100 sheets.
- *9 When the thick paper size is larger than A4 , you can load 10 sheets. When the thick paper size is smaller than A4 , you can load 40 sheets.
- *10 When loading copy paper, make sure that the stack height does not exceed the limit mark. The maximum number of sheets you can load at a time depends on the paper thickness and condition.
- *11 If you wish to copy onto thick (105g/m², 28 lb or heavier) paper, select Thick Paper mode. ⇒ “Special Paper Indication” in the System Settings manual
- *12 Paper size up to 600mm(23.6”) is available when an optional HDD is installed.

Important

- If you use damp or curled paper, staples may become jammed or a misfeed may occur.

Note

- When loading copy paper in the paper tray 1-4 and the large capacity tray (LCT), place the copy side of the paper face up.
- When loading copy paper in the bypass tray, place the copy side of the paper face down.
- When you use the bypass tray, it is recommended to set the copy paper direction to .
- Postcards and envelopes should be fed from the paper tray 2 or the bypass tray.
- Some kinds of envelopes might cause misfeeds and wrinkles. In this case, push down the green lever of the fusing unit. ⇒ p.65 “When copying onto envelopes”
- Envelopes with large flaps should be fed from the paper tray 2 or a misfeed might occur. See the illustration below.




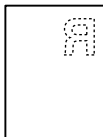
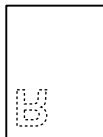
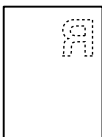
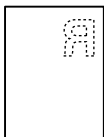


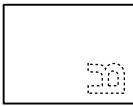
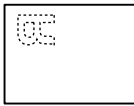
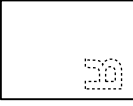
Envelope Type \ Paper Tray	Paper Tray	Paper Tray2	Bypass Tray
	○	○	○
	○	○	×

GEWH110E

- ❑ If you load paper of the same size in the same direction in two or more trays, the machine automatically shifts to the other tray when the first tray in use runs out of paper. This function is called Auto Tray Switching. (However, if the Paper Type of one tray is recycled or special paper, the settings of the other trays must be the same for Auto Tray Switching.) It saves interrupting a copy run to replenish paper when making a large number of copies. ⇒ p.41 “Selecting Copy Paper”, ⇒ p.184 “Auto Tray Switching”
- ❑ The paper types you can select in System Settings are only general classifications. The copy quality for every kind of paper in a classification is not guaranteed. See ⇒ p.26 “Non-recommended Paper” for more information.

Direction-fixed paper or 2-sided paper

Direction-fixed (top to bottom) or 2-sided paper (e.g., letterhead paper, punched paper, or copied paper) might not be printed correctly depending on how the originals and paper are placed. Set "Letterhead setting" in system settings, and then place the original and paper as shown below. ⇒ “Letterhead Setting” on p.204 “Input/Output”

Copy Mode		Paper Tray	Large Capacity Tray	Bypass Tray	
				Original on the exposure glass	Original on the document feeder
Paper placing direction 	1 Sided				
	2 Sided			—	—
Paper placing direction 	1 Sided		—		
	2 Sided		—	—	—

GEWH100E

Non-recommended Paper

⚠ CAUTION:

- *Do not use aluminum foil, carbon paper, or similar conductive paper to avoid a fire or equipment failure.*

🚫 Important

- Do not use any of the following kinds of paper or a fault might occur.
 - Thermal fax paper
 - Art paper
 - Aluminum foil
 - Carbon paper
 - Conductive paper
 - OHP transparencies for color copying
 - Paper with perforated lines
 - Hemmed paper
- Do not copy on the side of paper that has been already copied on or a fault might occur.

📝 Note

- Do not use the following kinds of paper or a misfeed might occur.
 - Bent, folded, or creased paper
 - Torn paper
 - Slippery paper
 - Perforated paper
 - Rough paper
 - Thin paper that has low stiffness
 - Paper with a lot of paper dust on its surface
- If you make a copy on rough grain paper, the copy image might be blurred.
- Do not use paper that has been already copied or printed on or a fault might occur.

Paper Storage

📝 Note

- When storing paper, the following precautions should always be followed:
 - Do not store paper where it will be exposed to direct sunlight.
 - Avoid storing paper in humid areas (humidity: 70% or less).
 - Store on a flat surface.
- Under high temperature and high humidity conditions or low temperature and low humidity conditions, store paper in a vinyl bag.

Toner

Handling Toner


Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of used toner containers in accordance with local regulations for plastics.

Our products are engineered to meet high standards of quality and functionality, and we recommend that you only use the expendable supplies available at an authorized dealer.

Important

- If you use toner other than the recommended type, a fault might occur.

Reference

If you want to add toner. ⇒ p.162 “ Adding Toner”

Toner Storage

When storing toner, the following precautions should always be followed:

- Store toner containers in a cool, dry place free from direct sunlight.
- Store on a flat surface.

Used Toner

Note

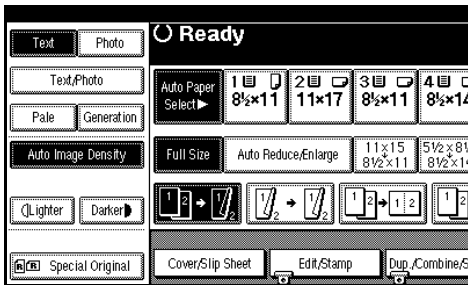
- Toner cannot be re-used.

2. Copying

Basic Procedure

- 1** Make sure that the machine is in Copy mode.

If the machine is not in Copy mode, press the **[Copy]** key.



- 2** When the machine is set for user codes, enter a user code (up to 8 digits) with the number keys, and then press the **[#]** key.

The machine is ready to copy.

Reference

⇒ p.71 "Other Functions"

- 3** Make sure that there are no previous settings remaining.

Note

- To clear settings, press the **[Clear Modes]** key.

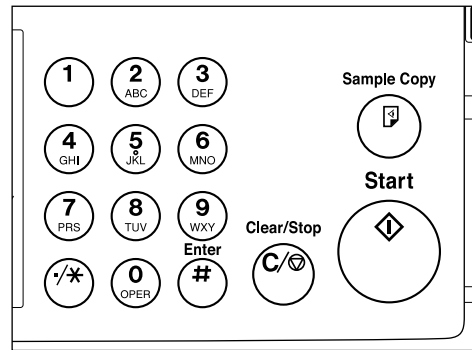
- 4** Place your originals.

Reference

⇒ p.31 "Placing Originals"

- 5** Set your desired settings.

- 6** Enter the number of copies required with the number keys.



Note

- The maximum copy quantity can be set between 1 and 99 (default: 99).
- To change the number entered, press the **[Clear/Stop]** key and enter the new number.

- 7** Press the **[Start]** key.

The machine starts copying.

Note

- When you place originals on the exposure glass, press the **[#]** key after all originals are scanned.
- Copies are delivered face down.
- To stop the machine during a multi-copy run, press the **[Clear/Stop]** key.
- To return the machine to the initial condition after copying, press the **[Clear Modes]** key.

System Reset

The machine returns to its initial condition automatically when your job is finished, after a certain period of time. This function is called "System Reset".

Note

- You can change the System Reset time. ⇒ "System Reset Timer" in the System Settings manual

Auto Off

The machine turns itself off automatically after your job is finished, after a certain period of time. This function is called "Auto Off".

Note

- You can change the Auto Off time. ⇒ "Auto Off Timer" in the System Settings manual
- Auto Off time function will not operate in the following cases:
 - When a warning message is displayed
 - When the service call message is displayed
 - When the paper is jammed
 - When the cover is open
 - When "Adding Toner" message is displayed
 - When the toner is being replenished
 - When the User Tools/Counter screen is displayed
 - When fixed warm-up is in progress
 - When the facsimile, printer or other functions are operating

- When operations have been suspended during printing
- When the handset is in use
- When the On-hook dialing function is in use
- When a recipient is being registered in the address list or group dial list
- When the Data In indicator is on or blinking
- When the sample print or confidential print screen is displayed

Placing Originals

⚠ Limitation

- ❑ Place originals after correction fluid and ink have completely dried. Not taking this precaution could dirty the exposure glass with marks that will be copied.

📝 Note

- ❑ Some copy functions may produce different results depending on the direction of the originals. For details, see the explanation for each function.

	Original	Exposure glass	Document feeder
Standard			
90° Turn			

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🔍 Reference

⇒ p.18 "Originals"

Placing Originals on the Exposure Glass

- 1** Lift the exposure glass cover or the document feeder.

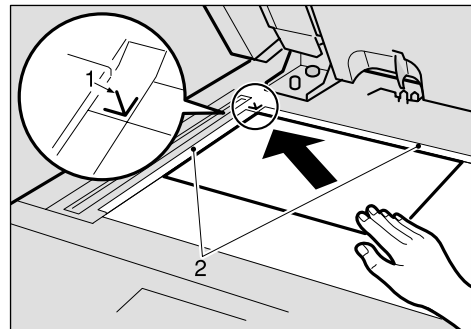
⚠ Important

- ❑ Do not open the exposure glass cover or the document feeder forcefully. Otherwise, the cover of the document feeder might open or be damaged.

📝 Note

- ❑ Be sure to open the exposure glass cover or the document feeder by more than 30°. Otherwise, the size of the original might not be detected correctly.

- 2** Place the original face down on the exposure glass. The original should be aligned to the rear left corner.



ZEW4650E

1: Reference mark

2: Scale

📝 Note

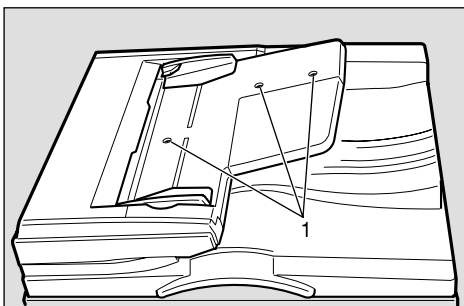
- ❑ Start with the first page to be copied.

- 3** Lower the exposure glass cover or document feeder.

Placing Originals in the Document Feeder

Note

- The last page should be on the bottom.
- Do not stack originals beyond the limit mark on the side fence of the document feeder.
- The original might become dirty if it is written with a pencil or a similar tool.
- You cannot place a multi-page original with pages of different sizes in the document feeder. If the original contains pages of different width, use the SADF function and place each page one at a time. Alternatively, place pages one at a time on the exposure glass.
- A multi-page original with the same width can be placed in the document feeder using Mixed Size mode function.
- Do not place any foreign objects on the sensors or cover them with your hands. This could cause the size not to be detected properly.



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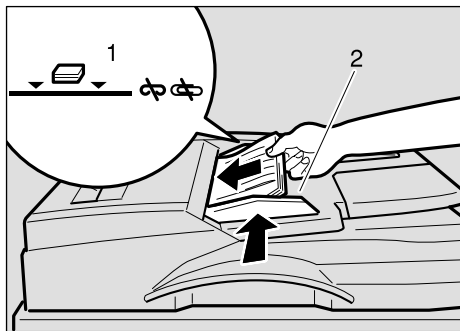
1: Sensor

Reference

Regarding originals that the document feeder can handle. ⇒ p.18 "Originals"

Placing a Stack of Originals in the Document Feeder

- 1** Place the aligned originals face up into the document feeder.



ZEVH060E

1: Limit mark

2: Document guide

Note

- Straighten curls in the originals before placing them in the document feeder.
- To avoid a multi-sheet feed, shuffle the originals before placing them in the document feeder.

Original Orientation

You can set the original orientation in the following ways.

This function is useful for copying torn originals or large originals.

❖ Standard Orientation

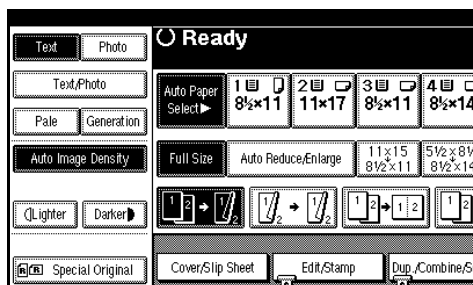
Select this function when the original direction is the same as the copy paper direction.

❖ 90° Turn

This function rotates the copy image by 90°.

Use this function when you want to copy onto A3, B4 or 11" × 17" paper.

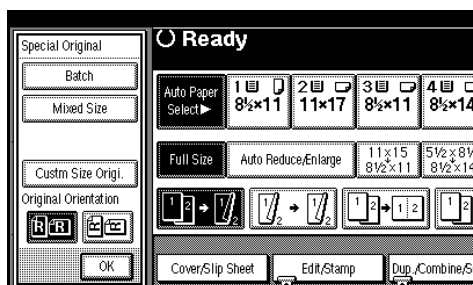
1 Press the [Special Original] key.







2 Select the original orientation.

Standard Orientation

1 Make sure that the key is selected.



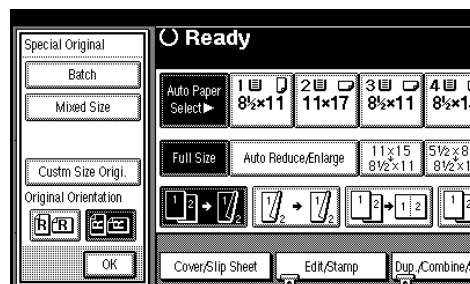
90° Turn

When you want to copy A3 , B4  or 11" × 17"  size originals, place your original in the landscape orientation, and then press the  key. The machine rotates the original image, and you can make copies as you wish. This is useful for copying large originals with the Staple, Duplex, Combine or Stamp functions.

Note

- It is recommended to use this function together with the Auto Paper Selector or the Preset Reduce/Enlarge function.

1 Press the key.



3 Press the [OK] key.

Placing Special Originals

Use this function when you want to use Batch mode, SADF mode, Mixed Size mode, or when you select the original orientation.

2

Batch mode

Up to 50 standard originals can be set in the document feeder at a time.

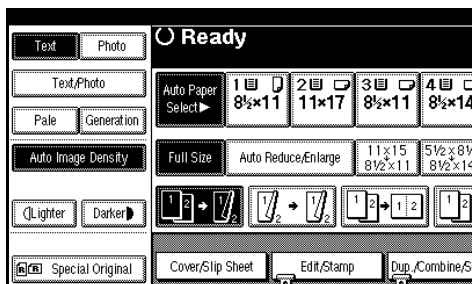
Important

- When placing special originals such as translucent paper, place them one by one.

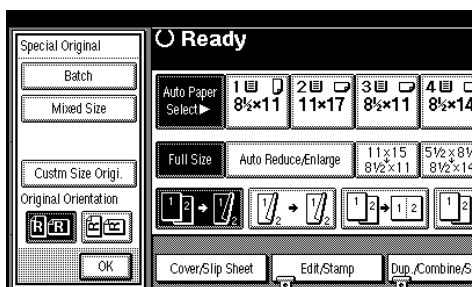
Note

- The **[Batch]** key can be changed to the **[SADF]** key. ⇒ p.204 “Switch to Batch (SADF)”

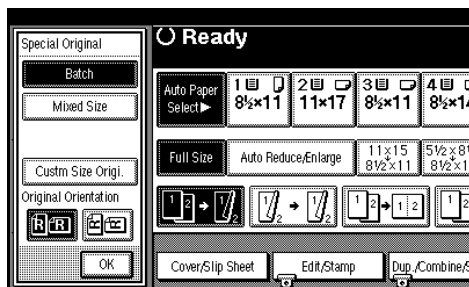
1 Press the **[Special Original]** key.



2 Press the **[Batch]** key.

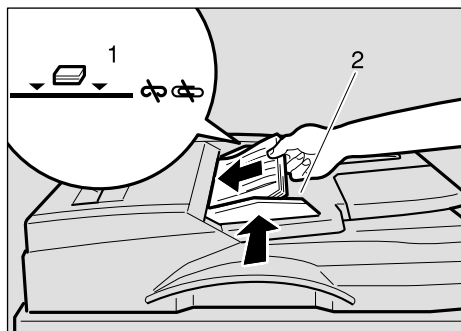


3 Press the **[OK]** key.



4 Place your originals, and then press the **[Start]** key.

5 After all the previously placed originals are fed, place the next originals.



1: Limit mark

2: Document guide

Note

- When the Sort, Combine or Duplex function has been set, press the **[#]** key after all originals are scanned.

6 Press the **[Start]** key.

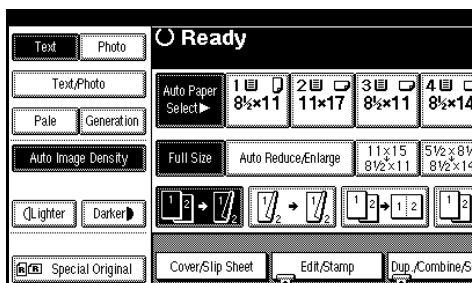
SADF mode

In SADF mode, even when an original is placed page by page in the document feeder (ADF), each page is automatically fed when placed.

Note

- To use the SADF function, you should make a setting in "User Tools (Copy/Document Server Features)", so that **[SADF]** will be displayed when you press **[Special Original]**. ⇒ p.204 "Switch to Batch (SADF)"

1 Press the **[Special Original]** key.



2 Press the **[SADF]** key.

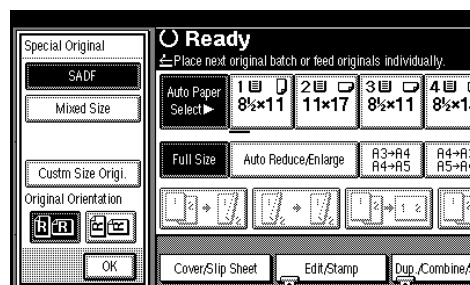


3 Place one page of an original, and then press the **[Start]** key.

The Auto Feed indicator is shown on the display.

4 When the machine instructs you to place another original, place the next page.

The second and subsequent pages will be fed automatically without pressing the **[Start]** key.



Note

- You can adjust the time the machine waits before being ready for the next original. ⇒ p.204 "SADF Auto Reset"

Mixed Size mode

When you place different size originals which have the same width in the document feeder at the same time, the machine automatically checks the size of the originals and makes copies.

Limitation

- When placing originals of different sizes in the document feeder and making copies without using the Mixed Size mode, parts of the original image might not be copied or paper might become jammed.
- The weight range for originals placed with this function is 52 – 81g/m², 14 – 20 lb.

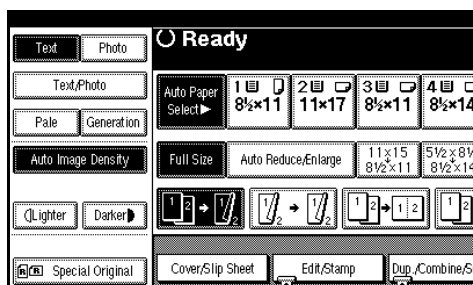
2

- ❑ The sizes of the originals that can be placed together with this function are as follows:

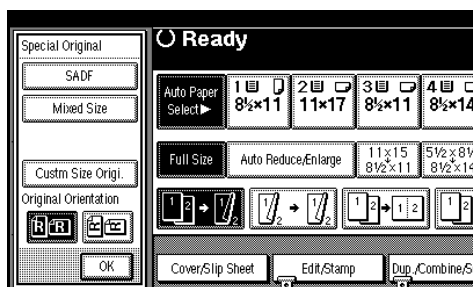
Metric version	A3 • A4 , A4 • A5
Inch version	11" × 17" • 8 1/2" × 11" , 8 1/2" × 14" • 8 1/2" × 11" , 8 1/2" × 11" • 5 1/2" × 8 1/2" , 8 1/2" × 14" • 5 1/2" × 8 1/2"

- ❑ Copying speed and scanning speed will be reduced.

1 Press the [Special Original] key.

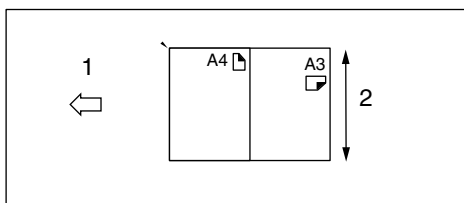


2 Press the [Mixed size] key.



3 Press the [OK] key.

4 Align the rear and left edges of the originals as shown in the illustration.



- 1: Place in into the document feeder.
- 2: Vertical size

5 Adjust the guide to the widest original size.

6 Place the aligned originals face up into the document feeder.

7 Press the [Start] key.

Placing Custom Size Originals

When placing custom size originals in the document feeder, specify the size of the originals.

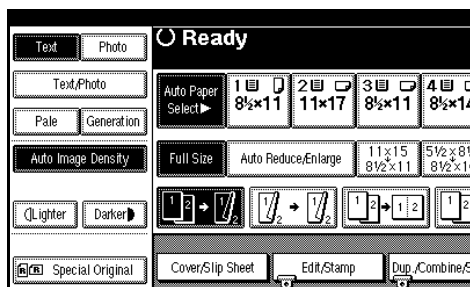
Limitation

- ❑ Paper that has a vertical length of 128-297mm (5" – 11") and a horizontal length of 128-1,260mm (5" – 49") can be placed with this function.

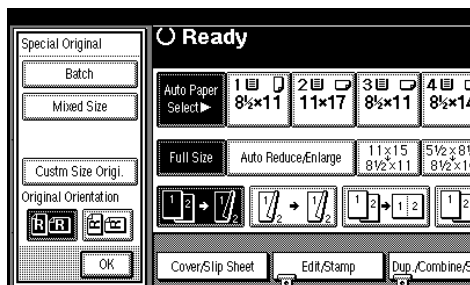
Note

- ❑ Make sure the original is placed correctly so that it is fed straight.
- ❑ When placing paper 433mm or larger in the document feeder (ADF), there are cases when the paper will be jammed, creased, or not fed.

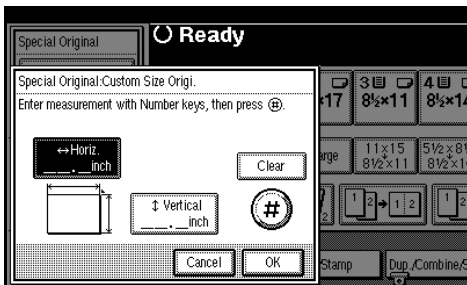
1 Press the [Special Original] key.



2 Press the [Custm Size Orig.] key.



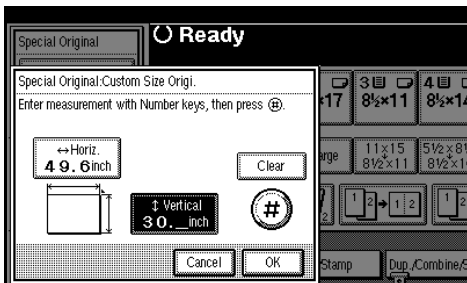
- 3** Enter the horizontal size of the original with the Number keys, and then press the [#] key.



Note

- If you make a mistake, press the **[Clear]** or **[Clear/Stop]** key, and then enter the value again.

- 4** Enter the vertical size of the original with the Number keys, and then press the [#] key.



- 5** Press the **[OK]** key.



- 6** Place your originals, and then press the **[Start]** key.

Note

- If you make a mistake, press the **[Clear]** or **[Clear/Stop]** key, and then enter the value again.

Basic Functions

The following basic functions are explained in this section.

- ❖ **Adjusting Copy Image Density**
Auto and Manual Image Density
- ❖ **Selecting Original Type Setting**
Text, Text·Photo, Photo, Pale, and Generation Copy
- ❖ **Selecting Copy Paper**
Auto Paper Select and Manual Paper Select
- ❖ **Auto Reduce/Enlarge**
The machine can choose an appropriate reproduction ratio based on the paper and original sizes you select.
- ❖ **Sort**
Copies can be assembled as sets in sequential order.
- ❖ **Rotate Sort**
Every other copy set is rotated by 90°   and delivered to the copy tray.
- ❖ **Stack (The optional Bridge unit and an optional finisher are required for this function)**
Copies can be assembled with each page placed.
- ❖ **Staple (The optional Bridge unit and an optional finisher are required for this function)**
Each copy set can be stapled together.

Note

- You can select the functions to be activated when System Reset is turned on, when Energy Saver is turned off, or after the machine is turned on.
- You can change the default settings for basic functions.

Reference

⇒ "Settings You Can Change with the User Tools" in System Settings manual

Adjusting Copy Image Density

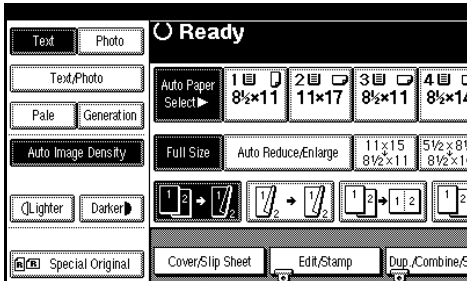
You can adjust the copy image density to match your originals.

There are three types of adjustment available:

- ❖ **Auto Image Density**
The machine automatically adjusts the image density.
- ❖ **Manual Image Density**
If you require darker or lighter copies, adjust the image density yourself.
- ❖ **Combined Auto and Manual Image Density**
Use when copying originals with a dirty background (such as newspapers). You can adjust the foreground density while leaving the background unchanged.

Auto Image Density

- 1 Make sure that the [Auto Image Density] key is selected.

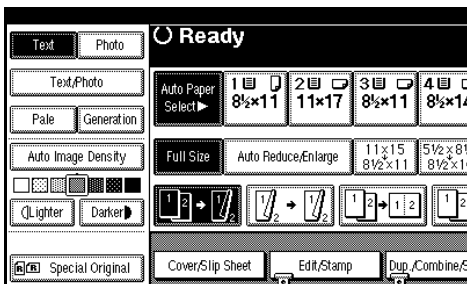


Note

- If the [Auto Image Density] key is not selected, press the [Auto Image Density] key.
- If you do not wish to set any other functions, press the [Start] key to start copying.

Manual Image Density

- 1 Press the [Auto Image Density] key to cancel it.
- 2 Press the [Lighter] or [Darker] key to adjust the image density.



Note

- If you do not wish to set any other functions, press the [Start] key to start copying.

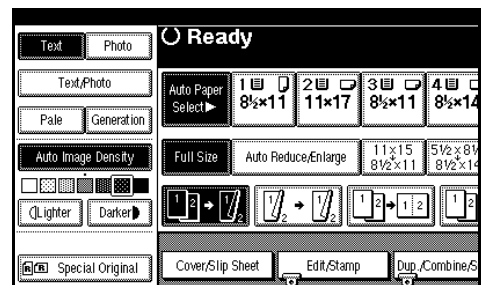
Combined Auto and Manual Image Density

- 1 Make sure that the [Auto Image Density] key is selected.

Note

- If the [Auto Image Density] key is not selected, press the [Auto Image Density] key.

- 2 Press the [Lighter] or [Darker] key to adjust the density.



Note

- If you do not wish to set any other functions, press the [Start] key to start copying.

Selecting Original Type Setting

Select one of the following types to match your originals:

❖ Text

Select this mode when your originals contain only text (no pictures).

❖ Text/Photo

Select Text-Photo when your originals contain photographs or pictures with text.

❖ Photo

Delicate tones of photographs and pictures can be reproduced with this mode.

❖ Pale

Select this mode for originals that have lighter lines written in pencil, or for faint copied slips. The faint lines will be clearly copied.

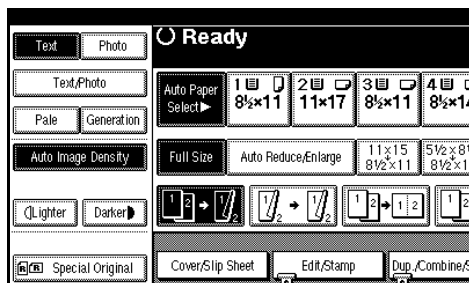
❖ Generation Copy

If your originals are copies (generation copies), the copy image can be reproduced sharply and clearly.

Note

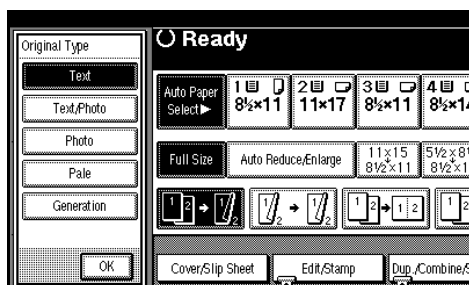
- You can hide all the original type keys on the initial display. ⇒ p.185 "Original Type Display"
- You can adjust the quality level for each original type. ⇒ p.185 "Copy Quality"

- 1** Press the appropriate key to select the original type.



Note

- If "Hide" has been selected in "Original Type Display" of the User Tools, press the **[Original Type]** key to select the original type, and then press the **[OK]** key. ⇒ "Original Type Display" on p.184 "General Features 1/4"



- If you do not wish to set any other functions, press the **[Start]** key to start copying.

Selecting Copy Paper

There are two ways to select copy paper:

❖ Auto Paper Select

The machine selects a suitable size of copy paper automatically based on the original size and the reproduction ratio. ⇒ p.43 "Rotated copy"

❖ Manual Paper Select

Choose the tray containing the paper you wish to copy onto: a paper tray, bypass tray or large capacity tray (LCT).

🔍 Reference

⇒ p.61 "Copying from the Bypass Tray"

⚠ Limitation

- ❑ Only the paper trays set to "No Display" or "Recycled Paper" in "Paper Type", and also set to "Yes" in "Apply Auto Paper Select", can be selected in Auto Paper Select mode. ⇒ "Paper Size Setting" in the System Settings manual
- ❑ If you set all the paper trays other than "No Display" or "Recycled Paper", you cannot use Auto Paper Select.

📝 Note

- ❑ See the following table for copy paper sizes and directions that can be used with Auto Paper Select (when copying at a ratio of 100%).

❖ Metric version

Where Original Is Placed	Paper Size and Direction
Exposure glass	A3☐, B4☐, A4☐☐, B5☐☐, A5☐, 8 ¹ / ₂ " × 14"☐, 8 ¹ / ₂ " × 13"☐
Document feeder	A3☐, B4☐, A4☐☐, B5☐☐, A5☐☐, 8 ¹ / ₂ " × 13"☐

❖ Inch version

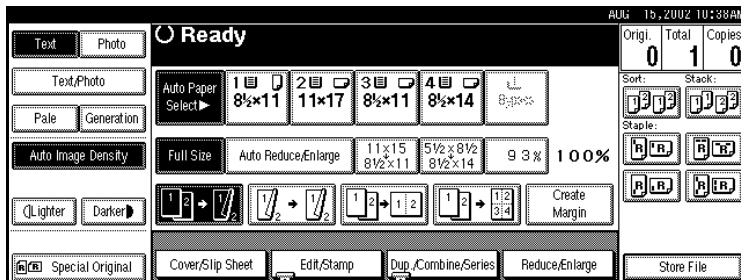
Where Original Is Placed	Paper Size and Direction
Exposure glass	11" × 17"☐, 8 ¹ / ₂ " × 14"☐, 8 ¹ / ₂ " × 11"☐☐, 10" × 14"☐, 8" × 10"☐
Document feeder	11" × 17"☐, 8 ¹ / ₂ " × 14"☐, 8 ¹ / ₂ " × 11"☐☐, 10" × 14"☐, 5 ¹ / ₂ " × 8 ¹ / ₂ "☐

- ❑ For some originals, the original size might not be detected correctly. ⇒ p.20 "Sizes difficult to detect"
- ❑ When you load special paper, such as recycled paper, in a paper tray, you can have the paper type shown on the display. ⇒ "Special Paper Indication" in the System Settings manual

Auto Paper Select

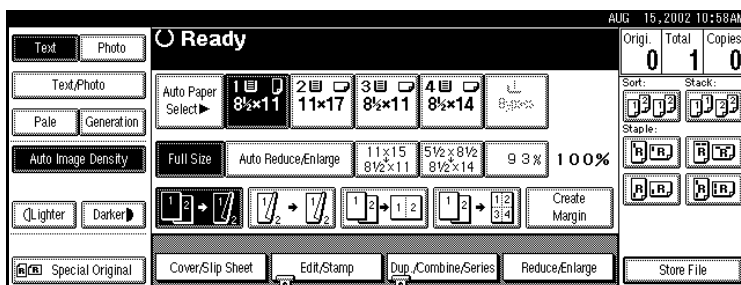
1 Make sure that the [Auto Paper Select] key is selected.

If the [Auto Paper Select] key is not selected, press the [Auto Paper Select] key.

**Note**

- If you do not wish to set any other functions, press the **[Start]** key to start copying.
- Trays with a key mark will not be automatically selected. ⇒ "Paper Size Setting" in the System Settings manual

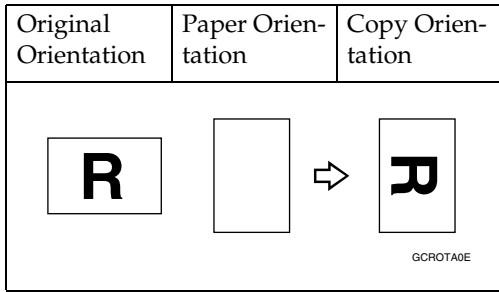
Manual Paper Select

1 Select the paper tray, bypass tray or large capacity tray (LCT).**Note**

- If you do not wish to set any other functions, press the **[Start]** key to start copying.
- If "Hide" has been selected in "Paper Display" of the User Tools, press the **[Auto Paper Select]** key. ⇒ p.184 "Paper Display"





Rotated copy

If the direction in which your original is placed (☐ or ☐) is different from that of the paper you are copying onto, this function rotates the original image by 90° and fits it on the copy paper. This function works when Auto Paper Select or Auto Reduce/Enlarge is selected. ⇒ "Auto Paper Select" on p.41 "Selecting Copy Paper" and ⇒ p.44 "Auto Reduce/Enlarge"



Limitation

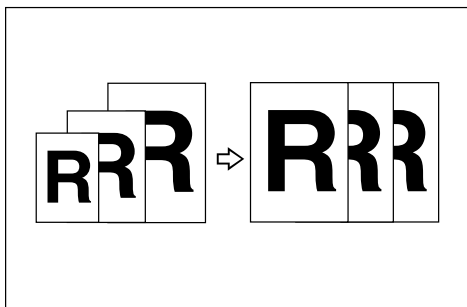
- ☐ The default setting for "Auto Tray Switching" is "With image rotation ". You cannot use the Rotated Copy function if this setting is changed to "Without image rotation" or "Off". ⇒ p.184 "Auto Tray Switching"
- ☐ You cannot use the Rotated Copy function when enlarging onto B4 or A3 size paper. In this case, place your original in the ☐ direction.

	Original Size and Direction		Copy Paper Size and Direction
You cannot rotate:	A4, B5, or A5 ☐	 <small>GCROTAIE</small>	When enlarging to → B4, A3  <small>GCROTAZE</small>
However, you can use:	A4, B5, or A5 ☐	 <small>GCROTA3E</small>	When enlarging to → B4, A3  <small>GCROTA4E</small>

- ☐ You cannot use the Rotated Copy function when "Left 2" or "Top 2" is selected for stapling when using the 1000-sheet finisher. ⇒ p.51 "Staple"
- ☐ You cannot use the Rotate Copy function if the Staple function is selected when using the 500-sheet finisher.

Auto Reduce/Enlarge

The machine can choose an appropriate reproduction ratio based on the paper and original sizes you select.



Limitation

- ❑ You cannot use the bypass tray with this function.

Note

- ❑ When using Auto Reduce/Enlarge, see the following table for the original sizes and directions you can use.

◆ Metric version

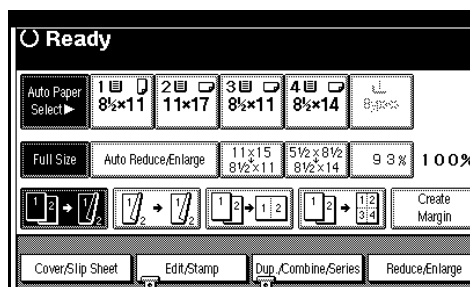
Where Original Is Placed	Original Size and Direction
Exposure glass	A3☐, B4☐, A4☐☐, B5☐☐, A5☐, 8 ¹ / ₂ "×14"☐, 8 ¹ / ₂ "×13"☐
Document feeder	A3☐, B4☐, A4☐☐, B5☐☐, A5☐☐, 8 ¹ / ₂ "×13"☐

◆ Inch version

Where Original Is Placed	Original Size and Direction
Exposure glass	11"×17"☐, 8 ¹ / ₂ "×14"☐, 8 ¹ / ₂ "×11"☐☐, 10"×14"☐, 8"×10"☐
Document feeder	11"×17"☐, 8 ¹ / ₂ "×14"☐, 8 ¹ / ₂ "×11"☐☐, 10"×14"☐, 5 ¹ / ₂ "×8 ¹ / ₂ "☐

- ❑ The reproduction ratios the machine will select are 25 – 400% (25–200% when setting originals in the document feeder).
- ❑ For some originals, the original size might not be detected correctly. ⇒ p.20 "Sizes difficult to detect"
- ❑ You can place originals of different sizes in the document feeder at the same time. ⇒ p.35 "Mixed Size mode"
- ❑ You cannot use the Rotated Copy function when enlarging to B4 or A3. When enlarging to B4 or A3 size copy paper, place the original in the ☐ direction.

1 Press the [Auto Reduce/Enlarge] key.



2 Select the paper tray.

Note

- ❑ If you do not wish to set any other functions, press the **[Start]** key to start copying.

Sort/Stack/Staple

The machine can scan your originals into memory and automatically sort the copies.

❖ Sort

- Sort
- Rotate Sort
- Shift sort (an optional finisher and the optional Bridge unit are required)

❖ Stack

- Stack
(an optional finisher and the optional Bridge unit are required)

❖ Staple (an optional finisher and the optional Bridge unit are required)

With 1000-Sheet Finisher

- Top
- Left 2
- Bottom
- Top 2

With 500-Sheet finisher

- Top

📍 Limitation

- You cannot use the bypass tray with this function.
- The maximum capacity for Sort and Stack with paper smaller than B5 is 100 sheets.

📝 Note

- When the number of copies exceeds the tray capacity, remove copies from the tray.
- The maximum tray capacity is as follows.

	Paper Size and Direction	Paper Capacity and Weight
Internal tray	A4 <input type="checkbox"/> <input type="checkbox"/> , B5 <input type="checkbox"/> <input type="checkbox"/> , A5 <input type="checkbox"/> <input type="checkbox"/> , B6 <input type="checkbox"/> , A6 <input type="checkbox"/> , Postcard <input type="checkbox"/> , 8 ¹ / ₂ " × 11" <input type="checkbox"/> <input type="checkbox"/> , 7 ¹ / ₄ " × 10 ¹ / ₂ " <input type="checkbox"/> <input type="checkbox"/> , 5 ¹ / ₂ " × 8 ¹ / ₂ " <input type="checkbox"/> <input type="checkbox"/> , 8" × 10 ¹ / ₂ " <input type="checkbox"/> <input type="checkbox"/> , 8" × 10" <input type="checkbox"/> <input type="checkbox"/> , 16K <input type="checkbox"/> <input type="checkbox"/>	500 sheets *1 (80g/m ²) (20 lb.)
	A3 <input type="checkbox"/> , B4 <input type="checkbox"/> , 11" × 17" <input type="checkbox"/> , 8 ¹ / ₂ " × 14" <input type="checkbox"/> , 8" × 13" <input type="checkbox"/> , 8 ¹ / ₂ " × 13" <input type="checkbox"/> , 8 ¹ / ₄ " × 14" <input type="checkbox"/> , 8 ¹ / ₄ " × 13" <input type="checkbox"/> , 11" × 15" <input type="checkbox"/> , 11" × 14" <input type="checkbox"/> , 10" × 14" <input type="checkbox"/> , 10" × 15" <input type="checkbox"/> , 8K <input type="checkbox"/>	250 sheets *2 (80g/m ²) (20 lb.)
	3 ⁷ / ₈ " × 7 ¹ / ₂ " <input type="checkbox"/> , 4 ¹ / ₈ " × 9 ¹ / ₂ " <input type="checkbox"/> , C5 Env <input type="checkbox"/> , C6 Env <input type="checkbox"/> , DL Env <input type="checkbox"/>	–

	Paper Size and Direction	Paper Capacity and Weight
Internal tray 2 (1 bin tray)	A3, B4, A4, B5, A5, 11" × 17", 8 1/2" × 14", 11" × 15" ^{*3} , 11" × 14", 10" × 14" ^{*3} , 10" × 15" ^{*3} , 8 1/2" × 11" ^{*3} , 7 1/4" × 10 1/2" ^{*3} , 5 1/2" × 8 1/2", 8" × 13", 8 1/2" × 13", 8 1/4" × 13", 8" × 10 1/2", 8" × 10" ^{*3} , 8 1/4" × 14"	125 sheets (80g/m ²) (20 lb.)
Shift sort tray	A4, B5, A5, B6, A6, 8 1/2" × 11", 7 1/4" × 10 1/2", 5 1/2" × 8 1/2", 8" × 10"	250 sheets (80g/m ²) (20 lb.)
	A3, B4, 11" × 17", 8 1/2" × 14", 8" × 13", 8 1/2" × 13", 8 1/4" × 13"	125 sheets (80g/m ²) (20 lb.)
500-Sheet Finisher	A4, B5, 8 1/2" × 11", 8" × 10 1/2"	500 sheets (80g/m ²) (20 lb.)
	A3, B4, 11" × 17", 11" × 14", 8 1/2" × 14", 8 1/2" × 13"	250 sheets (80g/m ²) (20 lb.)
1000-Sheet Finisher	Finisher proof tray A4, B5, A5, B6, A6, Postcard, 8 1/2" × 11", 7 1/4" × 10 1/2" ^{*4} , 5 1/2" × 8 1/2", 8" × 10 1/2", 8" × 10" ^{*4}	250 sheets (80g/m ²) (20 lb.)
	A3, B4, 11" × 17", 11" × 15" ^{*4} , 11" × 14", 10" × 14" ^{*4} , 10" × 15" ^{*4} , 8 1/2" × 14", 8" × 13", 8 1/2" × 13", 8 1/4" × 13", 8 1/4" × 14"	50 sheets (80g/m ²) (20 lb.)
	Finisher shift tray A4, B5 ^{*5} , 8 1/2" × 11", 7 1/4" × 10 1/2", 8" × 10 1/2"	1000 sheets (80g/m ²) (20 lb.)
	A3, B4, 11" × 17", 11" × 14", 8 1/2" × 14", 8" × 13", 8 1/2" × 13", 8 1/4" × 13", 8 1/4" × 14"	500 sheets (80g/m ²) (20 lb.)

^{*1} 250 sheets when the optional bridge unit is installed.

^{*2} 125 sheets when the optional bridge unit is installed.

^{*3} To place paper of sizes 10 1/2" × 7 1/4", 8" × 10", 11" × 15", 10" × 14", and 10" × 15", use the paper tray 2.

^{*4} To place paper of sizes 10 1/2" × 7 1/4", 8" × 10", 11" × 15", 10" × 14", and 10" × 15", use the paper tray 2 or the optional bypass tray.

^{*5} B5 cannot be shifted.

Note

□ When selecting Sort, Stack or Staple functions, copies of some sizes can be made, by feeding the paper from tray 2 or the optional bypass tray. Refer to each section. ⇒ p.47 "Sort", p.49 "Stack", p.51 "Staple"

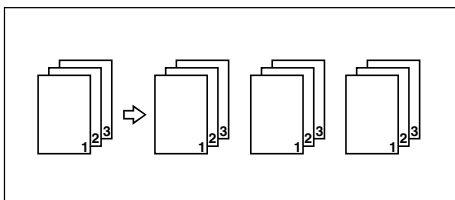
□ When using the Rotate Sort or Staple functions, the capacity may be reduced.

Sort

Copies can be assembled as sets in sequential order.










❖ Sort

Copies are assembled as sets in sequential order.




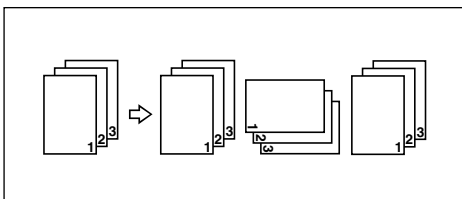
Note

- ❑ The paper sizes that can be used in the Sort function are as follows.

Metric version	A3  , B4  , A4  , B5  , A5 
Inch version	11" × 17"  , 8 1/2" × 14"  , 8 1/2" × 11"  , 5 1/2" × 8 1/2" 

❖ Rotate Sort




Every other copy set is rotated by 90°  and delivered to the copy tray.





Note

- ❑ When an optional finisher is installed, you can switch to or from the Rotate Sort function with the User Tools. ⇒ "Select Stack Function" on p.204 "Input/Output"

- ❑ The paper sizes that can be used in the Rotate Sort function are as follows.

Metric version	A4  , B5 
Inch version	8 1/2" × 11" 

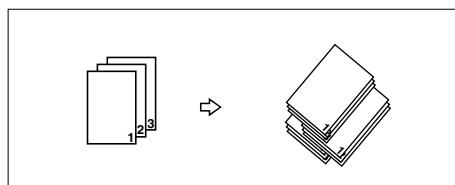
- ❑ To use the Rotate Sort function, two paper trays with paper identical in size and different in direction ( ) are required.

Reference

For the paper capacity of the optional finishers ⇒ p.223 "500-Sheet Finisher (Option)", ⇒ p.224 "1000-Sheet Finisher (Option)".

❖ Shift Sort

- 500-Sheet Finisher/1000-Sheet Finisher/Shift Sort Tray
Each time the copies of one set or those of each job are delivered, the next copy is shifted when delivered so that you can differentiate each set or job. If the shift sort tray is installed, it provides this function by sliding from side to side.



Note

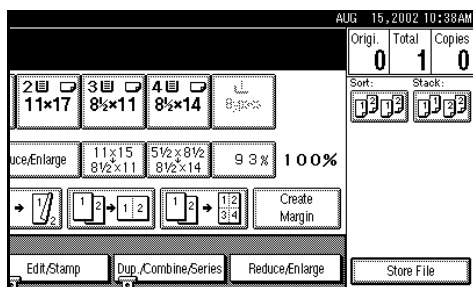
- The paper sizes that can be used in the Sort function are as follows.

	500-Sheet Finisher	1000-Sheet Finisher
Paper Size and Direction	A3, B4, A4, B5, 11" x 17", 11" x 15" *1, 11" x 14", 10" x 14" *1, 10" x 15" *1, 8 1/2" x 14", 8 1/2" x 13", 8 1/2" x 11", 8" x 10" *1, 7 1/4" x 10 1/2" *1	A3, B4, A4, B5, 11" x 17", 11" x 15" *1, 11" x 14", 10" x 14" *1, 10" x 15" *1, 8 1/2" x 14", 8 1/2" x 13", 8 1/4" x 14", 8 1/4" x 13", 8" x 13", 8 1/2" x 11", 8" x 10 1/2", 8" x 10" *1, 7 1/4" x 10 1/2" *1

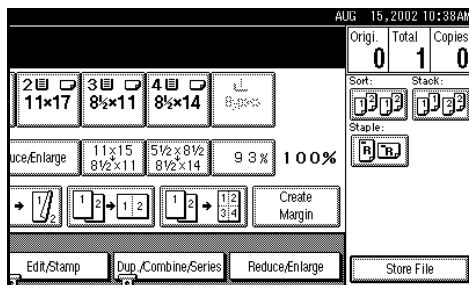
*1 To place paper of sizes 7 1/4" x 10 1/2", 8" x 10", 11" x 15", 10" x 14", and 10" x 15", use the paper tray 2 or the optional bypass tray.

1 Press the [Sort] or [Rotate Sort] key.

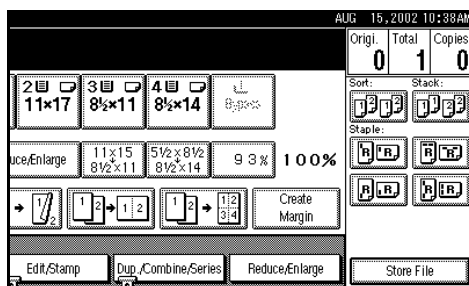
❖ When a finisher is not installed



❖ When the 500-Sheet Finisher is installed



❖ When the 1000-Sheet Finisher is installed



Note

- When the optional finisher is installed, use the User Tools to display [Rotate Sort]. => "Select Stack Function" on p.204 "Input/Output"

2 Enter the number of copy sets with the number keys.

! **Limitation**

- The maximum number of sets is 99.

Note

- To change the entered number, press the [Clear/Stop] key.

- 3** Place your originals, and then press the **[Start]** key.

When placing a stack of originals in the document feeder

- 1** Place a stack of originals in the document feeder, and then press the **[Start]** key.

 **Note**

- The last page should be on the bottom.
- If an original is misfed during sorted copying, reset your originals in the document feeder according to the instructions on the display, and try again.

When setting an original on the exposure glass or in the document feeder using Batch mode

 **Reference**

⇒ p.34 "Batch mode"

- 1** Place the original, and then press the **[Start]** key.

 **Note**

- Start with the first page to be copied.

- 2** Place the next original. When it is placed on the exposure glass, press the **[Start]** key.

 **Note**

- When using the SADF function, each page of the original will automatically be fed when placed, without pressing the **[Start]** key. ⇒ p.35 "SADF mode"

- Set the original in the same direction as the first one.

- 3** After all originals are scanned, press the **[#]** key.

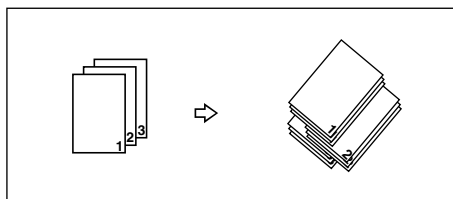
Stack

Copies can be assembled with each page placed.

◆ **Shift Stack**







































- 500-Sheet/1000-Sheet Finisher/Shift Sort Tray






This function groups copies of each page in a multi-page original together. Every other page stack is shifted for ease of separation. If shift sort tray is installed, it provides this function by sliding from side to side.



 **Note**

- The paper sizes that can be used with the Stack function are as follows.

	500-Sheet Finisher	1000-Sheet Finisher
Paper Size and Direction	A3  , B4  , A4  , B5  , 11" × 17"  , 11" × 15"  *1, 11" × 14"  , 10" × 14"  *1, 10" × 15"  *1, 8 1/2" × 14"  , 8 1/2" × 13"  , 8 1/2" × 11"   , 8" × 10 1/2"  , 8" × 10"  *1, 7 1/4" × × 10 1/2"  *1	A3  , B4  , A4  , B5  , 11" × 17"  , 11" × 15"  *1, 11" × 14"  , 10" × 14"  *1, 10" × 15"  *1, 8 1/2" × 14"  , 8 1/2" × 13"  , 8 1/4" × 14"  , 8 1/4" × 13"  , 8" × 13"  , 8 1/2" × 11"   , 8" × 10 1/2"   , 8" × 10"   *1, 7 1/4" × 10 1/2"   *1

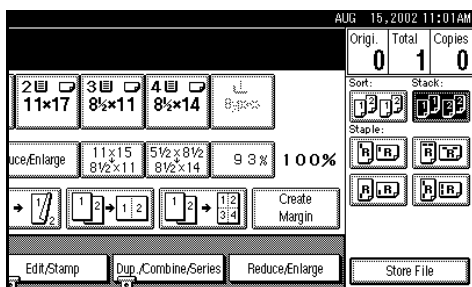
*1 To place paper of sizes 7 1/4" × 10 1/2" , 8" × 10" , 11" × 15" , 10" × 14" , and 10" × 15" , use the paper tray 2 or the optional bypass tray.

Reference

For the maximum tray capacity of the optional finishers ⇒ p.223 “500-Sheet Finisher (Option)”, ⇒ p.224 “1000-Sheet Finisher (Option)”.

2

1 Press the **[Stack]** key.



2 Enter the number of copies with the number keys.

Note

□ To change the entered number, press the **[Clear/Stop]** key.

3 Place your originals, then press the **[Start]** key.

When placing a stack of originals in the document feeder

1 Place a stack of originals in the document feeder, and then press the **[Start]** key.

Note

□ The last page should be on the bottom.

When placing an original on the exposure glass or in the document feeder using Batch mode

Reference

⇒ p.34 “Batch mode”

1 Place the original, and then press the **[Start]** key.

Note

□ Start with the first page to be copied.

2 Place the next original. When it is placed on the exposure glass, press the **[Start]** key.

Note

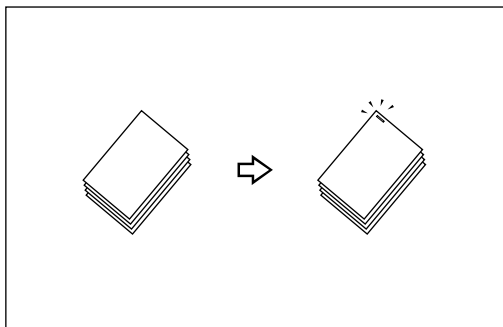
□ When using the SADF function, each page of the original will automatically be fed when placed, without pressing the **[Start]** key. ⇒ p.35 “SADF mode”

□ Place the original in the same direction as the first one.

Staple

An optional finisher and the bridge unit are required to use this function.

Each copy set can be stapled together.



⚠ Limitation

❑ You cannot use the following paper in this function:

- Postcards
- Translucent paper
- OHP transparencies
- Label paper (adhesive labels)
- Thick paper
- Thin paper
- Curled paper
- Paper of low stiffness
- Paper of different vertical sizes

📝 Note

❑ For this mode, the following limitation applies. When the number of copies exceeds the tray capacity, copying stops. In this case, remove the copies from the shift tray, and then resume copying.


	Paper size	Stapler capacity	
500-Sheet Finisher	A3☐, B4☐, A4☐☐, B5☐, 11"×17"☐, 11"×15"☐ *1, 11"×14"☐, 10"×14"☐ *1, 10"×15"☐ *1, 8½"×14"☐, 8½"×13"☐, 8½"×11"☐☐, 8"×10½"☐, 8"×10"☐ *1, 7¼"×10½"☐ *1	A3☐, B4☐, 11"×17"☐, 11"×15"☐, 11"×14"☐, 10"×14"☐, 10"×15"☐, 8½"×14"☐, 8½"×13"☐	20 sheets (80g/m ²)
		A4☐☐, B5☐, 8½"×11"☐☐, 8"×10½"☐, 8"×10"☐, 7¼"×10½"☐	30 sheets (80g/m ²)


1000-Sheet Finisher	A3☐, B4☐, A4☐☐, B5☐☐, 11" × 17"☐, 11" × 15"☐*1, 11" × 14"☐, 10" × 14"☐*1, 10" × 15"☐*1, 8 ¹ / ₂ " × 14"☐, 8 ¹ / ₂ " × 13"☐, 8 ¹ / ₄ " × 14"☐, 8 ¹ / ₄ " × 13"☐, 8" × 13"☐, 8 ¹ / ₂ " × 11"☐☐, 8" × 10 ¹ / ₂ "☐☐, 8" × 10"☐☐*1, 7 ¹ / ₄ " × 10 ¹ / ₂ "☐☐*1	A3☐, B4☐, 11" × 17"☐, 11" × 15"☐, 11" × 14"☐, 10" × 14"☐, 10" × 15"☐, 8 ¹ / ₂ " × 14"☐, 8 ¹ / ₂ " × 13"☐, 8 ¹ / ₄ " × 14"☐, 8 ¹ / ₄ " × 13"☐, 8" × 13"☐	30 sheets (80g/m ²)
		A4☐☐, B5☐☐, 8 ¹ / ₂ " × 11"☐☐, 8" × 10 ¹ / ₂ "☐☐, 8" × 10"☐☐, 7 ¹ / ₄ " × 10 ¹ / ₂ "☐☐	50 sheets (80g/m ²)

*1 To load paper of sizes 7¹/₄" × 10¹/₂"☐, 8" × 10"☐☐, 11" × 15"☐, 10" × 14"☐, and 10" × 15"☐, use the paper tray 2.

- ☐ In the following cases, the copies will be delivered to the shift tray without stapling.
 - When the number of sheets for one set is over the stapler capacity.
 - When memory reaches 0% during copying.
- ☐ When you select Staple, Sort mode is automatically selected.
- ☐ Staple function is not available for mixed size originals. When using Mixed Size mode in staple function, select Auto Reduce/Enlarge. ⇒ p.44 "Auto Reduce/Enlarge"

Reference

If you want to add staples, ⇒ p.172 " Adding Staples".

When staples are jammed, ⇒ p.175 " Removing Jammed Staples".

When using Double copies, or "1 Sided → 1 Sided", "1 Sided → 2 Sided", "2 Sided → 1 Sided", and "2 Sided → 2 Sided" in Combine mode, select ☐ original for ☐ copy and ☐ original for ☐ copy.

Stapling position and original setting










Place all the originals in a direction in which they can be read. They will automatically be rotate copied. When there is copy paper that is identical in size and direction to your original, the staple positions are as follows:

When using Double copies, or "1 Sided 2 Pages→ Combine 1 Side" and "1 Sided 4 Pages→ Combine 2 Sided" in Combine mode, select ☐ original for ☐ copy and ☐ original for ☐ copy.

When using "Left 2" or "Top 2" with Double copies, or "1 Sided → 1 Sided", "1 Sided → 2 Sided", "2 Sided → 1 Sided", or "2 Sided → 2 Sided" in Combine mode, select ☐ original for ☐ copy and ☐ originals for ☐ copy.

❖ 500-sheet Finisher
























When your machine is equipped with the 500-sheet finisher, the stapling position will be fixed to "Top".

		Original location			Stapling position
			Exposure glass	Document Feeder	
	Top				
					










Note

Original images are not rotated.

❖ 1000-Sheet Finisher

		Original location			Stapling position
			Exposure glass	Document Feeder	
	Top				
					
	Bottom				
					
	Left 2				
					

*1

		Original location		Stapling position	
			Exposure glass		Document Feeder
	Top 2				*1 
					

*1 Not available for paper size larger than A4.

 **Note**

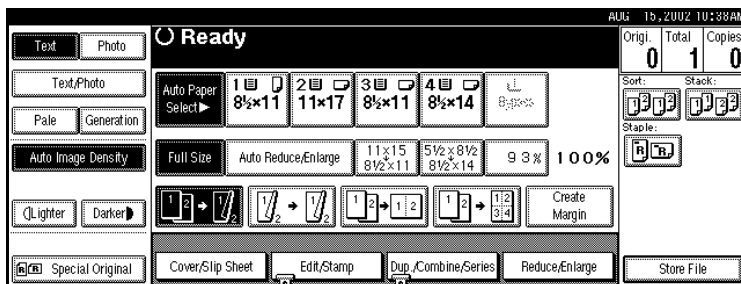
- You cannot change stapling positions during copying.
- When the original image is rotated, the stapling direction turns by 90°.
- When using "Left 2" or "Top 2" with Combine mode, Double copies, or Auto Reduce/Enlarge, "Blank part will appear. Check orientation." message may be displayed. In this case, change the paper orientation.
- The maximum original image size that can be rotated is as follows.

Metric version	A4
Inch version	8 ¹ / ₂ " × 11"

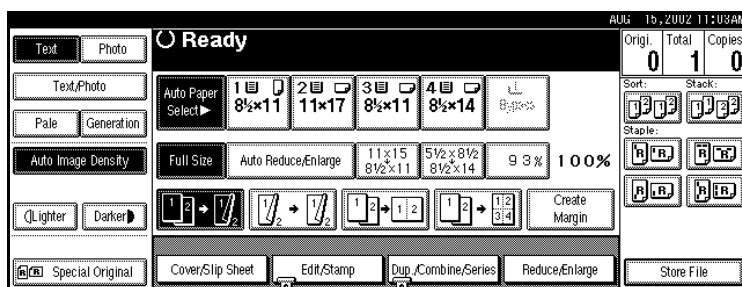
- When "Left 2" or "Top 2" is selected, the following settings are useful to rotate images appropriately:
 - "Auto Reduce/Enlarge" or "Auto Paper Select"
 - "With image rotation" in "Auto Tray Switching" of User Tools

1 Select one of the stapling positions.

◆ 500-Sheet Finisher



❖ 1000-Sheet Finisher



Note

- When you select the stapling position, Sort mode is automatically selected.

Reference

⇒ p.52 “Stapling position and original setting”

2 Enter the number of copy sets with the number keys.

Note

- To change the entered number, press the **[Clear/Stop]** key.

3 Place your originals, then press the **[Start]** key.

When placing a stack of originals in the document feeder

1 Place a stack of originals in the document feeder, and then press the **[Start]** key.

Note

- The last page should be on the bottom.
-

When placing an original on the exposure glass or in the document feeder using Batch mode

Reference

⇒ p.34 “Batch mode”

1 Place the original, and then press the **[Start]** key.

Note

- Start with the first page to be copied.

2 Place the next original. When it is placed on the exposure glass, press the **[Start]** key.

Note

- When using the SADF function, each page of the original will automatically be fed when placed, without pressing the **[Start]** key. ⇒ p.35 “SADF mode”
- Place the original in the same direction as the first one.

3 After all originals are scanned, press the **[#]** key.

To Stop Scanning Temporarily

When you are using the Sort, Stack, or Staple function, the originals are scanned into memory.

- 1 Press the **[Clear/Stop]** key to stop originals from being scanned into memory.

To resume scanning

- 1 Press the **[No]** key to resume scanning.

Note

- Scanned images in memory are not cleared.

To clear scanned images of the originals

- 1 Press the **[Yes]** key.

Scanning is stopped with the images cleared.

When Memory Reaches 0%

Scanning will be stopped if the size of scanned image data exceeds memory capacity.

Note

- There is enough memory to store approximate 1,000 originals of A4, 8¹/₂" × 11" size. The number of originals that can be stored in memory varies depending on the memory setting and original type. In addition, the number of originals that can be stored in memory will be reduced when you use other functions.

Reference

Scanning will stop when memory reaches 0% during sorted copying. However, you can change this setting so that all the scanned pages are copied and delivered to the tray. After which, the machine automatically continues scanning the remaining originals. ⇒ "Memory Full Auto Scan Restart" on p.204 "Input/Output"

- 1 Press the **[Start]** key.

The scanned pages are delivered to the tray. Then, the image data in memory is cleared.

- 2 Remove the copies and continue copying by following the instructions on the display.

To Remove Paper from the Staple Unit

If you cancel a stapling copy job in the middle of the job, paper might be left in the staple unit. In this case, remove the paper from the staple unit.

- 1 Press the **[Clear Modes]** key to cancel the copy settings.

- 2 Place the next original, and then press the **[Start]** key.

The paper left in the staple unit is automatically delivered, and then the next job starts.

Note

- When paper is not delivered and a message is displayed, follow the instructions on the display to remove the paper.

Copying from the Paper Tray 2

Use the paper tray 2 for copying onto special paper (OHP transparencies, label paper (adhesive labels), thick paper (for example postcards and envelopes), thin paper) as well as plain paper.

You can also set special paper in the System Settings. ⇒ "Paper Size Setting" in the System Settings manual

Note

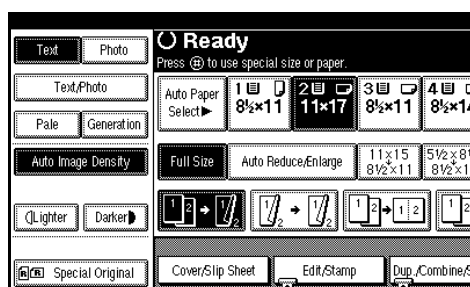
- ❑ If you do not use standard size copy paper, you should input vertical and horizontal dimensions. The sizes that you can input are as follows.

Metric version	<ul style="list-style-type: none"> • Vertical: 100 – 297mm • Horizontal: 148 – 432mm
Inch version	<ul style="list-style-type: none"> • Vertical: 4.0" – 11.7" • Horizontal: 5.9" – 17.0"

- ❑ For the paper size, type, and thickness you can use, or the maximum number of sheets you can load at a time, refer to "Copy Paper" ⇒ p.22.
- ❑ To make copies onto special paper (OHP transparencies, thick paper (for example postcards and envelopes), thin paper, label paper (adhesive labels)), you need to specify the paper type. ⇒ p.64 "When copying onto special paper"
- ❑ To load paper, refer to "Changing the Paper Size in Tray 1-4/Paper Tray Unit" ⇒ p.170.

Using Tray 2 as Bypass Tray

- 1 Select tray 2, and then press the **[#]** key.



Important

- ❑ The paper size and type settings programmed by pressing the **[#]** key are cleared and reset automatically when copying is completed.
- ❑ If the paper size displayed on the key for tray 2 is different from the paper set in tray 2, paper might be misfed. Make sure to remove paper in the tray after copying.

When copying onto standard size paper

This setting is necessary when temporarily copying onto a paper size which is not displayed on the size key of tray 2.

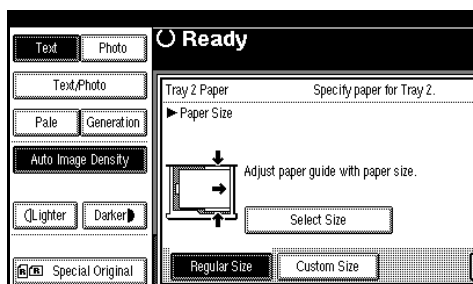
Note

- ❑ This setting is not necessary if the size of paper displayed on the key for tray 2 and that of paper set in tray 2 are the same.
- ❑ You can also specify the size of paper directly with the paper size selector for the paper tray 2.

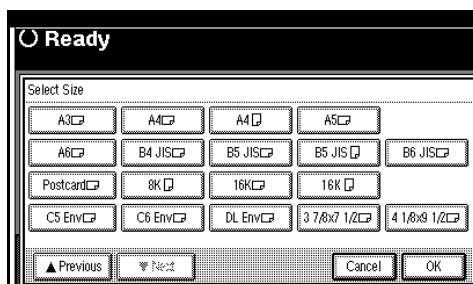
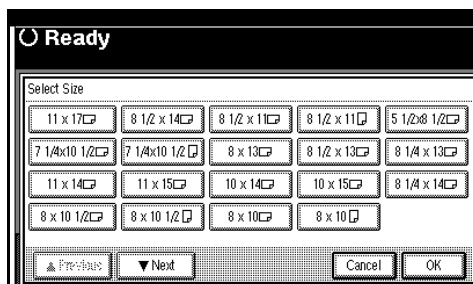
2

- ❑ Some kinds of envelopes might cause misfeeds and wrinkles. In this case, push down the green lever of the fusing unit. ⇒ p.65 “When copying onto envelopes” Also, be sure to place the front face of the envelope upwards.

1 Press [Select Size].



2 Select the paper size.



3 Press [OK].

Note

- ❑ The copy paper sizes that can be selected are as follows:
 - A3, B4, A4, A5, B5, B6, A6, Postcard, 11x17, 8¹/₂x14, 8¹/₂x11, 5¹/₂x8¹/₂, 7¹/₄x10¹/₂, 8x13, 8¹/₂x13, 8¹/₄x13, 11x14, 11x15, 10x14, 10x15, 8¹/₄x14, 8x10¹/₂, 8x10, 8K, 16K, 3⁷/₈" x 7¹/₂", 4¹/₈" x 9¹/₂", C5 Env, C6 Env, DL Env

When copying onto custom size paper

Note

- ❑ If [2 Sided] is selected for copying in [Dup./Combine/Series] (for example [1 Sided]→[2 Sided]), select [1 Sided] for copying (for example [1 Sided]→[1 Sided]).

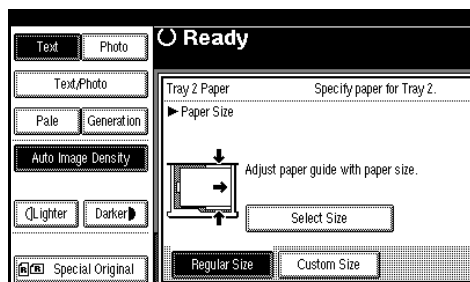
Important

- ❑ You should specify the size of copy paper to avoid paper misfeeds.

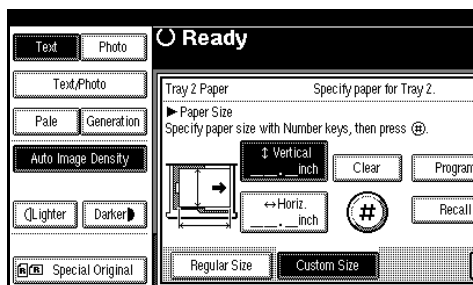
Limitation

- ❑ Paper will be automatically delivered to the Internal tray.

1 Press [Custom Size].



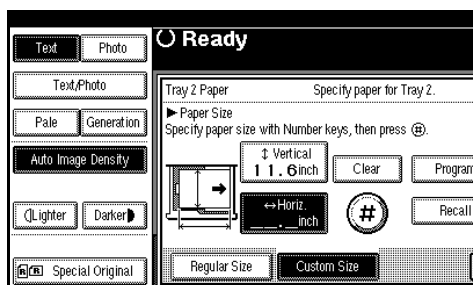
- 2 Press the [Vertical inch] key, enter the vertical size of the paper with the number keys, and then press the [#] key.



Note

- To change the number entered, press the [Clear] or [Clear/Stop] key and enter the new number.

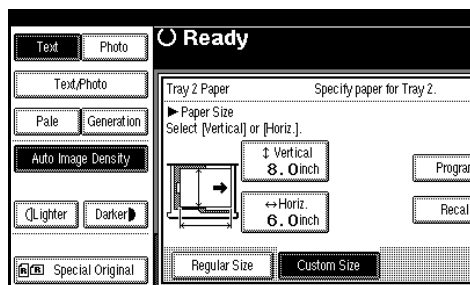
- 3 Enter the horizontal size of the paper with the number keys, and then press the [#] key.



Note

- If the [Horiz inch] key is not highlighted, press the [Horiz inch] key.
- To change the number entered, press the [Clear] or [Clear/Stop] key and enter the new number.

- 4 To register the custom size entered, press the [Program] key and then press the [Exit] key.



Note

- If you do not register the custom size, go to step 2.
- Only one custom size can be stored.
- To recall the custom size stored, press the [Recall] key.
- If you do not register the custom size, the size you set is deleted when modes are cleared.

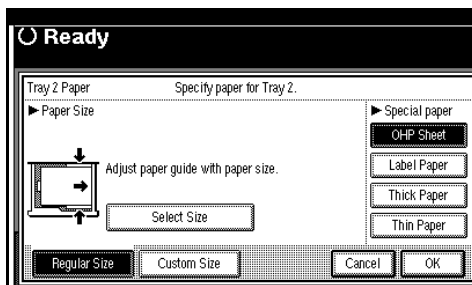
When copying onto special paper

To make copies onto special paper (OHP transparencies, thick paper (for example postcards and envelopes), thin paper, label paper (adhesive labels)), specify the paper type in "Special paper".

Note

- If [2 Sided] is selected for copying in [Dup./Combine/Series] (for example [1 Sided]→[2 Sided]), select [1 Sided] for copying (for example [1 Sided]→[1 Sided]).
- Select [Thick Paper] if the paper weight is 105g/m² (28 lb.) or more.

- 1 Select paper type in "Special paper".



- 2 Press the [OK] key.
- 3 Set your originals and press the [Start] key.

Important

- When you place an OHP transparency, make sure that its front and back faces are properly positioned. Place the front face upwards.
- To avoid paper misfeeds, fan the paper before setting it in the tray.
- When copying onto OHP transparencies, remove copied sheets one by one.

Note

- You can also set the size of paper in tray 2 in System Settings. ⇒ "Paper Size Setting" in the System Settings manual
- The maximum limit for stacking special paper is different from that of plain paper. ⇒ p.160 "Loading Paper"
- When setting OHP transparencies, thin paper or label paper (adhesive labels), Staple, Shift or Sort function may not be used.

Copying from the Bypass Tray

The optional bypass tray is required to use this function.









Use the bypass tray to copy onto special paper (OHP transparencies, label paper (adhesive labels), thick paper (for example postcards and envelopes), thin paper), and copy paper that cannot be loaded in the paper trays.

Preparation

When copying from the bypass tray, select **[1 Sided]** for copying in **[Dup./Combine/Series]**(for example **[1 Sided]→[1 Sided]** or **[2 Sided]→[1 Sided]**).

Note

- ❑ The machine can automatically detect the following sizes as standard size copy paper.

Metric version	A3  , A4  , A5  , 8" × 13" 
Inch version	11" × 17"  , 8 1/2" × 14"  , 8 1/2" × 11"  , 5 1/2" × 8 1/2" 

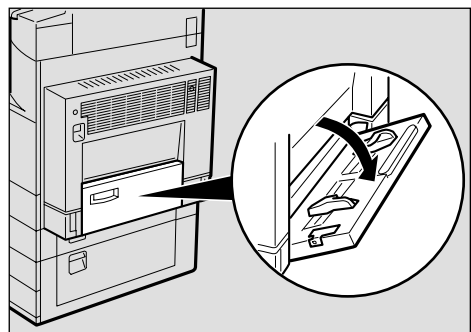
- ❑ If you do not use the standard size copy paper or if you use special paper, you should input vertical and horizontal dimensions. ⇒ p.22 "Copy Paper", p.63 "When copying onto custom size paper" The sizes that you can input are as follows.

Metric version	<ul style="list-style-type: none"> • Vertical: 90 – 305mm • Horizontal: 148 – 432mm *1
Inch version	<ul style="list-style-type: none"> • Vertical: 3.6" – 12.0" • Horizontal: 5.9" – 17.0" *1

*1 Paper size up to 600mm(23.6") is available when an optional HDD is installed.

- ❑ When using paper larger than 433 mm in size, load it so that it is fed straight into the machine.
- ❑ When paper larger than 433 mm in size is used, the paper may become wrinkled, may not be fed into the machine, or may cause paper jams.
- ❑ The maximum number of sheets you can load at the same time depends on the paper type. For details about the paper capacity of the bypass tray, ⇒ p.22 "Copy Paper".
- ❑ Some kinds of envelopes might cause misfeeds and wrinkles. In this case, push down the green lever of the fusing unit. ⇒ p.65 "When copying onto envelopes" Also, be sure to place the front face of the envelope downwards.

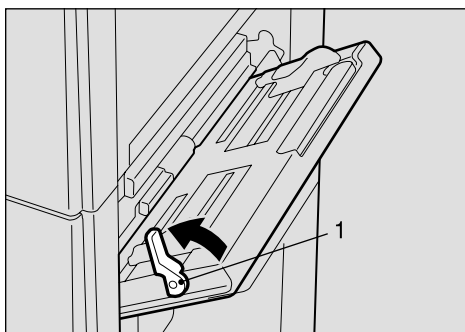
1 Open the bypass tray.



ZEWH110E

2


- 2 Push up the paper guide release lever.

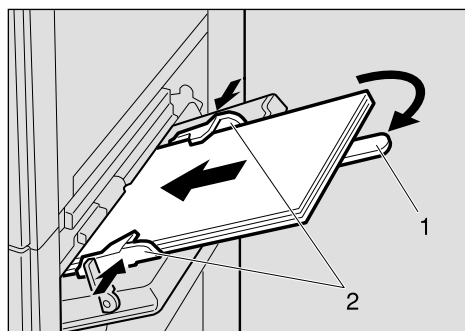


ZEWH220E

1: Paper guide release lever

- 3 Lightly insert the copy paper face down and adjust the paper guide.

The  indicator on the display automatically goes on.




ZEWH100E



1: Extender
2: Paper guide

Important

- If the guides are not flush with the copy paper, images might be skewed or paper misfeed might occur.

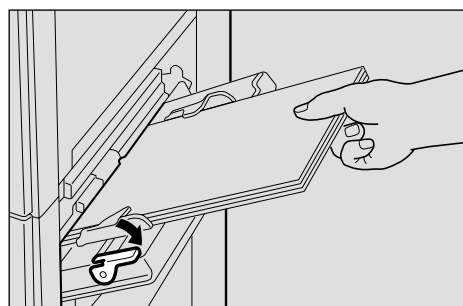
Note

- Do not stack paper over the limit mark, otherwise images might be skewed or paper misfeed might occur.
- Set the direction of the copy paper to .

- Swing out the extender to support paper sizes larger than A4 , 8¹/₂" × 11" .
- Fan paper to get air between the sheets and avoid a multi-sheet feed.
- Before setting, adjust the paper if curled or warped.

- 4 Push down the paper guide release lever.

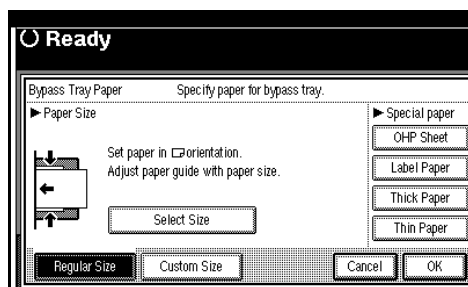
"Bypass" is selected automatically.



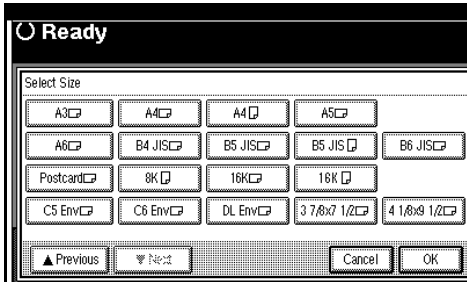
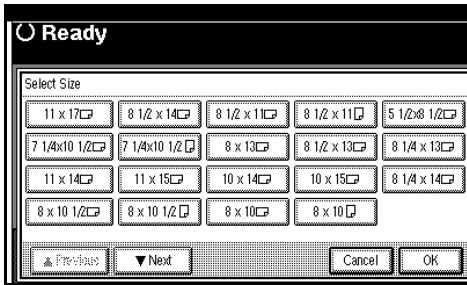
ZEWH240E

When copying onto standard size paper

- 1 Press the [#] key.
- 2 Press the [Select Size] key.



3 Select the paper size.



Note

The copy paper sizes that can be selected are as follows:

- A3, B4, A4, A5, A6, B5, B6, Postcard, 11x17, 8¹/₂x14, 8¹/₂x11, 5¹/₂x8¹/₂, 7¹/₄x10¹/₂, 8x13, 8¹/₂x13, 8¹/₄x13, 11x14, 11x15, 10x14, 10x15, 8¹/₄x14, 8x10¹/₂, 8x10, 8K, 16, 3⁷/₈ x 7¹/₂, 4¹/₈ x 9¹/₂, C5 Env, C6 Env, DL Env

4 Press the [OK] key.

5 Place your originals, and then press the [Start] key.

When copying onto custom size paper

Important

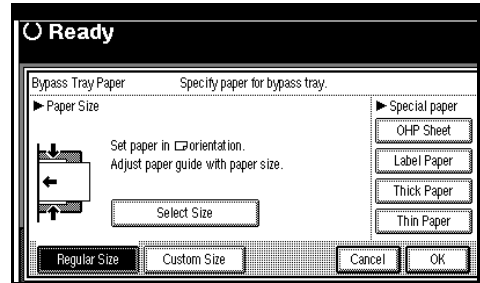
You should specify the size of copy paper to avoid paper mis-feeds.

Limitation

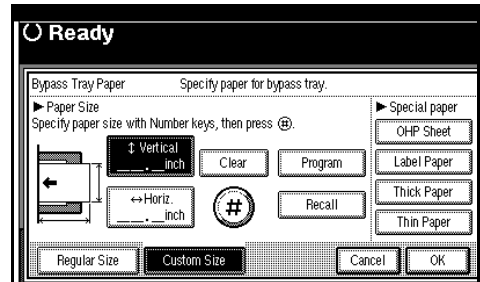
Paper will be automatically delivered to the Internal tray.

1 Press the [#] key.

2 Press the [Custom Size] key.



3 Press the [Vertical inch] key, enter the vertical size of the paper with the number keys, and then press the [#] key.



Note

To change the number entered, press the [Clear] or [Clear/Stop] key and enter the new number.

4 Enter the horizontal size of the paper with the number keys, and then press the [#] key.

Note

If the [Horiz inch] key is not highlighted, press the [Horiz inch] key.

To change the number entered, press the [Clear] or [Clear/Stop] key and enter the new number.

- 5 To register the custom size entered, press the [Program] key and then press the [Exit] key.

Note

- If you do not register the custom size, go to step 6.
- Only one custom size can be stored.
- To recall the custom size stored, press the [Recall] key.
- If you do not register the custom size, the size you set is deleted when modes are cleared.

- 6 Press the [OK] key.
- 7 Place your originals, and then press the [Start] key.

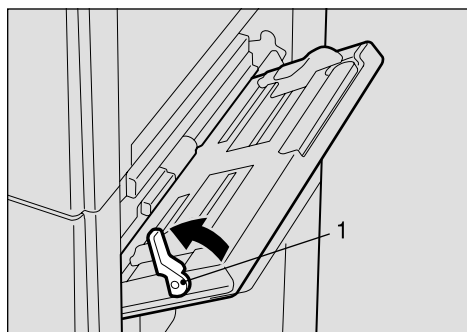
When copying onto special paper

To make copies onto OHP transparencies, thick paper, thin paper or label paper (adhesive labels), you need to specify the paper type and size. ⇒ p.62 "When copying onto standard size paper", p.63 "When copying onto custom size paper"

Note

- Select [Thick Paper] if the paper weight is 105g/m² (28 lb.) or more.


- 1 Open the bypass tray, and push up the paper guide release lever.

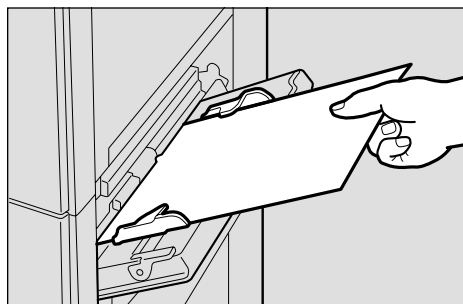


ZEWH220E

1: Paper guide release lever

- 2 Lightly insert the OHP transparencies, thick paper, thin paper or label paper (adhesive paper) face down and adjust the paper guide.

The  indicator on the display automatically goes on.



ZEWH230E

Important

- If the guides are not flush with the copy paper, images might be skewed or paper misfeed might occur.
- When you load an OHP transparency, make sure that its front and back faces are properly positioned.
- To avoid paper misfeeds, fan the paper before loading it in the tray.

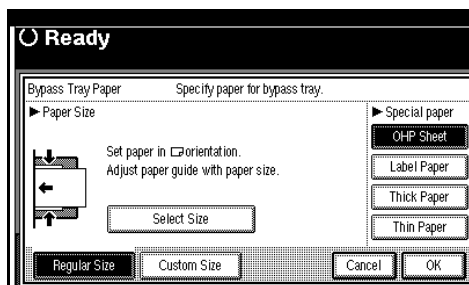
- 3 Push down the paper guide release lever.

"Bypass" is selected automatically.

- 4 Press the [#] key.

Display for "Bypass Tray Paper" is shown.

- 5 Select paper type in "Special paper".



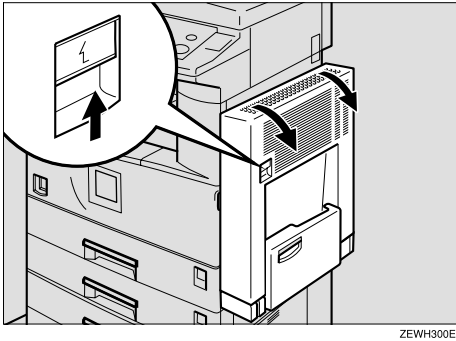
- 6 Press the [OK] key.
- 7 Place your originals, and then press the [Start] key.

Important

- When copying onto OHP transparencies, remove copied sheets one by one.

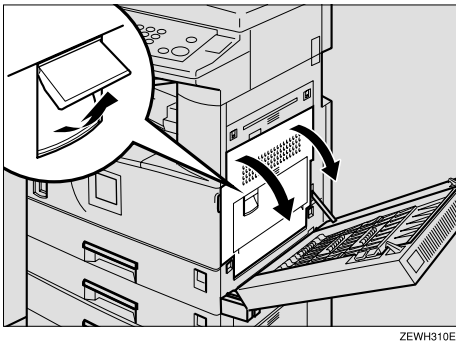
When copying onto envelopes

- 1 If the duplex unit is installed, open the duplex unit by lifting the catch.



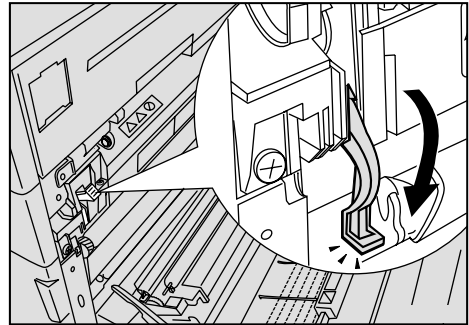
ZEWH300E

- 2 Open the right cover by lifting the catch.



ZEWH310E

- 3 Push down the green lever of the fusing unit as shown in the illustration.

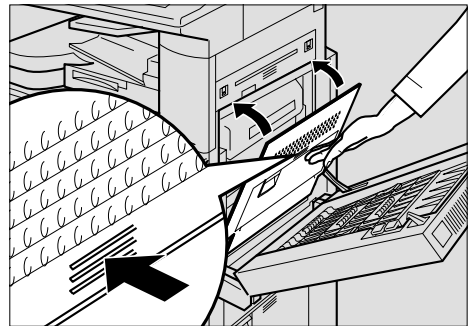


ZEWH320E

Important

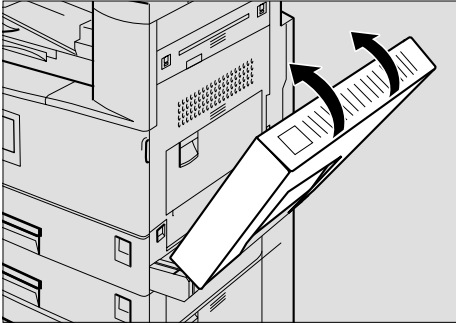
- Be sure to return the lever to the original position, after you have finished copying on envelopes.
- If you copy on plain paper without returning the lever to the original position, the copy quality might be reduced.

- 4 Close the right cover.



ZEWH330E

- 5 If the duplex unit is installed, close the duplex unit.



- 6 Press the **[#]** key.
- 7 Select the paper size, and then select **[Thick Paper]** for the paper type.
- 8 Press the **[OK]** key.
- 9 Place your originals, and then press the **[Start]** key.

- 5 When your copy job is finished, press the **[Clear Modes]** key to clear the settings.

Programs

You can store frequently used copy job settings in machine memory and recall them for future use.

❖ Storing Your Settings

You can store the settings you frequently use.

❖ Deleting A Program

You can delete a stored program.

❖ Recalling A Program

You can recall a stored program.

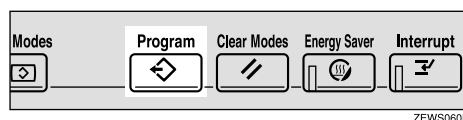
📝 Note

- ❑ You can store up to 10 programs.
- ❑ You can select the standard mode or program No. 10 as the mode to be set when modes are cleared or reset, or immediately after the operation switch is turned on. ⇒ “Change Initial Mode” on p.187 “General Features 2/4”
- ❑ Paper settings are stored based on paper size. So if you place more than one paper tray of the same size, the paper tray prioritized with the User Tools (System Settings) will be selected first. Refer to the System Settings manual.
- ❑ Programs are not cleared by turning the power off or by pressing the **【Clear Modes】** key. They are canceled only when you delete or overwrite them with another program.

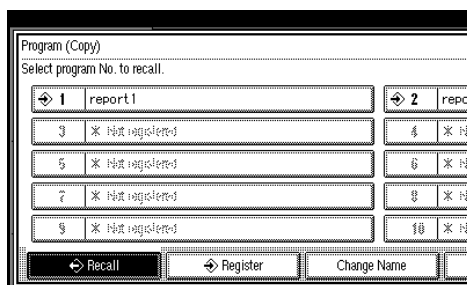
Storing a Program

1 Edit the copy settings so that all functions you want to store in this program are selected.

2 Press the **【Program】** key.



3 Press the **【Register】** key.



4 Press the program number you want to store.

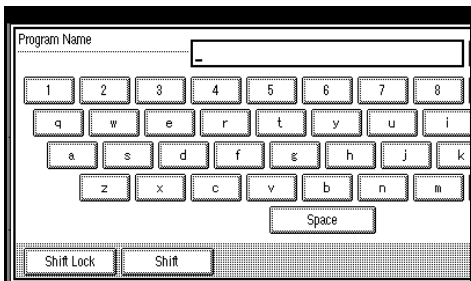
📝 Note

- ❑ Program numbers with ⇄ already have settings in them.

🔍 Reference

⇒ p.68 “Changing a stored program”

- 5** Enter the program name with the letter keys on the display panel.



2

Note

- If you do not wish to enter the program name, go to step **6**.
- You can register up to 40 characters.
- To change the name entered, press the **[Backspace]**, **[Delete All]** or **[Clear/Stop]** key and enter new letters.

Reference

For details on entering characters, ⇒ "Entering Text Characters" in the System Settings manual.

- 6** Press the **[OK]** key.

When the settings are successfully stored, the indicator goes on.

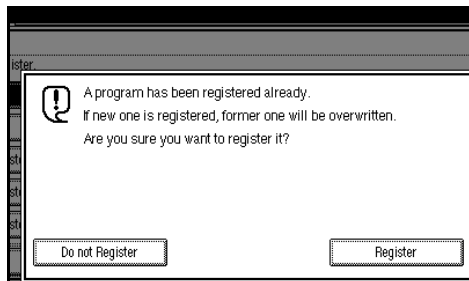
Changing a stored program

- 1** Check the program settings.

Note

- When you want to check the contents of a program, recall the program. ⇒ p.69 "Recalling a Program"

- 2** Repeat steps **1** to **4** in Storing a Program.



To overwrite the program

Important

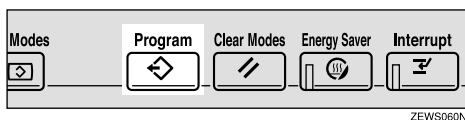
- If you select **[Register]**, the previous program is lost.
- 1** Repeat steps **5** and **6** in Storing a Program.

Not to overwrite the program

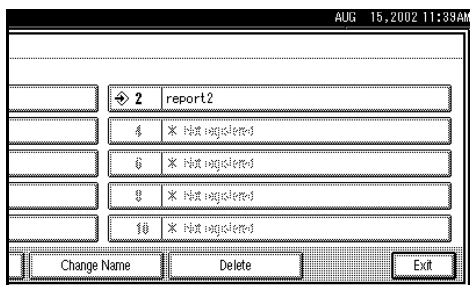
- 1** Press the **[Do not Register]** key.

Deleting a Program

1 Press the **[Program]** key.

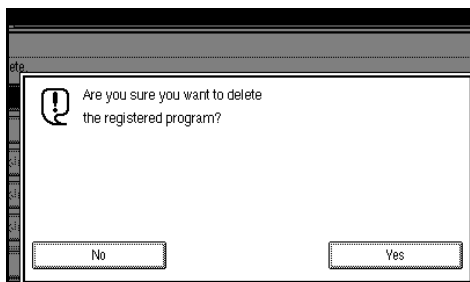


2 Press the **[Delete]** key.



3 Press the program number you want to delete.

4 Press the **[Yes]** key.

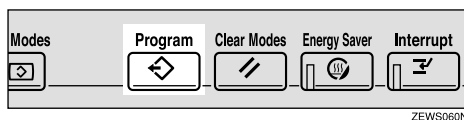


Note

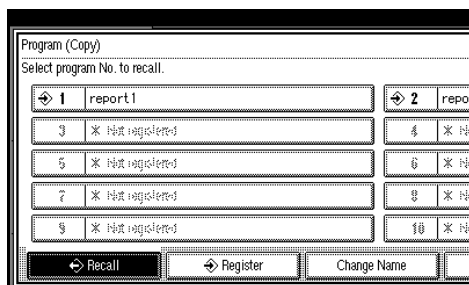
- To cancel the deletion, press the **[No]** key.

Recalling a Program

1 Press the **[Program]** key.



2 Press the **[Recall]** key.



3 Press the program number you want to recall.

The stored settings are displayed.

Note

- Only programs with **[Program]** contain a program.

4 Place your originals, and then press the **[Start]** key.

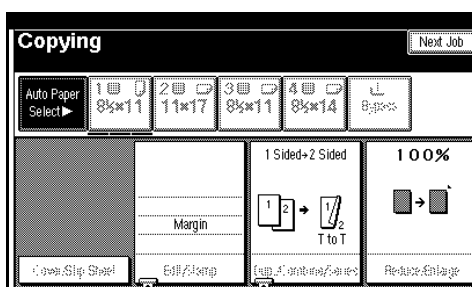
Job Preset

The optional HDD is required to use this function.

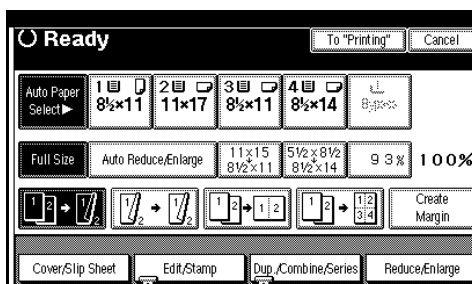
2

If a long copy job is in progress and you do not wish to wait for it to finish, you can use this function to set up the next copy job in advance. When the current copy job is finished, your copy job will be started automatically.

- 1 Press the [Next Job] key when "Copying" is shown.



- 2 Set up the next copy job.



Note

- To cancel this job, press the [Cancel] key.

- 3 Place the originals in the document feeder, and then press the [Start] key.

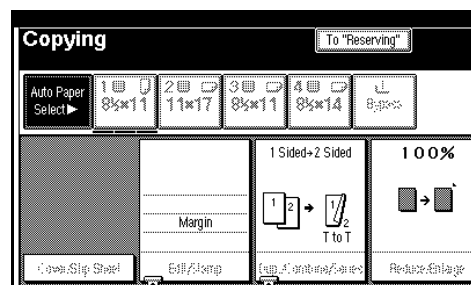
All originals are scanned.

- 4 Press the [To "Printing"] key.

After the current copy job, the next job starts automatically.

Note

- You can switch the display to the current copy job by pressing the [To "Printing"] key. You can switch the display to the preset job by pressing the [To "Reserving"] key.



Other Functions

Energy Saver Mode

If you do not operate the machine for a certain period after copying or when you press the **【Energy Saver】** key, the display disappears and the machine enters Energy Saver mode. When you press the **【Energy Saver】** key again, the machine returns to the ready condition. In Energy Saver mode, the machine uses less electricity.

Note

- If you press the **【Energy Saver】** key during an operation, the current settings will be cleared.
- It takes about 3 seconds to return to the ready condition from Energy Saver mode.

Reference

⇒ "Low Power Timer" in the System Settings manual

Interrupt Copy

Use this function if you wish to interrupt a long copy job to make urgently needed copies.

Limitation

- You cannot use the Interrupt Copy function when scanning fax originals.

Note

- The procedure for making interrupt copies depends on which kind of operation the machine is currently carrying out.

To interrupt an original being fed by the document feeder

1 Press the **【Interrupt】** key.

The **Interrupt** indicator goes on and scanning stops.

2 Remove the originals that were being copied and place the originals you wish to copy.

3 Press the **【Start】** key.

The machine starts making your copies.

4 When your copy job is finished, remove your originals and copies.

5 Press the **【Interrupt】** key again.

The **Interrupt** indicator goes off.

6 When the display prompts you, replace the originals that were being copied before.

7 Press the **[Start]** key.

 **Note**

- The previous copy job settings will be restored and the machine will continue copying from where it left off.

To interrupt copying after all originals have been fed by the document feeder

1 Press the **[Interrupt]** key.

The **Interrupt** indicator goes on.

 **Note**

- Copying will not stop yet.

2 Place your original.

3 Press the **[Start]** key.

The machine stops the original job and starts copying your original.

4 When copying is complete, remove your originals and copies.

5 Press the **[Interrupt]** key again.

The **Interrupt** indicator goes off.

The previous copy job settings will be restored and the machine will continue copying from where it left off.

Original Beeper

The beeper sounds and an error message is displayed when you leave your originals on the exposure glass after copying.

 **Note**

- To cancel this function, ⇒ "Tone: Original remains" on p.187 "General Features ²/₄".

Sample Copy

Use this function to check a copy set before making a long copy run.

 **Limitation**

- This function can be used only when the Sort function has been turned on.

1 Select Sort and any other functions, and then enter the number of copy sets to be made.

2 Place the originals.

3 Press the **[Sample Copy]** key.

One copy set is delivered as a sample.

4 After checking the results, press the **[Print]** key if the sample is acceptable.

The number of copies made is the number you specified minus one for the proof copy.

 **Note**

- If you press the **[Suspend]** key after checking the results, return to step **1** to adjust the copy settings as necessary. You can change the settings for Staple, Duplex, Copy Orientation, Stamp, Margin Adjust, and Cover/Slip Sheet. However, depending on the combination of functions, you may not be able to change some settings.
- You cannot use the Sample Copy function after changing the settings.

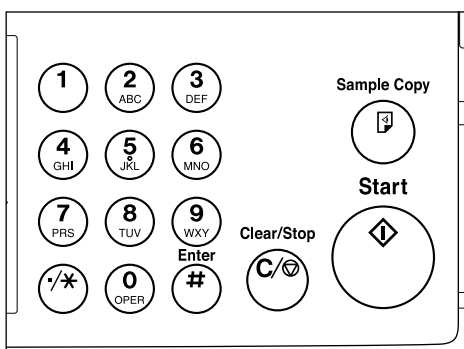
Changing the Number of Sets

You can change the number of copy sets during copying.

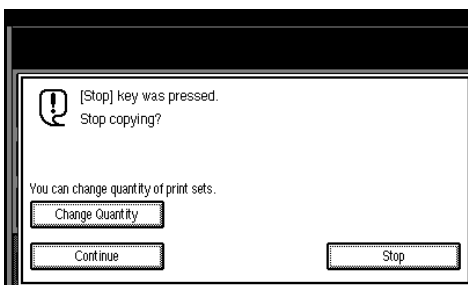
! Limitation

- This function can be used only when the Sort function has been turned on.

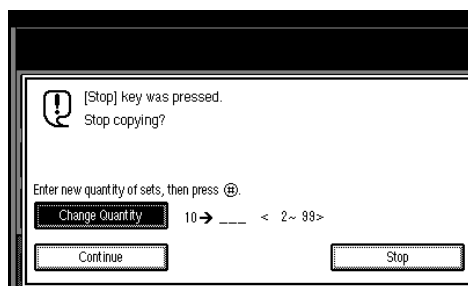
- 1** Press the **[Clear/Stop]** key when "Copying" is displayed.



- 2** Press the **[Change Quantity]** key.



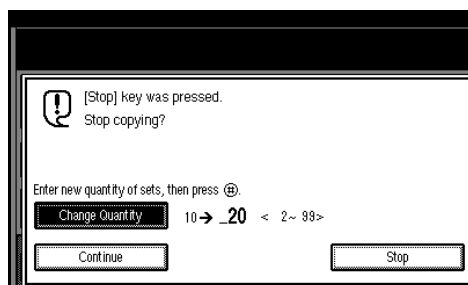
- 3** Enter the number of copy sets with the number keys, and then press the **[#]** key.



✎ Note

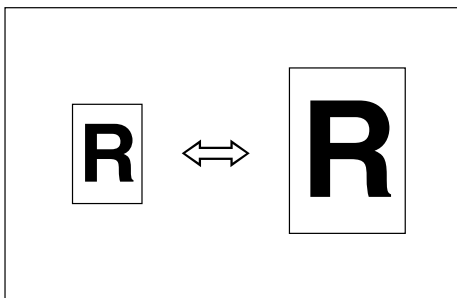
- The number of sets you can enter differs depending on when the **[Clear/Stop]** key was pressed.
- To change the entered number, press the **[Clear/Stop]** key.

- 4** Press the **[Continue]** key.



Preset Reduce/Enlarge

You can select a preset ratio for copying.



Note

- ❑ The reproduction ratios that you can specify are 25-400% (25-200% when placing originals in the document feeder).
- ❑ You can select one of 12 preset ratios (5 enlargement ratios, 7 reduction ratios).
- ❑ Use "Create Margin" to reduce the image to 93% of its original size with the center as reference. You can register this function in a shortcut key on the initial display. ⇒ "Copy Function Key: F1-F5" on p.189 "General Features ³/₄"
- ❑ You can change the preset ratios to other ratios you frequently use. ⇒ "Enlarge 1-5" on p.191 "Reproduction Ratio ¹/₂" and "Reduce 1-6" on p.192 "Reproduction Ratio ²/₂"
- ❑ You can set and display three ratios on the initial display. ⇒ "Shortcut R/E" on p.191 "Reproduction Ratio ¹/₂"
- ❑ You can specify if **[Reduce]**, **[Enlarge]** or **[Mag. Ratio]** is to be given priority and displayed when the **[Reduce/Enlarge]** key is pressed. ⇒ "R/E Priority" on p.192 "Reproduction Ratio ²/₂"

- ❑ You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.
- ❑ Copies can be reduced or enlarged as follows.

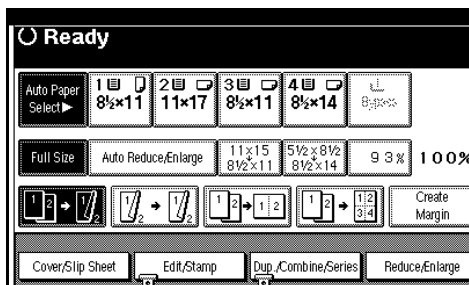
❖ Metric version

Ratio (%)	Original → Copy paper size
400 (enlarge area by 16)	--
200 (enlarge area by 4)	A5→A3
141 (enlarge area by 2)	A4→A3, A5→A4
122	F→A3, A4→B4
115	B4→A3
93	--
82	F→A4, B4→A4
75	B4→F4, B4→F
71 (reduce area by ¹ / ₂)	A3→A4, A4→A5
65	A3→F
50 (reduce area by ¹ / ₄)	A3→A5, F→A5
25	--

◆ Inch version

Ratio (%)	Original → Copy paper size
400 (enlarge area by 16)	--
200 (enlarge area by 4)	5 ¹ / ₂ " × 8 ¹ / ₂ " → 11" × 17"
155 (enlarge area by 2)	5 ¹ / ₂ " × 8 ¹ / ₂ " → 8 ¹ / ₂ " × 14"
129	8 ¹ / ₂ " × 11" → 11" × 17"
121	8 ¹ / ₂ " × 14" → 11" × 17"
93	--
85	F → 8 ¹ / ₂ " × 11"
78	8 ¹ / ₂ " × 14" → 8 ¹ / ₂ " × 11"
73	11" × 15" → 8 ¹ / ₂ " × 11"
65	11" × 17" → 8 ¹ / ₂ " × 11"
50 (reduce area by 1/4)	11" × 17" → 5 ¹ / ₂ " × 8 ¹ / ₂ "
25	--

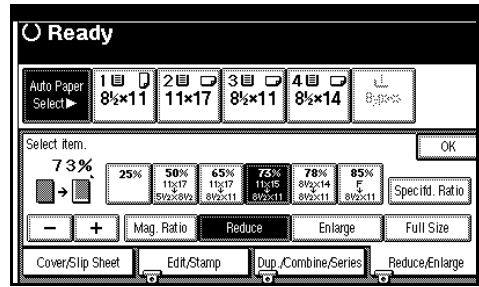
1 Press the [Reduce/Enlarge] key.



Note

- To select a preset ratio on the initial display, press the shortcut reduce/enlarge key and go to step **4**.

2 Press the [Enlarge] or [Reduce] key.



3 Select a ratio.

4 Press the [OK] key.

5 Place your originals, and then press the [Start] key.

2

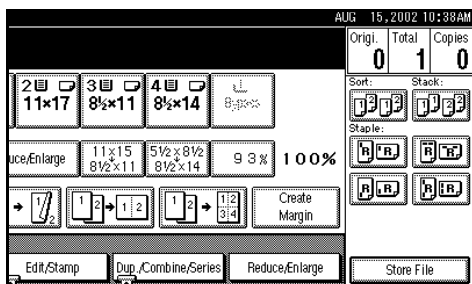
Create Margin Mode

Use "Create Margin" to reduce the image to 93% of its original size with the center as reference. You can register this function in a shortcut key on the initial display. By combining it with the Reduce/Enlarge function, you can also provide the Reduce/Enlarge copy with a margin.

Note

- ❑ You can register "Create Margin" in a shortcut key. ⇒ "Copy Function Key: F1-F5" on p.189 "General Features ³/₄"
- ❑ You can change the Reduce/Enlarge ratio for "Create Margin". ⇒ "Ratio for Create Margin" on p.192 "Reproduction Ratio ²/₂"

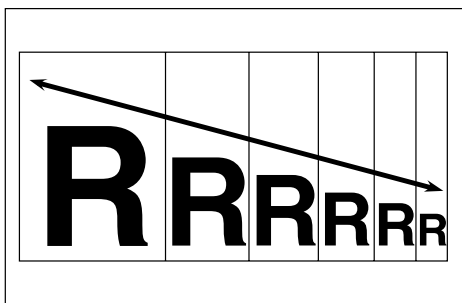
1 Press the [Create Margin] key displayed on the initial display.



2 If you do not wish to combine it with the Reduce/Enlarge function, place your originals, and then press the [Start] key.

Zoom

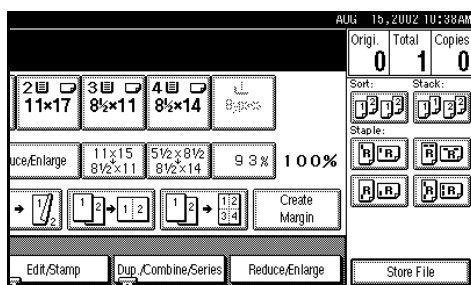
You can change the reproduction ratio in 1% steps.



Note

- ❑ The reproduction ratios that you can specify are 25-400% (25-200% when placing originals in the document feeder).
- ❑ You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.
- ❑ You can select a preset ratio which is near the desired ratio, then adjust the ratio with the **[+]** or **[-]** key.

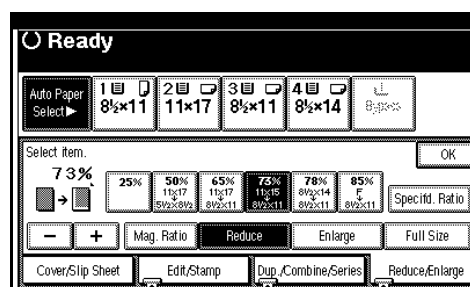
1 Press the **[Reduce/Enlarge]** key.



2 Enter the ratio.

To select the ratio with the **[+]** and **[-]** keys

- 1 Select a preset ratio which is close to the desired ratio by using **[Reduce]** or **[Enlarge]**.



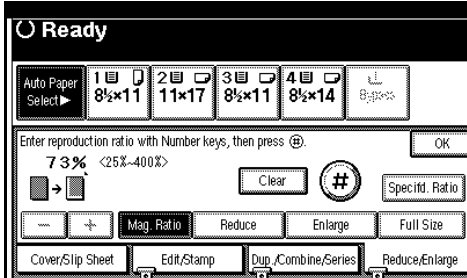
- 2 Adjust the ratios with the **[+]** or **[-]** key.

Note

- ❑ To change the ratio in 1% steps, just press the **[+]** or **[-]** key. To change the ratio in 10% steps, press and hold down the **[+]** or **[-]** key.
- ❑ If you have incorrectly entered the ratio, readjust the ratio with the **[+]** or **[-]** key.

To enter the ratio with the number keys

- 1 Press the [Mag. Ratio] key.



- 2 Enter the desired ratio with the number keys.

Note

- To change the ratio entered, press the [Clear] or [Clear/Stop] key and enter the new ratio.

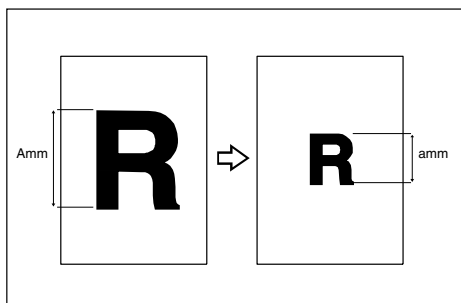
- 3 Press the [#] key.

- 4 Press the [OK] key.

- 3 Place your originals, and then press the [Start] key.

Size Magnification

This function calculates an enlargement or reduction ratio based upon the lengths of the original and copy.



Preparation

Measure and specify the lengths of the original and copy by comparing "A" with "a."

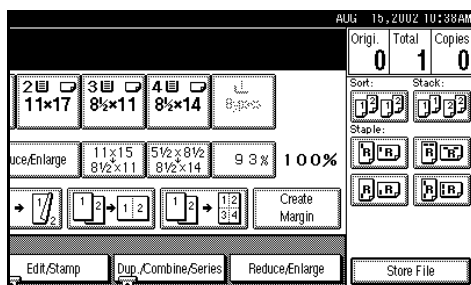
Limitation

- If the calculated ratio is over the maximum or under the minimum ratio, it is adjusted to within the available range of ratios automatically. However, with some ratios, parts of the image might not be copied or margins will appear on copies.

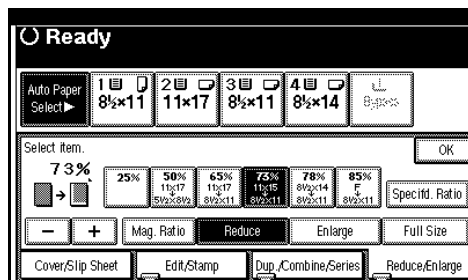
Note

- A ratio is selected in the range of 25 to 400% (25-200% when placing originals in the document feeder).

1 Press the [Reduce/Enlarge] key.

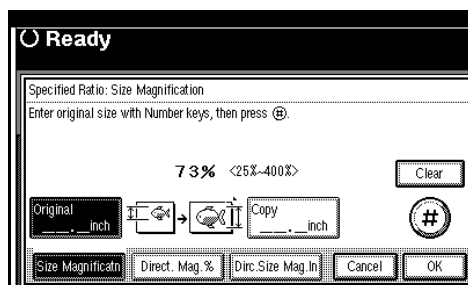


2 Press the [Specifd. Ratio] key.



3 Make sure that the [Specifd. Ratio] key is highlighted.

4 Enter the length of the original with the number keys, and then press the [#] key.



Note

- You can enter sizes within the following ranges.

Metric version	1 – 999mm (in 1mm steps)
Inch version	0.1" – 99.9" (in 0.1" steps)

- To change the length entered, press the [Clear] or [Clear/Stop] key and enter the new length.

5 Enter the length of the copy with the number keys, and then press the [#] key.

 **Note**

- To change the length entered, press the **[Clear]** or **[Clear/Stop]** key and enter the new length.
- To change the length after pressing the [#] key, select **[Original]** or **[Copy]** and enter the desired length.

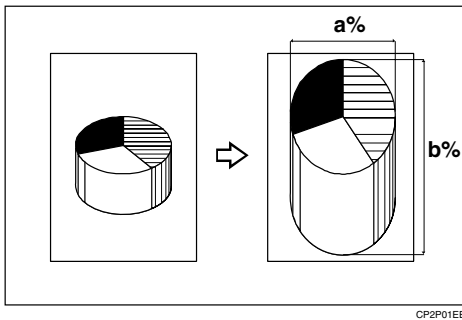
6 Press the **[OK]** key.

7 Press the **[OK]** key.

8 Place your original, and then press the **[Start]** key.

Directional Magnification (%)

Copies can be reduced or enlarged at different reproduction ratios horizontally and vertically.



CP2P01EE

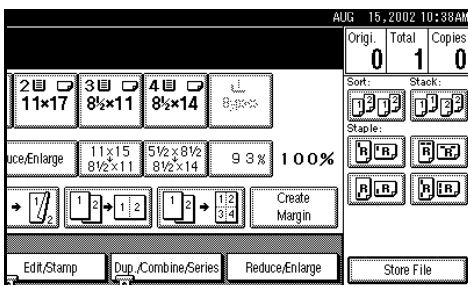
a: Horizontal ratio

b: Vertical ratio

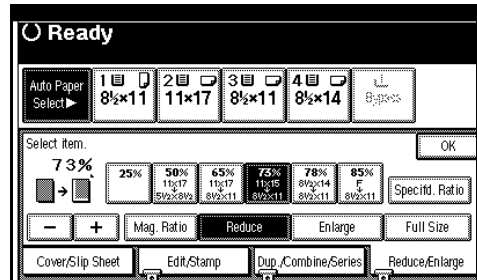
Note

- ❑ The reproduction ratios that you can specify are 25-400% (25-200% when placing originals in the document feeder).
- ❑ You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.
- ❑ You can also select a preset ratio which is close to the desired ratio by using **[Reduce]** or **[Enlarge]**, then adjust the ratio with the **[+]** or **[-]** key.

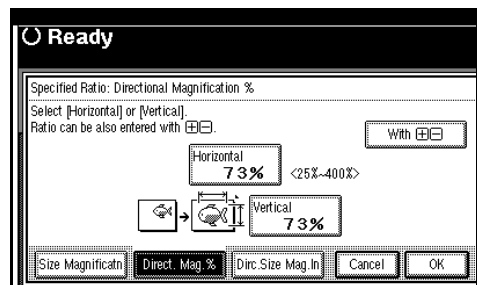
1 Press the [Reduce/Enlarge] key.



2 Press the [Specifd. Ratio] key.

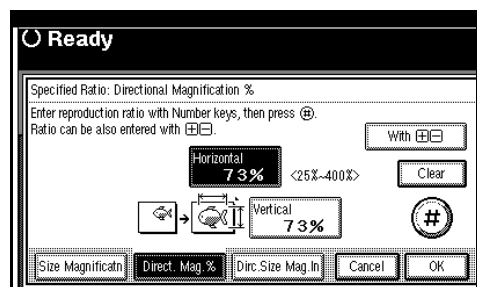


3 Press the [Direct. Mag.%] key.



To enter the ratio with the number keys

1 Press the [Horizontal] key.



2 Enter the desired ratio with the number keys, followed by the [#] key.

Note

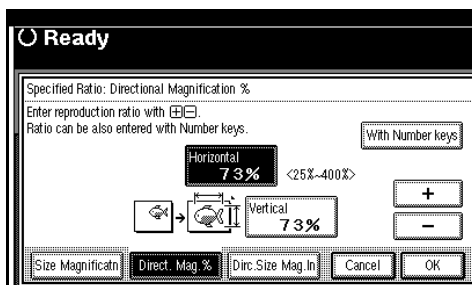
- ❑ To change the ratio entered, press the **[Clear]** or **[Clear/Stop]** key and enter the new ratio.

3 Press the [Vertical] key.

- 4 Enter the desired ratio with the number keys, followed by the [#] key.
- 5 Press the [OK] key.

To specify a ratio with the [+] and [-] keys

- 1 Press the [With + -] key.
- 2 Press the [Horizontal] key.



- 3 Adjust the ratio using the [+] or [-] key.

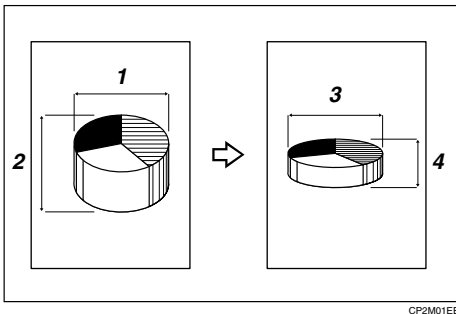
Note

- Pressing the [+] or [-] key changes the ratio in 1% steps. Pressing and holding down the [+] or [-] key changes it in 10% steps.
- If you have incorrectly entered the ratio, readjust the ratio with the [+] or [-] key.

- 4 Press the [Vertical] key.
 - 5 Adjust the ratio with the [+] or [-] key.
 - 6 Press the [OK] key.
- 4 Press the [OK] key.
 - 5 Place your originals, and then press the [Start] key.

Directional Size Magnification (Inch)

The suitable reproduction ratios will be automatically selected when you enter the horizontal and vertical lengths of the original and copy image you require.



- 1: Horizontal original size
- 2: Vertical original size
- 3: Horizontal copy size
- 4: Vertical copy size

Preparation

Specify the vertical and horizontal sizes of the original and those of the copy, as shown in the illustration.

Limitation

- ❑ If the calculated ratio is over the maximum or under the minimum ratio, it is adjusted to within the available range of ratios automatically. However, with some ratios, parts of the image might not be copied or margins will appear on copies.

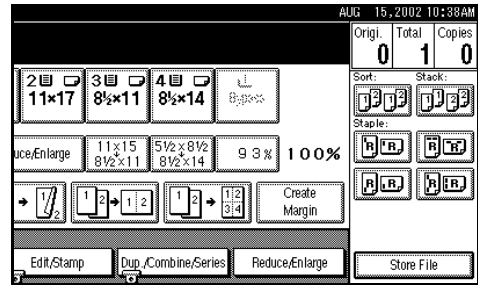
Note

- ❑ You can enter sizes within the following ranges.

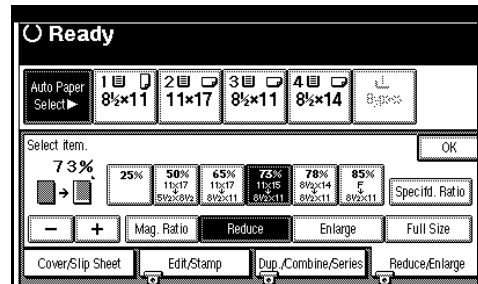
Metric version	Vertical: 1 – 999mm (in 1mm steps) Horizontal: 1 – 9999 (in 1mm steps)
Inch version	0.1" – 99.9" (in 0.1" steps)

- ❑ The reproduction ratios that you can specify are 25-400% (25-200% when placing originals in the document feeder).

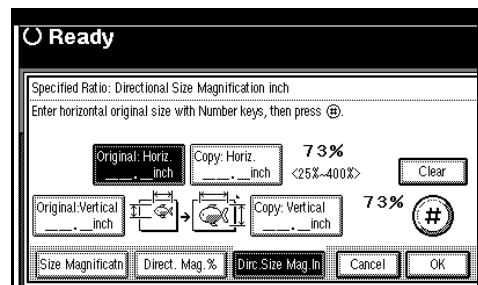
1 Press the [Reduce/Enlarge] key.



2 Press the [Specifd. Ratio] key.



3 Press the [Dirc.Size Mag.In] key.



4 Enter the horizontal size of the original with the number keys, and then press the [#] key.

Note

- ❑ To change the value entered, press the [Clear] or [Clear/Stop] key and enter the new value.

5 Enter the horizontal size of the copy with the number keys, and then press the [#] key.

6 Enter the vertical size of the original with the number keys, and then press the [#] key.

7 Enter the vertical size of the copy with the number keys, and then press the [#] key.

 **Note**

To change a length, press the key you wish to change and enter the new value.

8 Press the [OK] key.

9 Press the [OK] key.

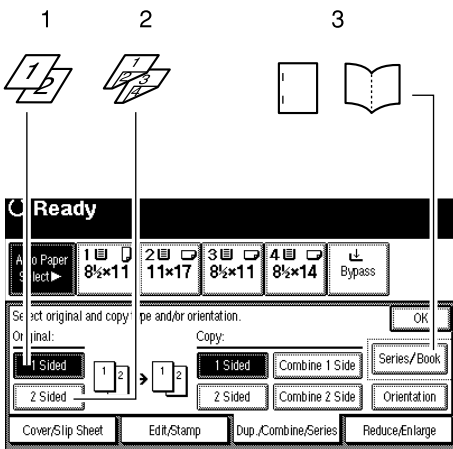
10 Place your originals, and then press the [Start] key.

Duplex/Combine/Series

You can make copies in a variety of formats by combining the following modes:

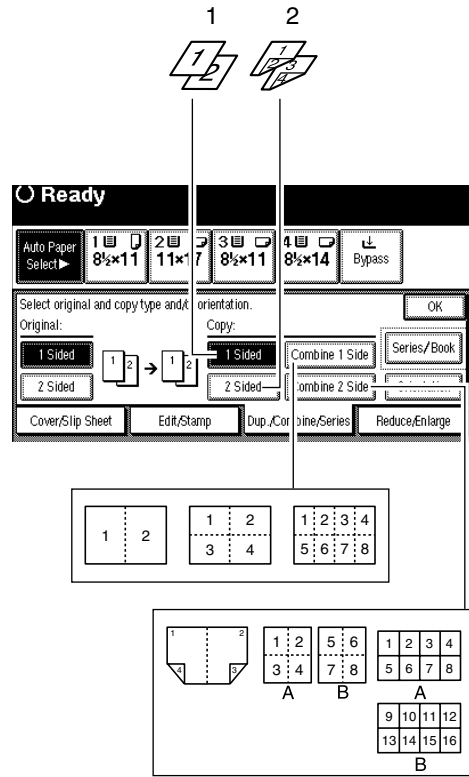
- 1 Sided/2 Sided originals
- 1 Sided/2 Sided copies
- Duplex
- Combine
- Book
- Series

1 Press [Dup./Combine/Series], check your originals, and then select [1 Sided] or [2 Sided] for the originals.



- 1: 1-sided
- 2: 2-sided
- 3: Series/Book

2 Select [1 Sided] or [2 Sided] for copying.





- 1: 1-sided
- 2: 2-sided
- A: Front
- B: Back

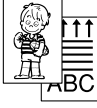
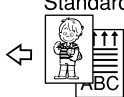

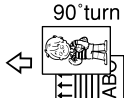


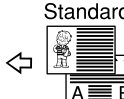

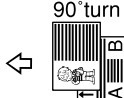

3 Press the [OK] key.

ZEWS180N

ZEWS170N

Original Direction and Completed Copies

The resulting copy image will differ according to the direction in which you place your original (widthwise  or lengthwise .

Original	How to Set Your Original	Copy
Vertical 	Standard 	Top to Top 
	90° turn 	Top to Bottom 
Horizontal 	Standard 	Top to Top 
	90° turn 	Top to Bottom 

GCRY0U1E

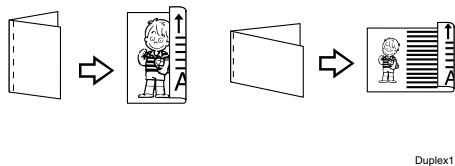
 **Note**

The table shows the orientation of images on the front and back of copies, not the direction of delivery.

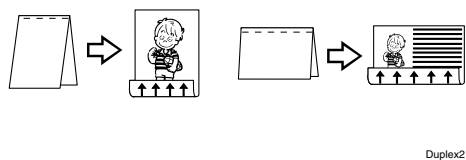
Originals and Copy Direction

You can select the orientation ([**Top to Top**], [**Top to Bottom**]). ⇒ p.86 "Specifying Orientation of Bound Originals"

- Top to Top



- Top to Bottom



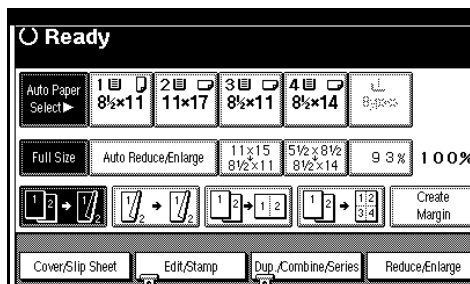
Specifying Orientation of Bound Originals

You can specify the orientation of bound originals (how you turn the pages). The default setting is [**Top to Top**].

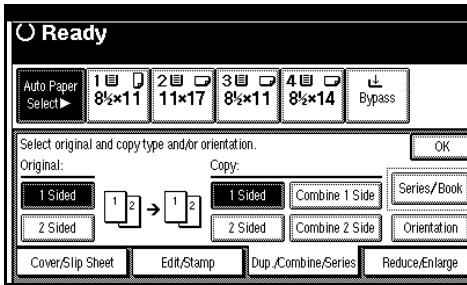
 **Note**

You can change the orientation default with the User Tools. ⇒ "Copy Orientation in Duplex Mode" and "Original Orientation in Duplex Mode" on p.187 "General Features 2/4"

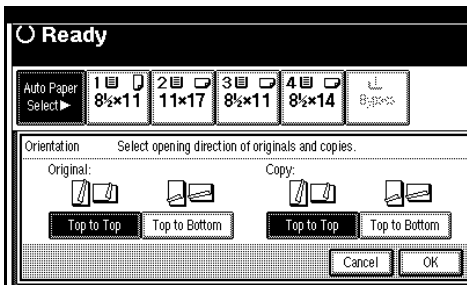
- 1 Press the [**Dup./Combine/Series**] key.



2 Press the [Orientation] key.



3 Select an original orientation and a copy orientation.



4 Press the [OK] key.

2

Duplex

The optional Duplex unit is required to use this function.

This function can be used in two ways:

❖ 1 Sided → 2 Sided

This mode makes two-sided copies from one-sided originals.

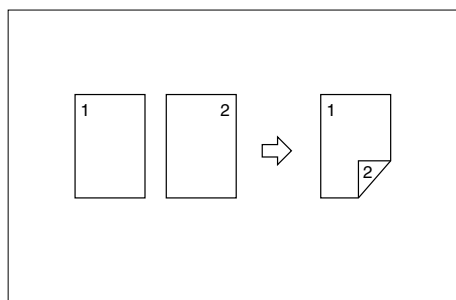
❖ 2 Sided → 2 Sided

This mode makes two-sided copies from two-sided originals.

💡 Limitation

- ❑ You cannot use the following copy paper with this function:
 - Paper smaller than A5 \square , $5\frac{1}{2}" \times 8\frac{1}{2}" \square$ (possible on A5 \square , $5\frac{1}{2}" \times 8\frac{1}{2}" \square$)
 - Paper thicker than $90\text{g}/\text{m}^2$, 24 lb.
 - Paper thinner than $64\text{g}/\text{m}^2$, 20 lb.
 - Translucent paper
 - Label paper (adhesive labels)
 - OHP transparencies
 - Postcards
- ❑ You cannot use the bypass tray with this function.
- ❑ The function might not work for certain types of large size originals (such as A3, $11" \times 17"$). In this case, an optional 32MB memory or HDD is required.

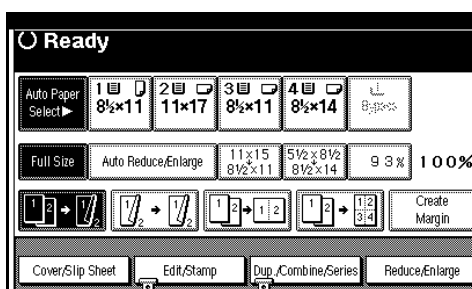
1 Sided → 2 Sided



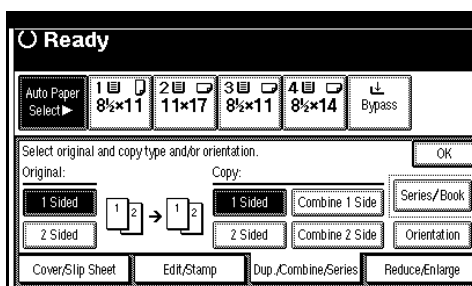
📎 Note

- ❑ If you set an odd number of 1-sided originals in the document feeder, the reverse side of the last page is left blank.
- ❑ When original images are copied, the images are shifted by the width of the binding margin. You can adjust the binding margin or binding position. You can also change their default values. ⇒ "Front Margin: Left/Right ", "Back Margin: Left/Right", "Front Margin: Top/Bottom " and "Back Margin: Top/Bottom" on p.194 "Edit $\frac{1}{2}$ "
- ❑ By default, a binding margin is made on the back side. You can change the value of this setting. ⇒ "1 sided → 2 sided Auto Margin: T to T" on p.194 "Edit $\frac{1}{2}$ "

- 1 Press the [Dup./Combine/Series] key.



- 2 Press the [1 Sided] key for "Original", and then press the [2 Sided] key for "Copy".



Note

- To change the copy orientation to "Top to Bottom", press the [Orientation] key and select [Top to Bottom]. ⇒ p.86 "Specifying Orientation of Bound Originals"

- 3 Press the [OK] key.
- 4 Place your originals, and then press the [Start] key.

When placing an original on the exposure glass or in the document feeder using Batch mode

Reference

⇒ p.34 "Batch mode"

- 1 Place the original, and then press the [Start] key.

Note

- Start with the first page to be copied.

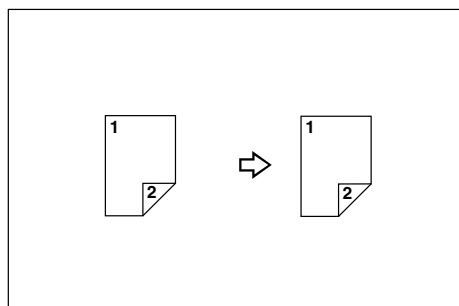
- 2 Place the next original. When it is placed on the exposure glass, press the [Start] key.

Note

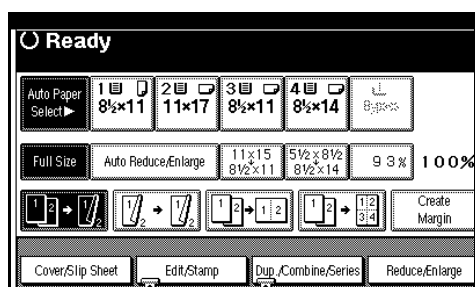
- When using the SADP function the original is automatically fed each time it is placed without pressing the [Start] key. ⇒ p.35 "SADP mode"

- 3 Press the [#] key after the last original has been scanned.

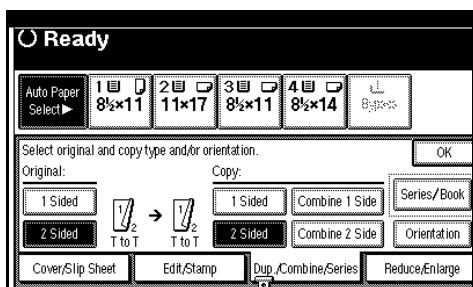
2 Sided → 2 Sided



- 1 Press the [Dup./Combine/Series] key.



- 2 Press the [2 Sided] key for "Original", and then press the [2 Sided] key for "Copy".



Note

- To change the copy orientation to "Top to Bottom", press the [Orientation] key and select [Top to Bottom]. ⇒ p.86 "Specifying Orientation of Bound Originals"

- 3 Press the [OK] key.
- 4 Place your originals, and then press the [Start] key.

When placing an original on the exposure glass or in the document feeder using Batch mode

Reference

⇒ p.34 "Batch mode"

- 1 Place the original, and then press the [Start] key.

Note

- Start with the first page to be copied.

- 2 Place the next original. When it is placed on the exposure glass, press the [Start] key.

Note

- When using the SADF function the original is automatically fed each time it is placed without pressing the [Start] key. ⇒ p.35 "SADF mode"

- 3 Press the [#] key after the last original has been scanned.

Combine

You can combine two or more originals into one copy. 1 Sided Combine mode is for 1-sided copies, and 2 Sided Combine mode for 2-sided copies. This function can be used in twelve ways:

- ❖ **1 Sided 2 Pages → Combine 1 Side**
Copies two 1-sided originals to one side of a sheet.
- ❖ **1 Sided 4 Pages → Combine 1 Side**
Copies four 1-sided originals together to one side of a sheet.
- ❖ **1 Sided 8 Pages → Combine 1 Side**
Copies eight 1-sided originals together to one side of a sheet.
- ❖ **1 Sided 4 Pages → Combine 2 Side (The optional Duplex unit is required to use this function.)**
Copies four 1-sided originals to one sheet with two pages per side.
- ❖ **1 Sided 8 Pages → Combine 2 Side (The optional Duplex unit is required to use this function.)**
Copies eight 1-sided originals to one sheet with four pages per side.
- ❖ **1 Sided 16 Pages → Combine 2 Side (The optional Duplex unit is required to use this function.)**
Copies 16 1-sided originals to one sheet with eight pages per side.
- ❖ **2 Sided 2 Pages → Combine 1 Side**
Copies one 2-sided original to one side of a sheet.
- ❖ **2 Sided 4 Pages → Combine 1 Side**
Copies two 2-sided originals to one side of a sheet.
- ❖ **2 Sided 8 Pages → Combine 1 Side**
Copies four 2-sided originals to one side of a sheet.

- ❖ **2 Sided 4 Pages → Combine 2 Side (The optional Duplex unit is required to use this function.)**

Copies two 2-sided originals to one sheet with two pages per side.

- ❖ **2 Sided 8 Pages → Combine 2 Side (The optional Duplex unit is required to use this function.)**

Copies four 2-sided originals to one sheet with four pages per side.

- ❖ **2 Sided 16 Pages → Combine 2 Side (The optional Duplex unit is required to use this function.)**

Copies eight 2-sided originals to one sheet with eight pages per side.

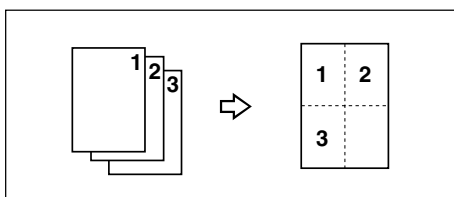
⚠ Limitation

- You cannot use the bypass tray with this function.
- If the calculated ratio is under the minimum ratio, it is adjusted to within the available range of ratios automatically. However, with some ratios, parts of the image might not be copied.
- You cannot use custom size paper.

📝 Note

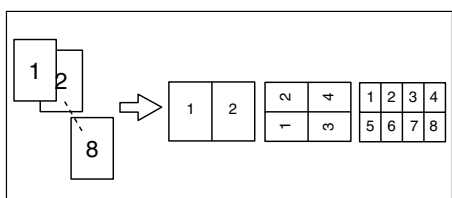
- In this mode, the machine selects the reproduction ratio automatically. This reproduction ratio depends on the copy paper sizes and the number of originals.
- The reproduction ratios that you can specify are 25-400% (25-200% when placing originals in the document feeder).
- A separation line between originals can be printed with the User Tools. ⇒ "Separation Line in Combine" on p.196 "Edit 2/2"

- ❑ If the direction of originals is different from that of the copy paper, the machine will automatically rotate the image by 90° to make copies properly.
- ❑ When making copies in Combine mode, the border of each original can be automatically erased by 3mm, 0.1". ⇒ "Erase Original Shadow in Combine" on p.194 "Edit 1/2"
- ❑ If the number of originals placed is less than the number specified for combining, the last page is left blank as shown in the illustration.



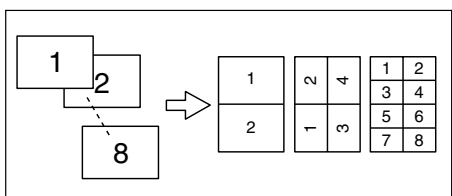
- ❑ You can change the copy order in Combination mode. ⇒ "Copy Order In Combine" on p.196 "Edit 2/2"
- ❑ See the following illustration for direction of the originals and arrangement of combined images.

❖ Open to Left (☐) originals



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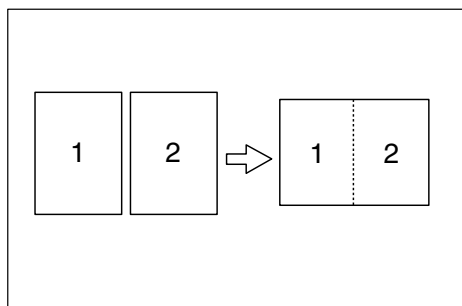
❖ Open to Right (☐) originals



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1 Sided 2 Pages → Combine 1 Side

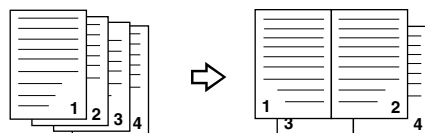
Copies two 1-sided originals to one side of a sheet.



GCSHUY1E

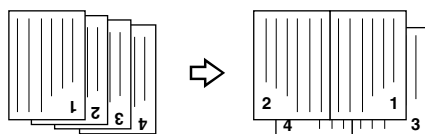
❖ Placing originals (Originals placed in the document feeder)

- Originals read from left to right



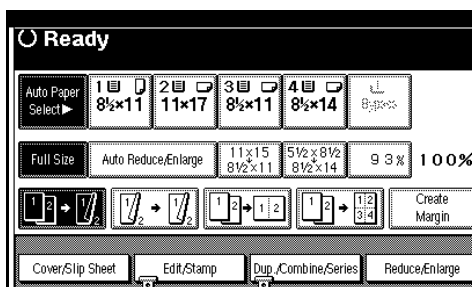
Combine5

- Originals read from top to bottom

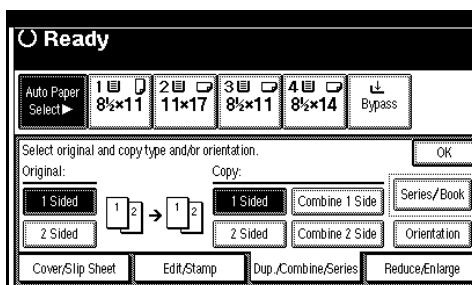


Combine6

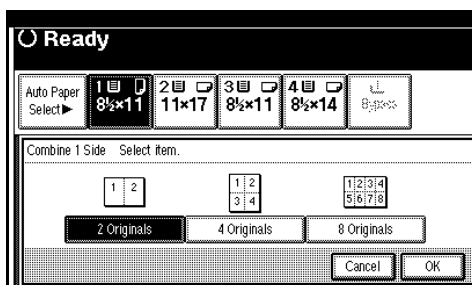
- 1 Press the [Dup./Combine/Series] key.



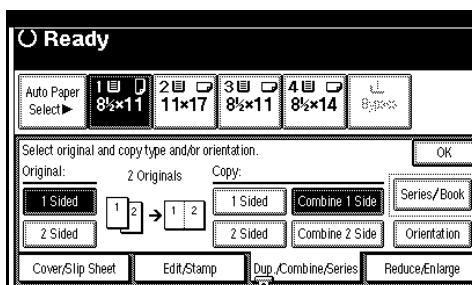
- 2 Press the [1 Sided] key for "Original", and then press the [Combine 1 Side] key for "Copy".



- 3 Press the [2 Originals] key, and then press the [OK] key.



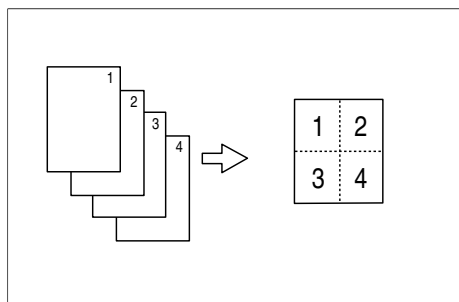
- 4 Select the paper.



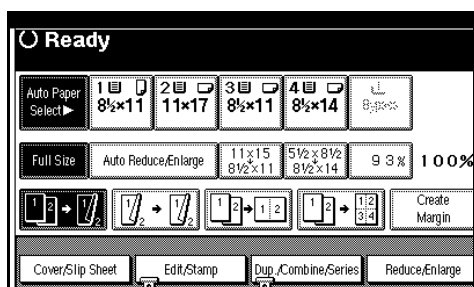
- 5 Place your originals, and then press the [Start] key.

1 Sided 4 Pages → Combine 1 Side

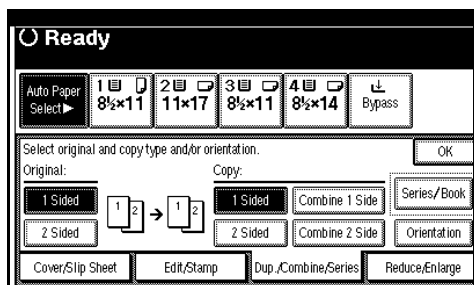
Copies four 1-sided originals together to one side of a sheet.



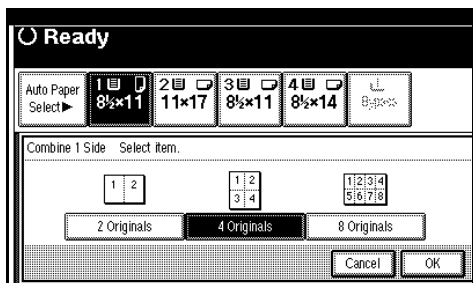
- 1 Press the [Dup./Combine/Series] key.



- 2 Press the [1 Sided] key for "Original", and then press the [Combine 1 Side] key for "Copy".

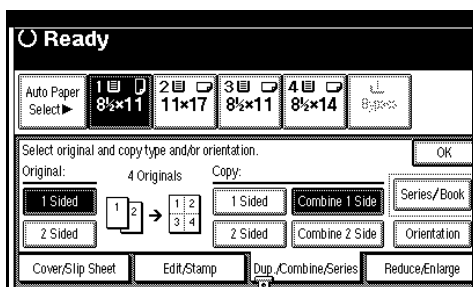


- Press the [4 Originals] key, and then press the [OK] key.



2

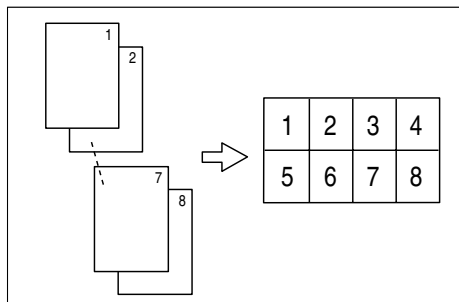
- Select the paper.



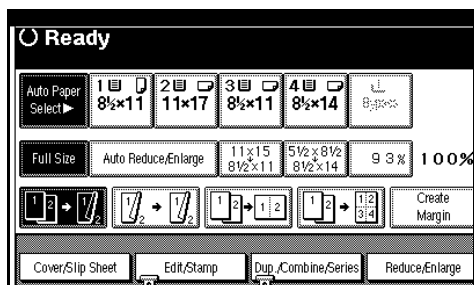
- Place your originals, and then press the [Start] key.

1 Sided 8 Pages → Combine 1 Side

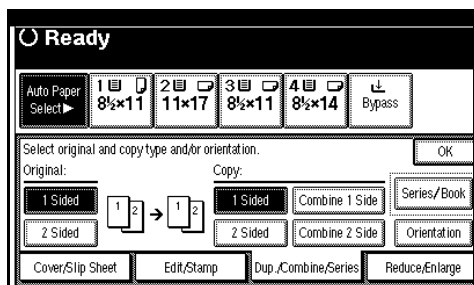
Copies eight 1-sided originals together to one side of a sheet.



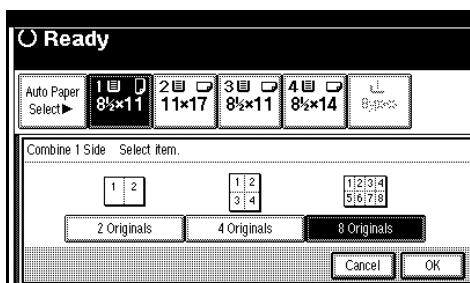
- Press the [Dup./Combine/Series] key.



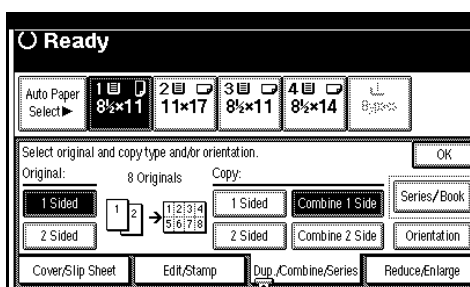
- Press the [1 Sided] key for "Original", and then press the [Combine 1 Side] key for "Copy".



- 3** Press the [8 Originals] key, and then press the [OK] key.



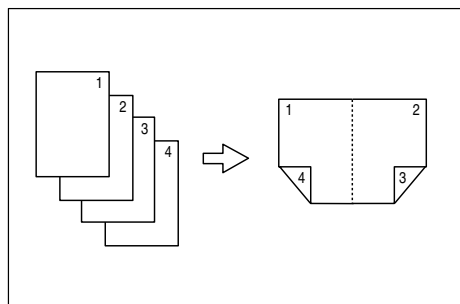
- 4** Select the paper.



- 5** Place your originals, and then press the [Start] key.

1 Sided 4 Pages → Combine 2 Side

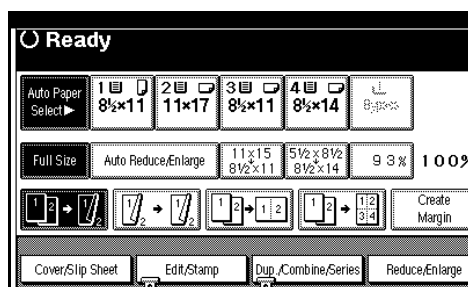
Copies four 1-sided originals to one sheet with two pages per side.



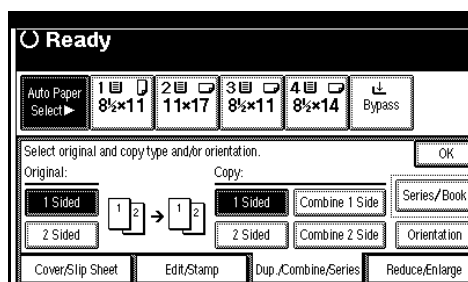
Limitation

- The function might not work for certain types of large size originals (such as A3, 11" × 17"). In this case, an optional 32MB memory or a HDD is required.

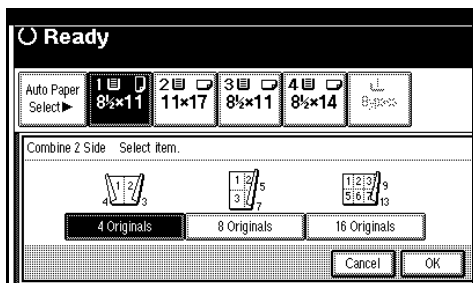
- 1** Press the [Dup./Combine/Series] key.



- 2** Press the [1 Sided] key for "Original", and then press the [Combine 2 Side] key for "Copy".

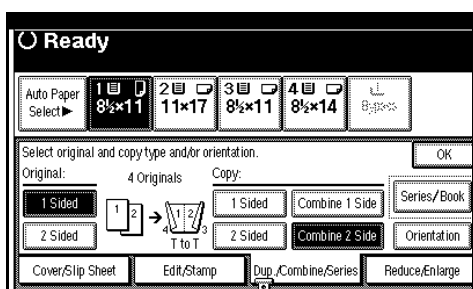


- Press the [4 Originals] key, and then press the [OK] key.



2

- Check the orientation.



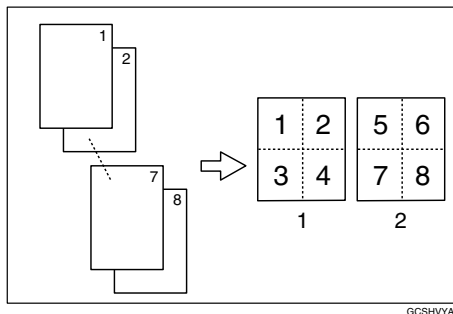
Note

- To change the copy orientation to "Top to Bottom", press the [Orientation] key and select [Top to Bottom]. ⇒ p.86 "Specifying Orientation of Bound Originals"

- Press the [OK] key.
- Select the paper.
- Place your originals, and then press the [Start] key.

1 Sided 8 Pages → Combine 2 Side

Copies eight 1-sided originals to one sheet with four pages per side.

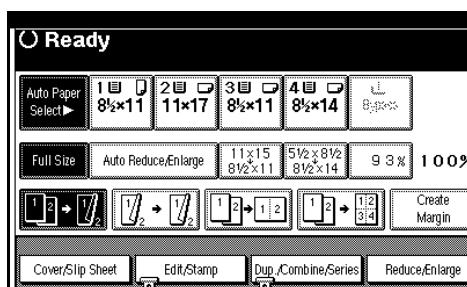


- Front
- Back

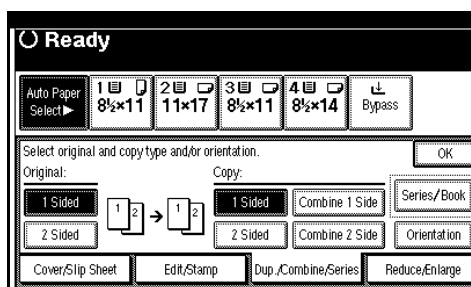
Limitation

- The function might not work for certain types of large size originals (such as A3, 11" × 17"). In this case, an optional 32MB memory or a HDD is required.

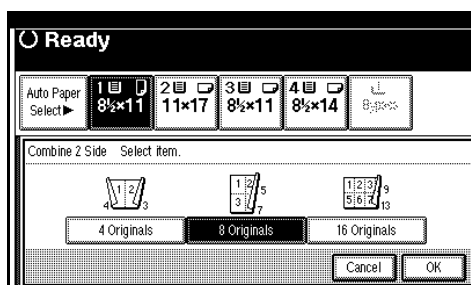
- Press the [Dup./Combine/Series] key.



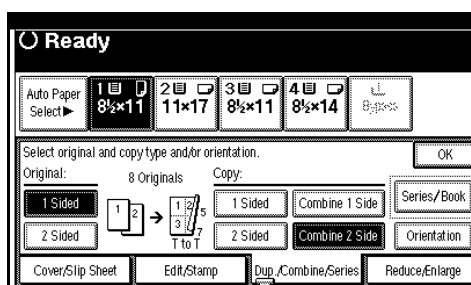
- 2** Press the [1 Sided] key for "Original", and then press the [Combine 2 Side] key for "Copy".



- 3** Press the [8 Originals] key, and then press the [OK] key.



- 4** Check the orientation.



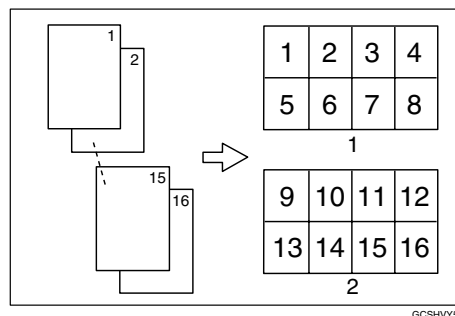
Note

- To change the copy orientation to "Top to Bottom", press the [Orientation] key and select [Top to Bottom]. ⇒ p.86 "Specifying Orientation of Bound Originals"

- 5** Press the [OK] key.
- 6** Select the paper.
- 7** Place your originals, and then press the [Start] key.

1 Sided 16 Pages → Combine 2 Side

Copies sixteen 1-sided originals to one sheet with eight pages per side.



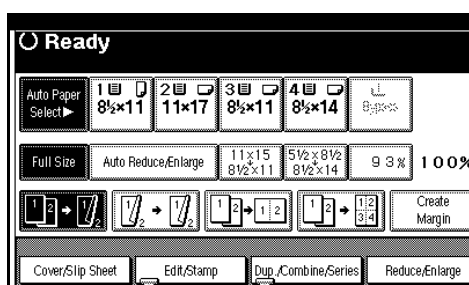
1: Front

2: Back

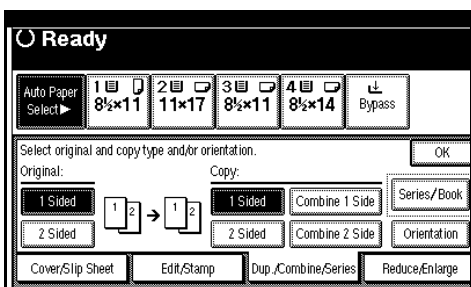
Limitation

- The function might not work for certain types of large size originals (such as A3, 11" × 17"). In this case, an optional 32MB memory or a HDD is required.

- 1** Press the [Dup./Combine/Series] key.

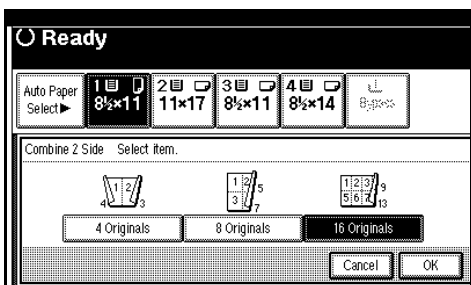


- 2 Press the [1 Sided] key for "Original", and then press the [Combine 2 Side] key for "Copy".

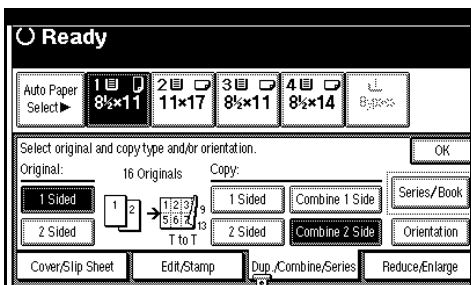


2

- 3 Press the [16 Originals] key, and then press the [OK] key.



- 4 Check the orientation.



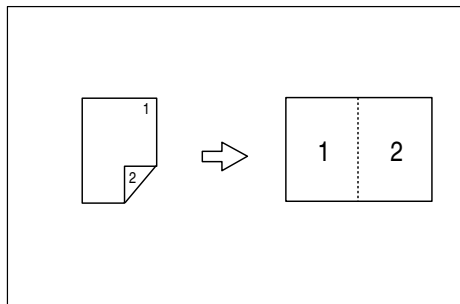
Note

- To change the copy orientation to "Top to Bottom", press the [Orientation] key and select [Top to Bottom]. => p.86 "Specifying Orientation of Bound Originals"

- 5 Press the [OK] key.
- 6 Select the paper.
- 7 Place your originals, and then press the [Start] key.

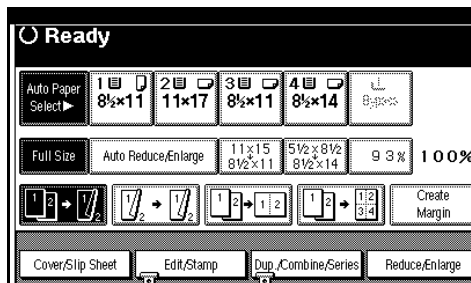
2 Sided 2 Pages → Combine 1 Side

Copies one 2-sided original to one side of a sheet.

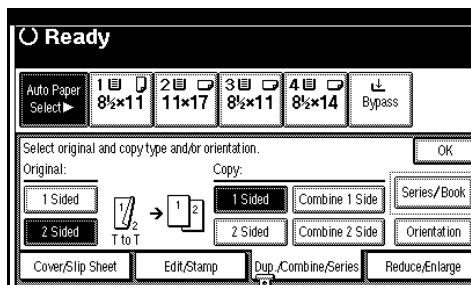


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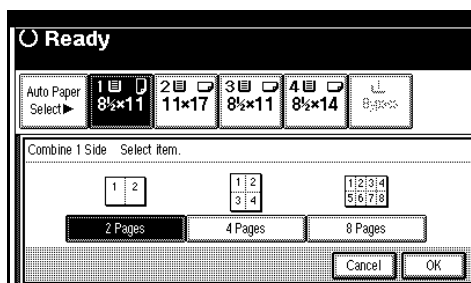
- 1 Press the [Dup./Combine/Series] key.



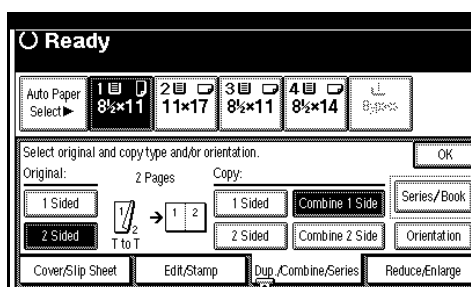
- 2 Press the [2 Sided] key for "Original", and then press the [Combine 1 Side] key for "Copy".



- 3** Press the [2 Pages] key, and then press the [OK] key.



- 4** Check the orientation.



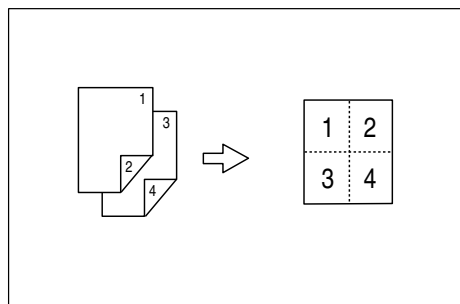
Note

- To change the copy orientation to "Top to Bottom", press the [Orientation] key and select [Top to Bottom]. ⇒ p.86 "Specifying Orientation of Bound Originals"

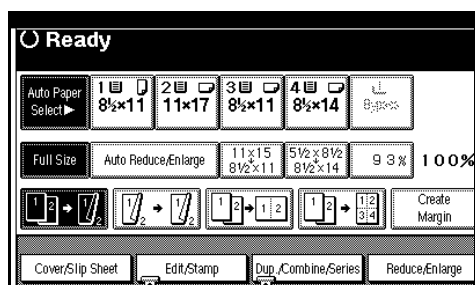
- 5** Press the [OK] key.
- 6** Select the paper.
- 7** Place your originals, and then press the [Start] key.

2 Sided 4 Pages → Combine 1 Side

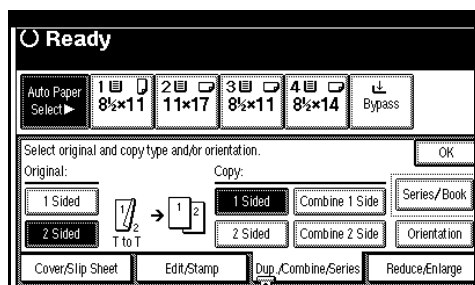
Copies two 2-sided originals to one side of a sheet.



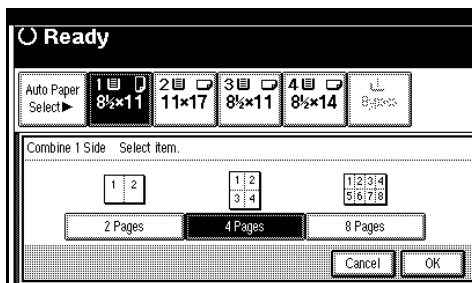
- 1** Press the [Dup./Combine/Series] key.



- 2** Press the [2 Sided] key for "Original", and then press the [Combine 1 Side] key for "Copy".

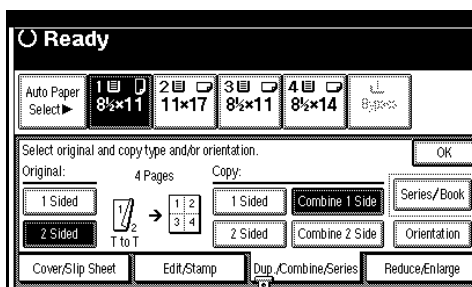


- Press the [4 Pages] key, and then press the [OK] key.



2

- Check the orientation.



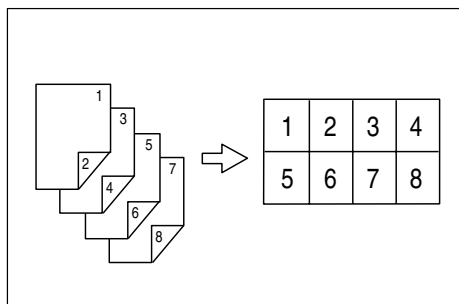
Note

- To change the copy orientation to "Top to Bottom", press the [Orientation] key and select [Top to Bottom]. ⇒ p.86 "Specifying Orientation of Bound Originals"

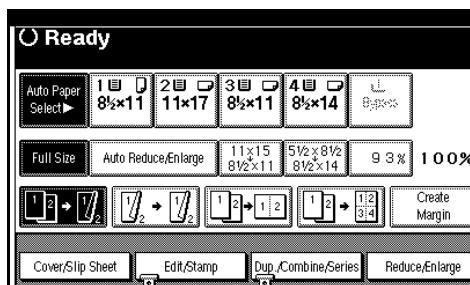
- Press the [OK] key.
- Select the paper.
- Place your originals, and then press the [Start] key.

2 Sided 8 Pages → Combine 1 Side

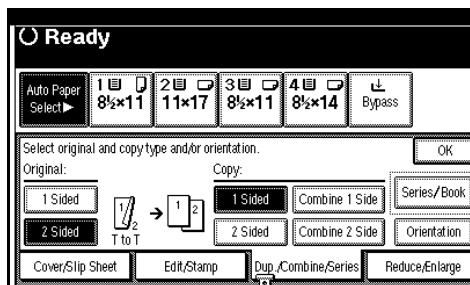
Copies four 2-sided originals to one side of a sheet.



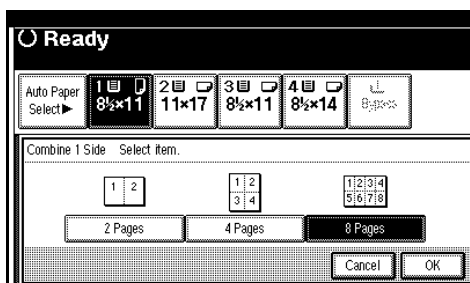
- Press the [Dup./Combine/Series] key.



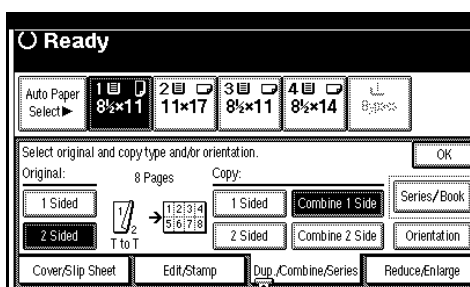
- Press the [2 Sided] key for "Original", and then press the [Combine 1 Side] key for "Copy".



- 3** Press the [8 Pages] key, and then press the [OK] key.



- 4** Check the orientation.



Note

- To change the copy orientation to "Top to Bottom", press the [Orientation] key and select [Top to Bottom]. ⇒ p.86 "Specifying Orientation of Bound Originals"

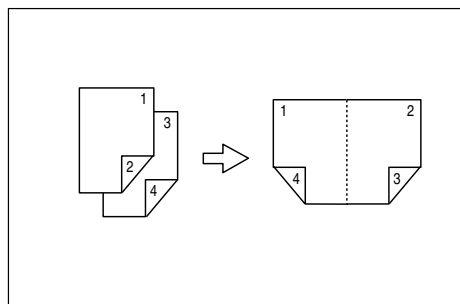
- 5** Press the [OK] key.

- 6** Select the paper.

- 7** Place your originals, and then press the [Start] key.

2 Sided 4 Pages → Combine 2 Side

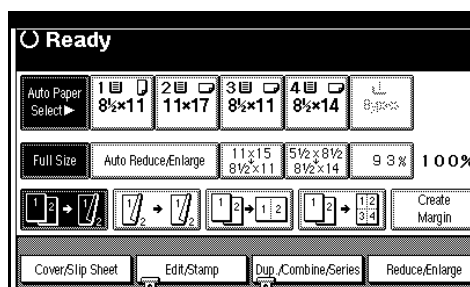
Copies two 2-sided originals to one sheet with two pages per side.



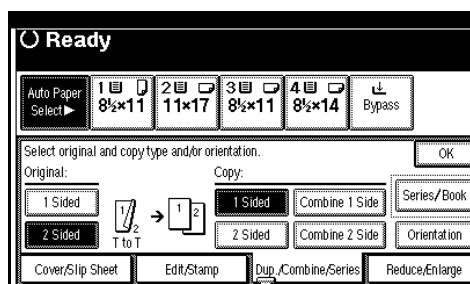
Limitation

- The function might not work for certain types of large size originals (such as A3, 11" × 17"). In this case, an optional 32MB memory or a HDD is required.

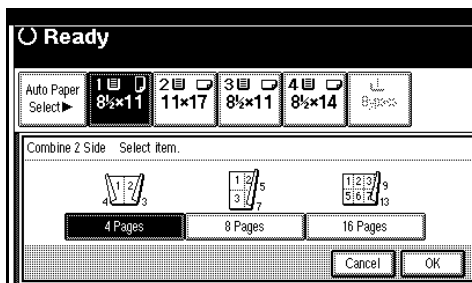
- 1** Press the [Dup./Combine/Series] key.



- 2** Press the [2 Sided] key for "Original", and then press the [Combine 2 Side] key for "Copy".

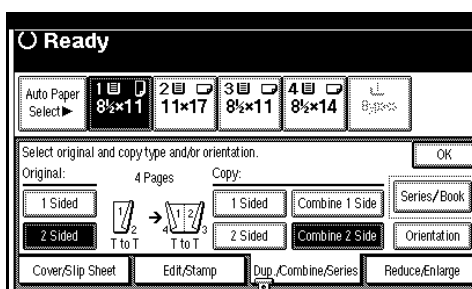


3 Press the [4 Pages] key, and then press the [OK] key.



2

4 Check the orientation.



Note

- To change the copy orientation to "Top to Bottom", press the [Orientation] key and select [Top to Bottom]. ⇒ p.86 "Specifying Orientation of Bound Originals"

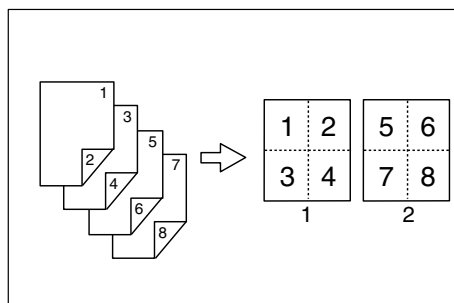
5 Press the [OK] key.

6 Select the paper.

7 Place your originals, and then press the [Start] key.

2 Sided 8 Pages → Combine 2 Side

Copies four 2-sided originals to one sheet with four pages per side.



GCSHYVZE

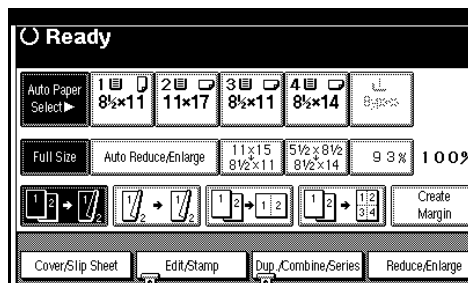
1: Front

2: Back

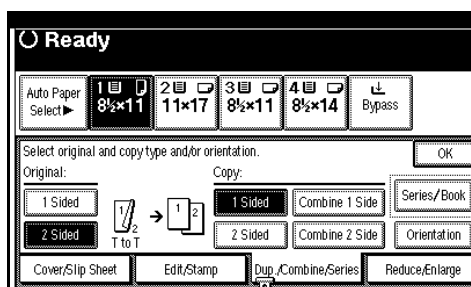
Limitation

- The function might not work for certain types of large size originals (such as A3, 11" × 17"). In this case, an optional 32MB memory or a HDD is required.

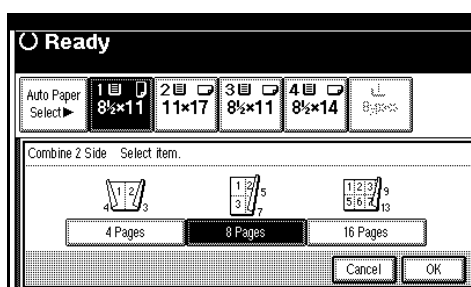
1 Press the [Dup./Combine/Series] key.



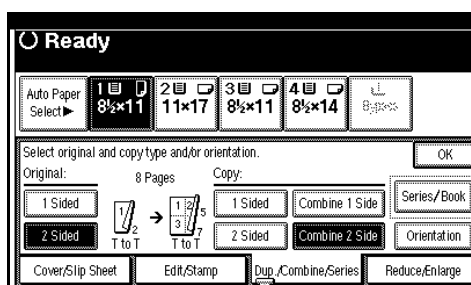
- 2** Press the [2 Sided] key for "Original", and then press the [Combine 2 Side] key for "Copy".



- 3** Press the [8 Pages] key, and then press the [OK] key.



- 4** Check the orientation.



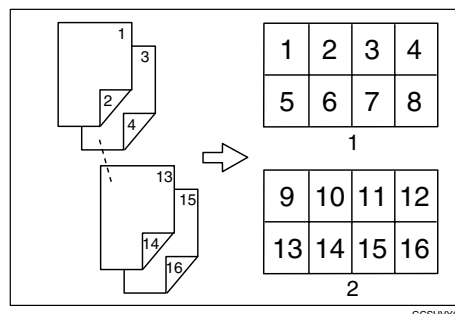
Note

- To change the copy orientation to "Top to Bottom", press the [Orientation] key and select [Top to Bottom]. ⇒ p.86 "Specifying Orientation of Bound Originals"

- 5** Press the [OK] key.
- 6** Select the paper.
- 7** Place your originals, and then press the [Start] key.

2 Sided 16 Pages → Combine 2 Side

Copies eight 2-sided originals to one sheet with eight pages per side.



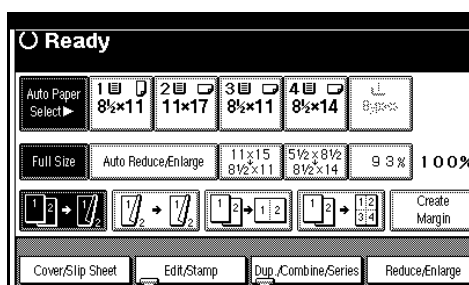
1: Front

2: Back

Limitation

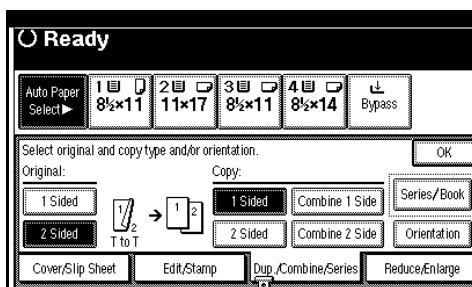
- The function might not work for certain types of large size originals (such as A3, 11" × 17"). In this case, an optional 32MB memory or a HDD is required.

- 1** Press the [Dup./Combine/Series] key.

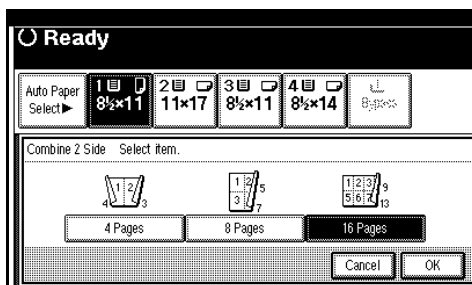


2 Press the [2 Sided] key for "Original", and then press the [Combine 2 Side] key for "Copy".

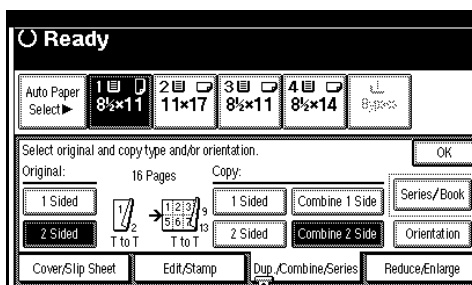
7 Place your originals, and then press the [Start] key.



3 Press the [16 Pages] key, and then press the [OK] key.



4 Check the orientation.



Note

- To change the copy orientation to "Top to Bottom", press the [Orientation] key and select [Top to Bottom]. ⇒ p.86 "Specifying Orientation of Bound Originals"

5 Press the [OK] key.

6 Select the paper.

Series/Book

Series copies are made by separately copying the front and back of a 2-sided original or the two facing pages of a spread original onto two sheets of paper. A book is made by copying two or more originals in page order.

The following types of Series and Book modes can be used:

❖ Series Copies

- **Book→1 Sided**
Copies the two facing pages of a spread original to make two 1-sided copies.
- **Book→2 Sided** (The optional Duplex unit is required to use this function.)
Copies a spread two-page original onto one sheet with one page per side.
- **Front & Back→2 Sided** (The optional Duplex unit is required to use this function.)
Copies each two-page spread original as it is onto both sides of a sheet.

❖ Booklet (The optional Duplex unit is required to use this function.)

- **1 Sided→Booklet**
Make copies in page order for a folded booklet.
- **2 Sided→Booklet**
Copies a 2-sided original in page order for a folded booklet.
- **1 Sided→Magazine**
Copies two or more originals to make copies in page order (as when they are folded and assembled).
- **2 Sided→Magazine**
Copies 2-sided originals to make copies in page order (as when they are folded and assembled).

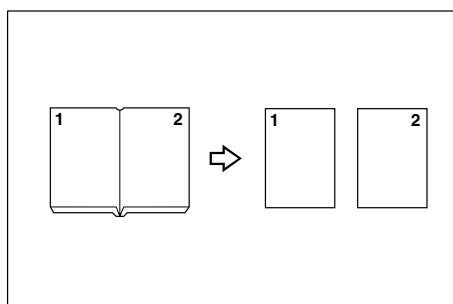
Series Copies

Book → 1 Sided

You can make one-sided copies from two facing pages of a bound original (book).

⚠ Limitation

- ❑ You cannot use the Book→1 Sided function with the document feeder.



📝 Note

- ❑ See the following table for original and copy paper sizes when using a 100% ratio.

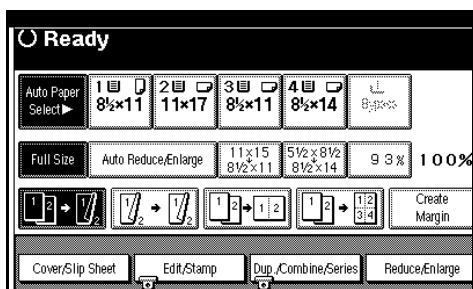
❖ Metric version

Original	Copy paper
A3	A4 × 2 sheets
B4	B5 × 2 sheets
A4	A5 × 2 sheets

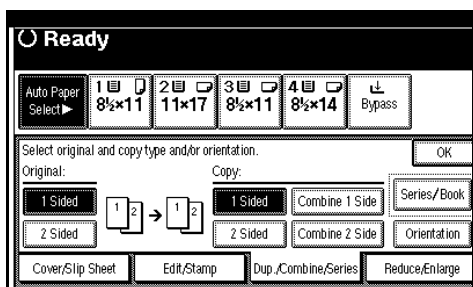
❖ Inch version

Original	Copy paper
11" × 17"	8 ¹ / ₂ " × 11" × 2 sheets
8 ¹ / ₂ " × 11"	5 ¹ / ₂ " × 8 ¹ / ₂ " × 2 sheets

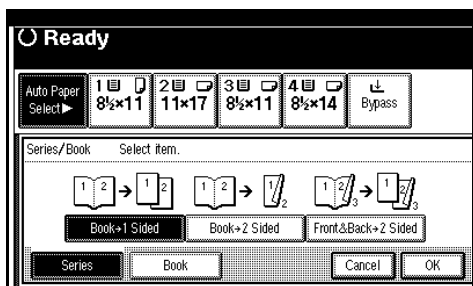
1 Press the [Dup./Combine/Series] key.



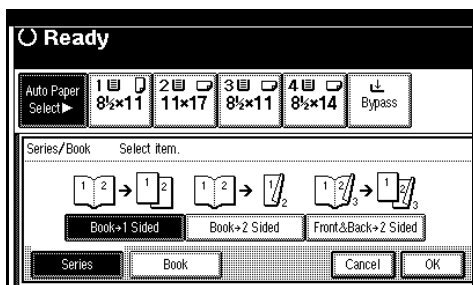
2 Press the [Series/Book] key.



3 Make sure that the [Series] key is selected.



4 Press the [Book→1 Sided] key, and then press the [OK] key.



5 Press the [OK] key.

6 Make sure that the [Auto Paper Select] key is selected.

Note

If the [Auto Paper Select] key is not selected, press the [Auto Paper Select] key.

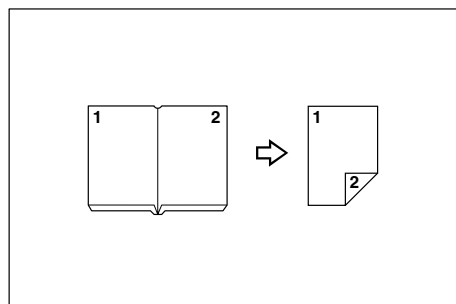
7 Place your originals on the exposure glass, and then press the [Start] key.

Book → 2 Sided

Copies a two-page spread original onto one sheet with one page per side.

Limitation

You cannot use the Book→2 Sided function with the document feeder.



The function might not work for certain types of large size originals (such as A3, 11" × 17"). In this case, an optional 32MB memory or a HDD is required.

Note

See the following table for original and copy paper sizes when using a 100% ratio.

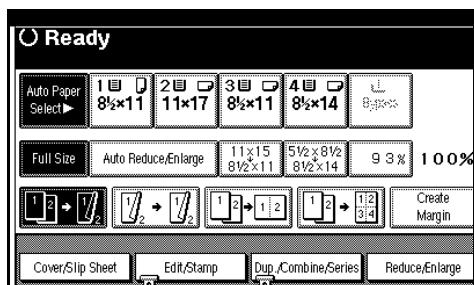
Metric version

Original	Copy paper
A3	A4 (2-sided)
B4	B5 (2-sided)
A4	A5 (2-sided)

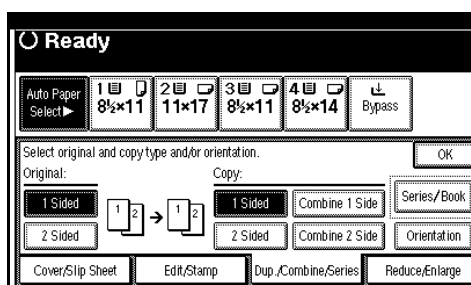
◆ Inch version

Original	Copy paper
11" × 17"	8 1/2" × 11" (2-sided)
8 1/2" × 11"	5 1/2" × 8 1/2" (2-sided)

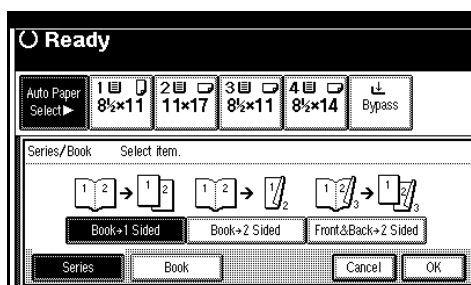
1 Press the [Dup./Combine/Series] key.



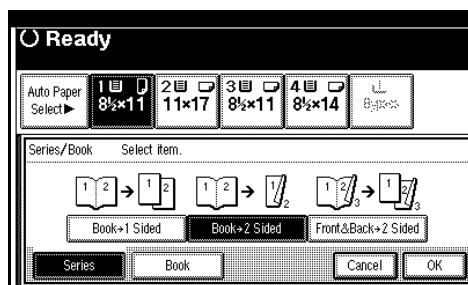
2 Press the [Series/Book] key.



3 Make sure that the [Series] key is selected.



4 Press the [Book→2 Sided] key, and then press the [OK] key.



5 Press the [OK] key.

6 Select the paper.

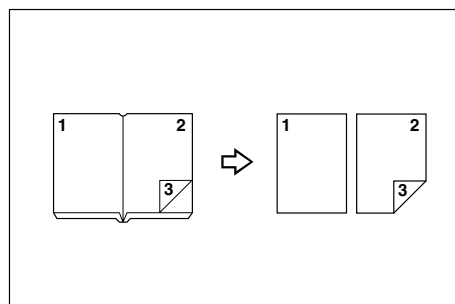
7 Place your originals on the exposure glass, and then press the [Start] key.

Front & Back → 2 Sided

Copies each two-page spread original as it is onto both sides of a sheet.

● Limitation

- You cannot use the Front & Back → 2 Sided function with the document feeder.



- The function might not work for certain types of large size originals (such as A3, 11" × 17"). In this case, an optional 32MB memory or a HDD is required.

Note

- See the following table for original and copy paper sizes when using a 100% ratio.

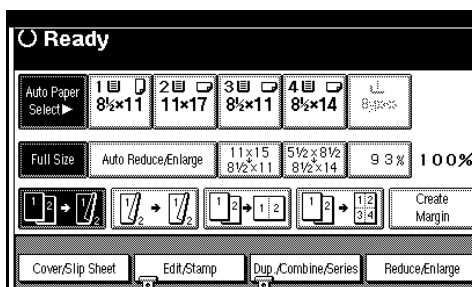
Metric version

Original	Copy paper
A3	A4 (2-sided)
B4	B5 (2-sided)
A4	A5 (2-sided)

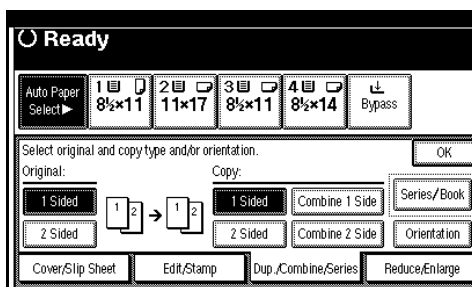
Inch version

Original	Copy paper
11" × 17"	8½" × 11" (2-sided)
8½" × 11"	5½" × 8½" (2-sided)

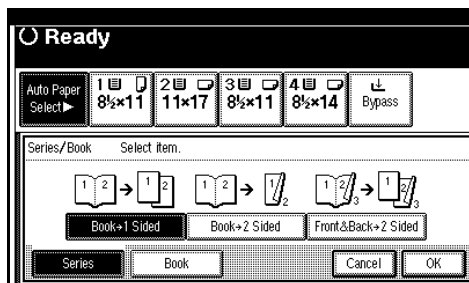
- Press the [Dup./Combine/Series] key.



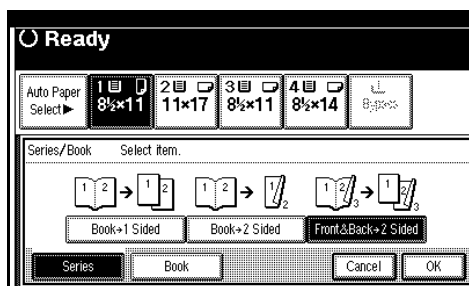
- Press the [Series/Book] key.



- Make sure that the [Series] key is selected.



- Press the [Front & Back → 2 Sided] key, and then press the [OK] key.



- Press the [OK] key.

- Select the paper.

- Place your originals on the exposure glass, and then press the [Start] key.

Note

- Press the [#] key after all originals are scanned.

Copying Book Originals

! Limitation

- ❑ You cannot use the bypass tray with this function.
- ❑ The function might not work for certain types of large size originals (such as A3, 11" × 17"). In this case, an optional 32MB memory or a HDD is required.

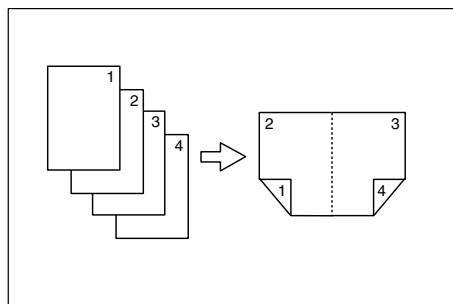
✎ Note

- ❑ The machine sets the reproduction ratio automatically to meet the paper size and copies the originals together onto the paper.
- ❑ The machine uses ratios in the range of 25 to 400% (25-200% when placing originals in the document feeder).
- ❑ If the calculated ratio is under the available minimum ratio, it will be adjusted to the minimum ratio. However, with some ratios, parts of the image might not be copied.
- ❑ If the direction of originals is different from that of the copy paper, the machine will automatically rotate the image by 90° to make copies properly.
- ❑ If the number of originals scanned is less than a multiple of 4, the last page is left blank.
- ❑ You can have a 3mm, 0.1" bounding margin around all four edges of the original left blank (erased). ⇒ "Erase Original Shadow in Combine" on p.194 "Edit 1/2"

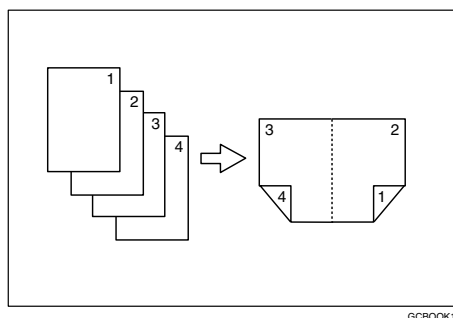
1 Sided → Booklet

Make copies in page order for a folded booklet as shown in the following illustrations.

❖ Open to Left



❖ Open to Right



⚠ Important

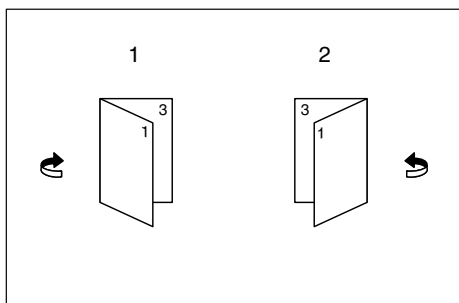
- ❑ Before selecting this function, select "Open to left" or "Open to right" with the User Tools. ⇒ "Orientation: Booklet, Magazine" on p.196 "Edit 2/2"

✎ Note

- ❑ Four originals are copied onto each sheet of copy paper.

How to fold copies to make a booklet

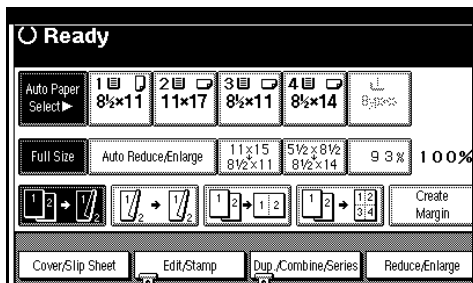
2



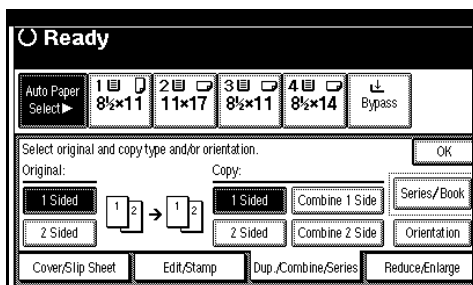
GCBOOK2E

- 1: Open to Left
- 2: Open to Right

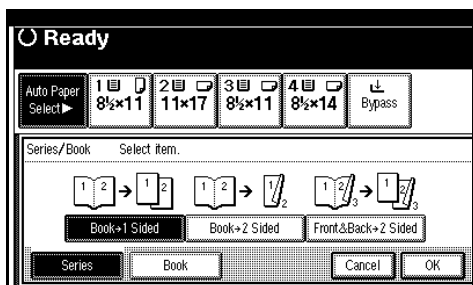
1 Press the [Dup./Combine/Series] key.



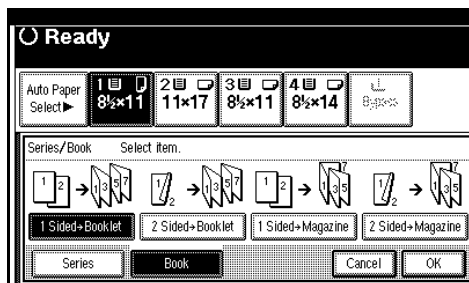
2 Press the [Series/Book] key.



3 Press the [Book] key.



4 Press the [1 Sided→Booklet] key, and then press the [OK] key.



5 Press the [OK] key.

6 Select the paper.

7 Place your originals, and then press the [Start] key.

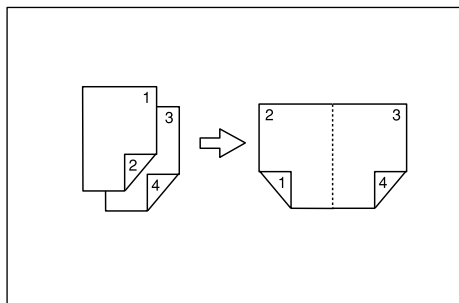
Note

- When placing originals on the exposure glass or in the document feeder in Batch/SADF mode, press the [#] key after all originals are scanned.

2 Sided → Booklet

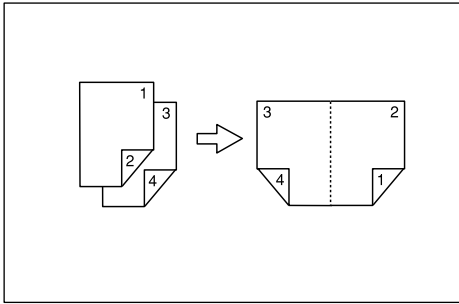
Make copies of 2-sided originals with a page order for a folded booklet as shown in the following illustrations.

◆ Open to Left



GCAH010E

❖ Open to Right



GCAH020E

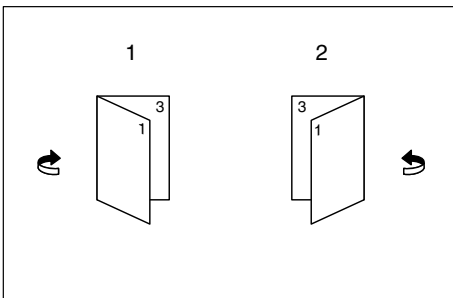
⚠ Important

- ❑ Before selecting this function, select "Open to left" or "Open to right" with the User Tools. ⇒ "Orientation: Booklet, Magazine" on p.196 "Edit 2/2"

📝 Note

- ❑ Two 2-sided originals are copied onto each sheet of copy paper.

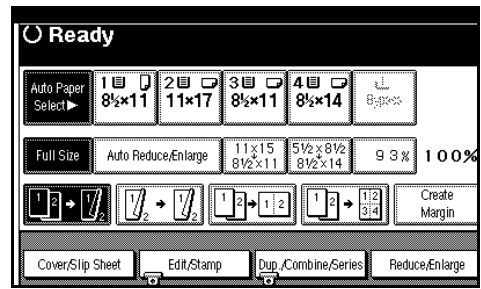
How to fold copies to make a booklet



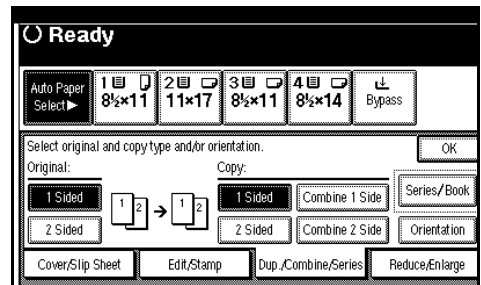
GCBOOK2E

- 1: Open to Left
- 2: Open to Right

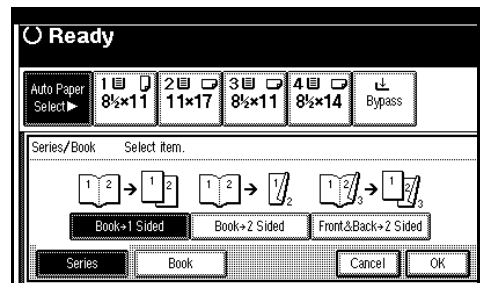
1 Press the [Dup./Combine/Series] key.



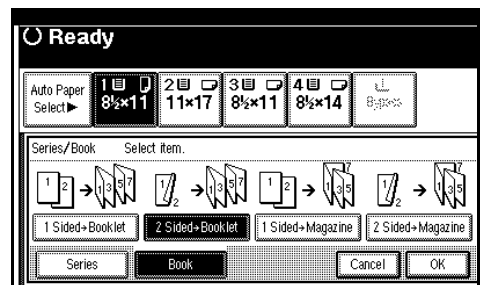
2 Press the [Series/Book] key.



3 Press the [Book] key.



4 Press the [2 Sided→Booklet] key, and then press the [OK] key.



5 Press the [OK] key.

6 Select the paper.

7 Place your originals, and then press the **[Start]** key.

Note

- When placing originals on the exposure glass or in the document feeder in Batch/SADF mode, press the **[#]** key after all originals are scanned.

Note

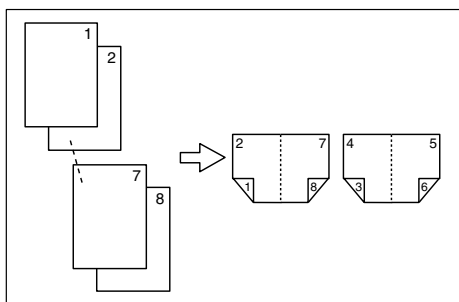
- Four originals are copied onto each sheet of copy paper.
- The copying may take some time after scanning originals.

2

1 Sided → Magazine

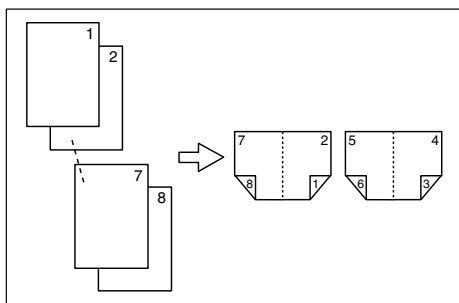
Copies two or more originals to make copies in page order when they are folded and assembled.

❖ **Open to Left**



GCBOOK3E

❖ **Open to Right**



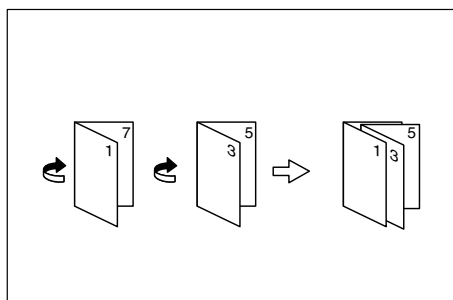
GCBOOK4E

Important

- Before selecting this function, select "Open to left" or "Open to right" with the User Tools. ⇒ "Orientation: Booklet, Magazine" on p.196 "Edit 2/2"

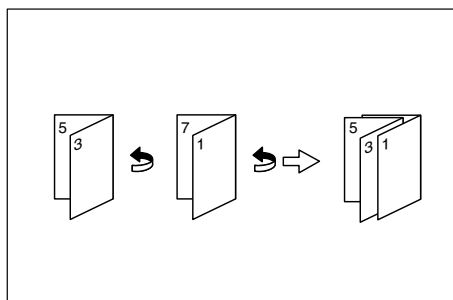
How to fold and assemble copies to make a magazine

❖ **Open to Left**



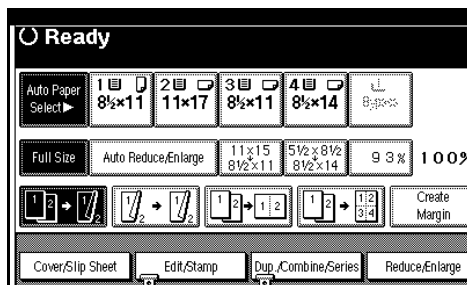
GCBOOK5E

❖ **Open to Right**

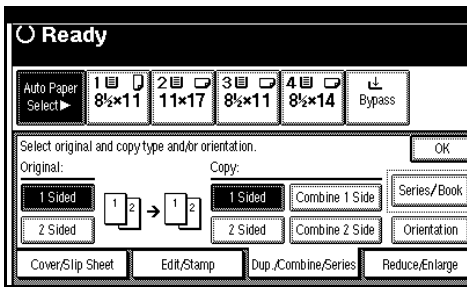


GCBOOK6E

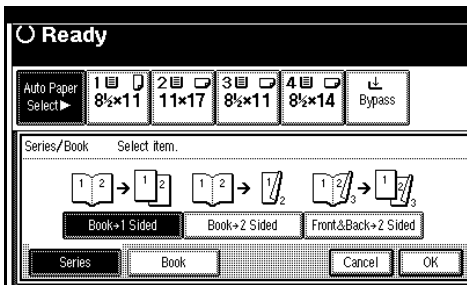
1 Press the **[Dup./Combine/Series]** key.



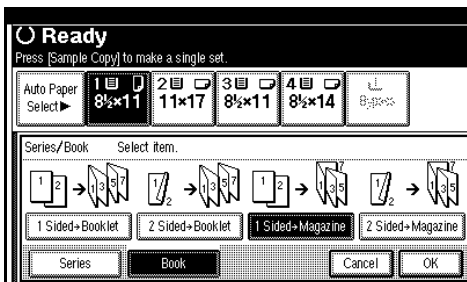
2 Press the [Series/Book] key.



3 Press the [Book] key.



4 Press the [1 Sided -> Magazine] key, and then press the [OK] key.



5 Press the [OK] key.

6 Select the paper.

7 Place your originals, and then press the [Start] key.

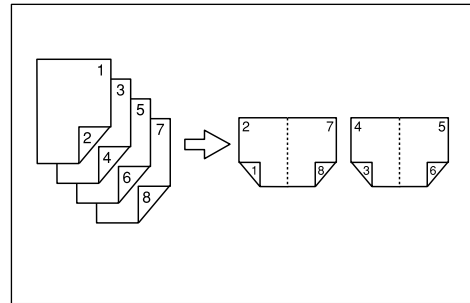
Note

- When placing originals on the exposure glass or in the document feeder in Batch/SADF mode, press the [#] key after all originals are scanned.

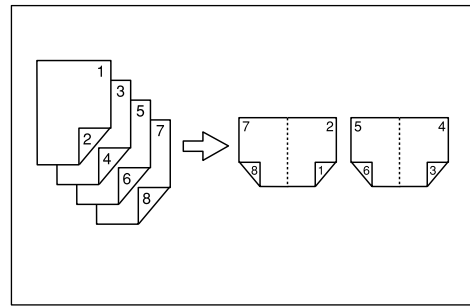
2 Sided → Magazine

Copies two or more 2-sided originals to make copies in page order when they are folded and assembled.

❖ Open to Left



❖ Open to Right



⚠ Important

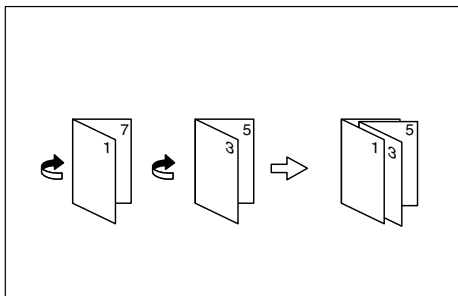
- Before selecting this function, select "Open to left" or "Open to right" with the User Tools. ⇒ "Orientation: Booklet, Magazine" on p.196 "Edit 2/2"

📝 Note

- Two 2-sided originals are copied onto each sheet of copy paper.
- The copying may take some time after scanning originals.

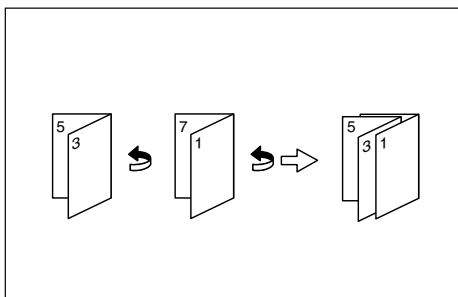
How to fold and assemble copies to make a magazine

❖ Open to Left



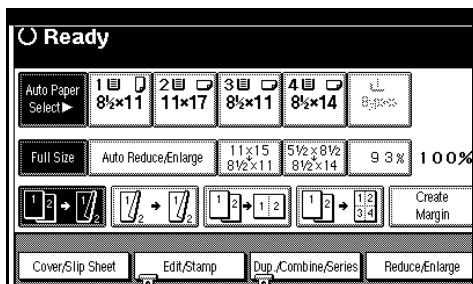
GCBOOK6E

❖ Open to Right

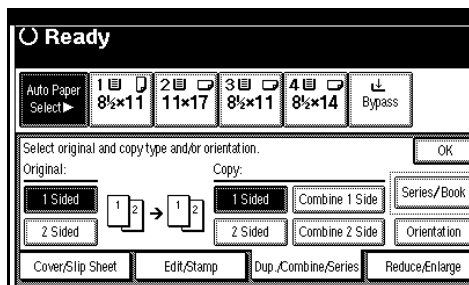


GCBOOK6E

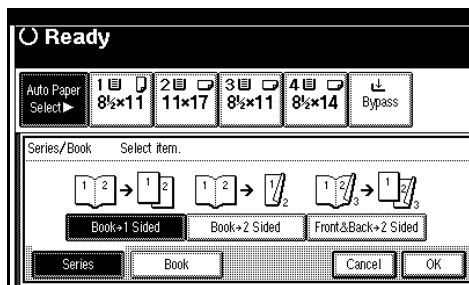
1 Press the [Dup./Combine/Series] key.



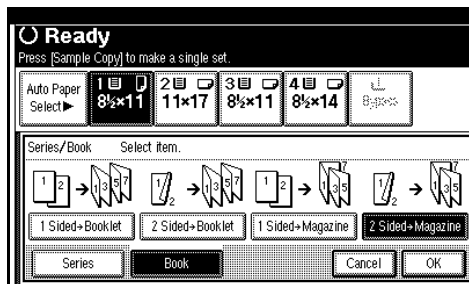
2 Press the [Series/Book] key.



3 Press the [Book] key.



4 Press the [2 Sided→Magazine] key, and then press the [OK] key.



5 Press the [OK] key.

6 Select the paper.

7 Place your originals, and then press the [Start] key.

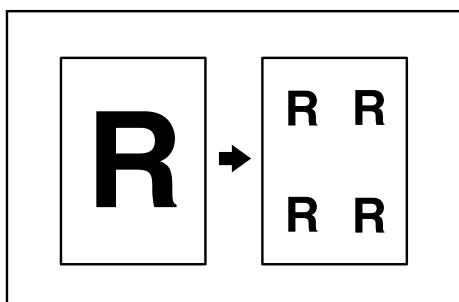
Note

- When placing originals on the exposure glass or in the document feeder in Batch/SADF mode, press the [#] key after all originals are scanned.

Edit Image

Image Repeat

The original image is copied repeatedly.



Note

The number of repeated images depends on the original size, copy paper size, and reproduction ratio. See the following table.

❖ Original: A5 / Copy paper: A4
or Original: A5 / Copy paper A4

4 repeats (71%)	16 repeats (35%)
 Repeat1	 Repeat2

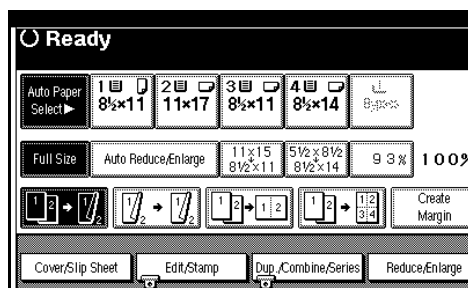
❖ Original: A5 / Copy paper: A4
or Original: A5 / Copy paper A4

2 repeats (100%)	8 repeats (50%)	32 repeats (25%)
 Repeat3	 Repeat4	 Repeat5

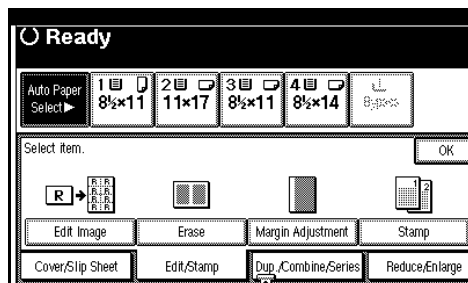
- ❑ Part of a repeated image might not be copied depending on copy paper size, copy paper direction or reproduction ratio.
- ❑ You can insert separation lines between repeated images. ⇒ "Image Repeat Separation Line" on p.196 "Edit 2/2"

1 Select the size of the copy paper and the reproduction ratio.

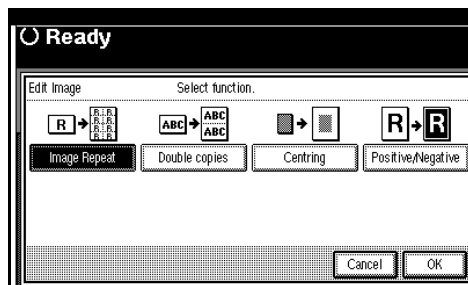
2 Press the [Edit/Stamp] key.



3 Press the [Edit Image] key.



4 Press the [Image Repeat] key.



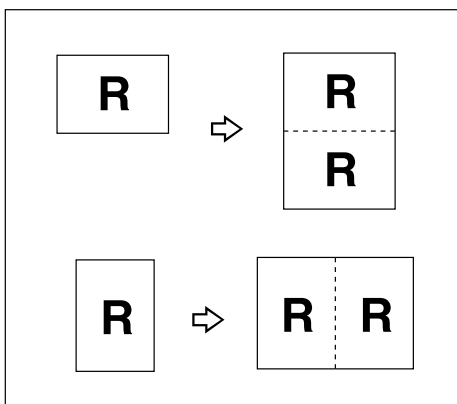
5 Press the [OK] key.

6 Press the [OK] key.

7 Place your original, and then press the **[Start]** key.

Double Copies

One original image is copied twice on one copy as shown in the illustration.



Limitation

- ❑ The originals of size A5 (5¹/₂" × 8¹/₂") cannot be detected properly on the exposure glass. Be sure to select the copy paper manually or set the originals in the document feeder.
- ❑ You cannot use the bypass tray with this function.

Note

- ❑ You can insert separation lines between repeated images. ⇒ "Double Copies Separation Line" on p.196 "Edit 2/2"
- ❑ See the following table for original and copy paper sizes when using a 100% ratio.

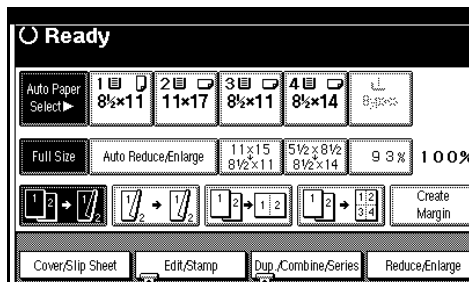
Metric version

Original Size and Direction	Copy Paper Size and Direction
A5	A4
A4	A3
A5	A4
B5	B4

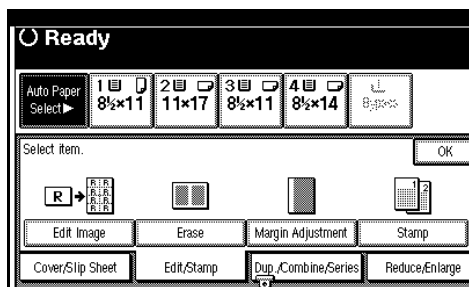
Inch version

Original Size and Direction	Copy Paper Size and Direction
5 ¹ / ₂ " × 8 ¹ / ₂ "	8 ¹ / ₂ " × 11"
5 ¹ / ₂ " × 8 ¹ / ₂ "	8 ¹ / ₂ " × 11"
8 ¹ / ₂ " × 11"	11" × 17"

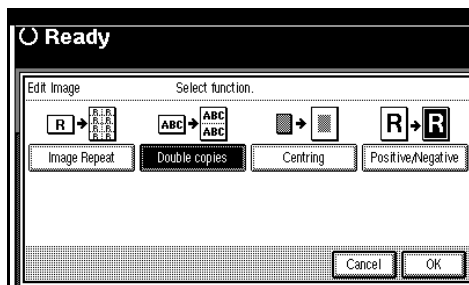
1 Press the **[Edit/Stamp]** key.



2 Press the **[Edit Image]** key.



3 Press the **[Double Copies]** key.



4 Press the **[OK]** key.

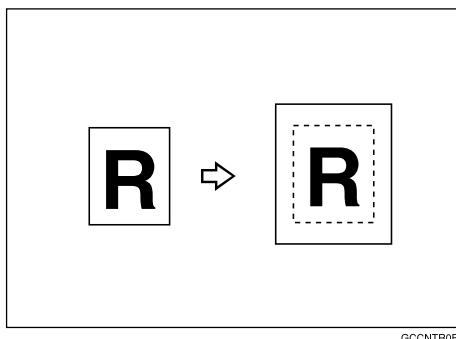
5 Press the **[OK]** key.

6 Select the paper.

7 Place your originals, and then press the **[Start]** key.

Centering

You can make copies with the image moved to the center of the copy paper.



GCCNTR0E

Limitation

- You cannot use the bypass tray with this function.
- If the direction of originals is different from that of the copy paper, the machine will not rotate the image by 90°(rotated copy).
- If the original size cannot be measured, the centering function will not work.

Note

- The original sizes and directions for centering are listed below.

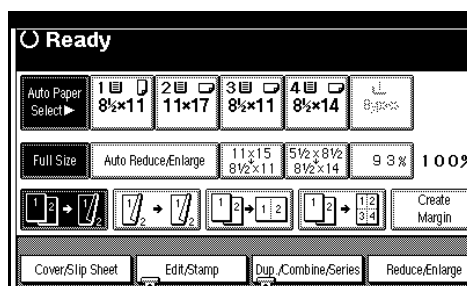
◆ Metric version

Original placed on:	Original size and direction
Exposure glass	A3☐, B4☐, A4☐☐, B5☐☐, A5☐☐, 8 ¹ / ₂ " × 14"☐, 8 ¹ / ₂ " × 13"☐
Document feeder	A3☐, B4☐, A4☐☐, B5☐☐, A5☐☐, 8 ¹ / ₂ " × 13"☐

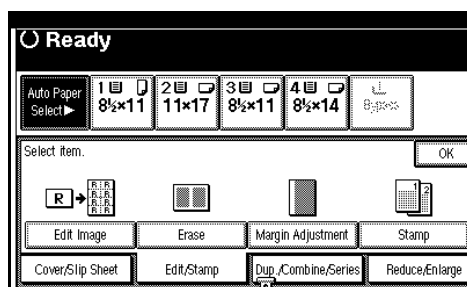
◆ Inch version

Original placed on:	Original size and direction
Exposure glass	11" × 17"☐, 8 ¹ / ₂ " × 14"☐, 8 ¹ / ₂ " × 11"☐☐, 10" × 14"☐, 8" × 10"☐
Document feeder	11" × 17"☐, 8 ¹ / ₂ " × 14"☐, 8 ¹ / ₂ " × 11"☐☐, 10" × 14"☐, 5 ¹ / ₂ " × 8 ¹ / ₂ "☐

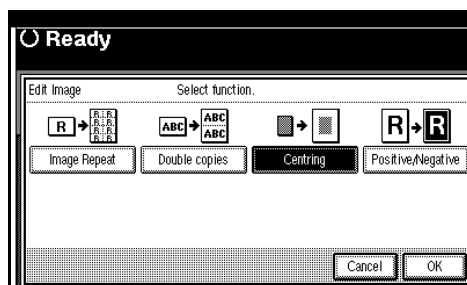
- 1** Select the paper.
- 2** Press the [Edit/Stamp] key.



- 3** Press the [Edit Image] key.



- 4** Press the [Centering] key.

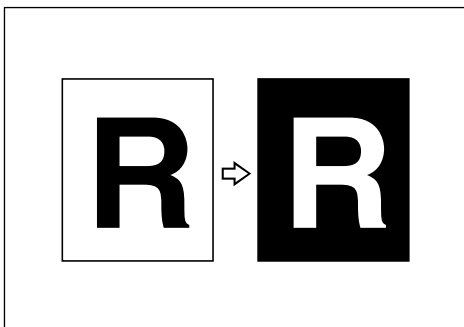


- 5** Press the [OK] key.
- 6** Press the [OK] key.

- Place your originals, and then press the **[Start]** key.

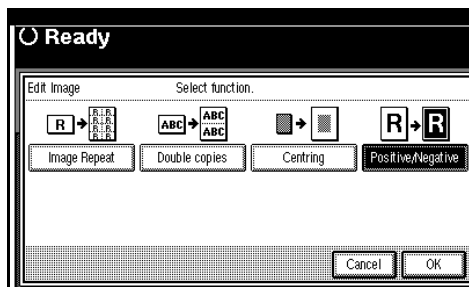
Positive/Negative

If your original is black and white, copy images are inverted.



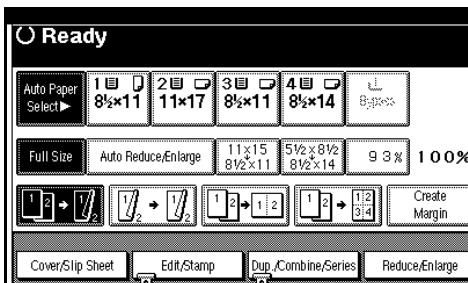
GCHATN1E

- Press the **[Positive/Negative]** key.

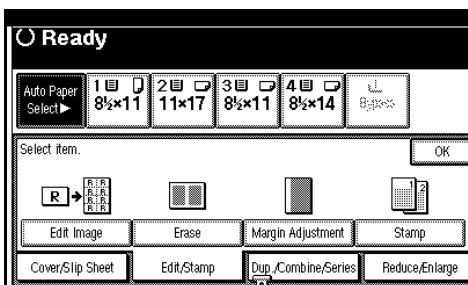


- Press the **[OK]** key.
- Press the **[OK]** key.
- Select the paper.
- Place your originals, and then press the **[Start]** key.

- Press the **[Edit/Stamp]** key.



- Press the **[Edit Image]** key.



Erase

This function erases the center and/or all four sides of the original image. This is useful for avoiding shadows on the copy image caused by bound originals, such as books.

This function has the following three types:

❖ Border

This mode erases the edge margin of the original image.

❖ Center

This mode erases the center margin of the original image.

❖ Center/Border

This mode erases both the center and edge margins of the original image.

Note

- ❑ You can change the width of the erased margins as follows:














Metric version	2 – 99mm (in 1mm steps)
Inch version	0.1" – 3.9" (in 0.1" steps)

- ❑ The default setting of the erased margin is as follows. You can change this settings with the User Tools. ⇒ "Erase Border Width" and "Erase Center Width" on p.194 "Edit 1/2"











Metric version	10mm
Inch version	0.4"

- ❑ The width of the erased margin varies depending on the reproduction ratio.
- ❑ If the size of the original is different from sizes listed in the following chart, the erased margin might be shifted.

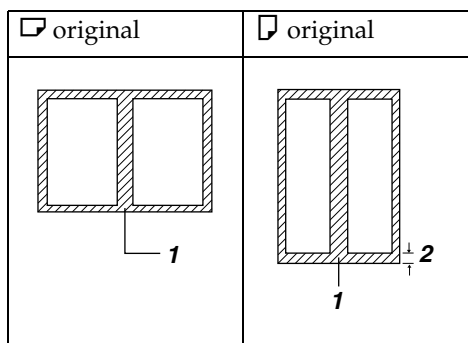
❖ Metric version

Where Original Is Set	Paper Size and Orientation
Exposure glass	A3  , B4  , A4  , B5  , A5  , 8 1/2" × 14"  , 8 1/2" × 13" 
Document feeder	A3  , B4  , A4  , B5  , A5  , 8 1/2" × 13" 

❖ Inch version

Where Original Is Set	Paper Size and Orientation
Exposure glass	11" × 17"  , 8 1/2" × 14"  , 8 1/2" × 11"  , 10" × 14"  , 8" × 10" 
Document feeder	11" × 17"  , 8 1/2" × 14"  , 8 1/2" × 11"  , 10" × 14"  , 5 1/2" × 8 1/2" 

- ❑ The relationship between the original orientation and the erased part is as follows:



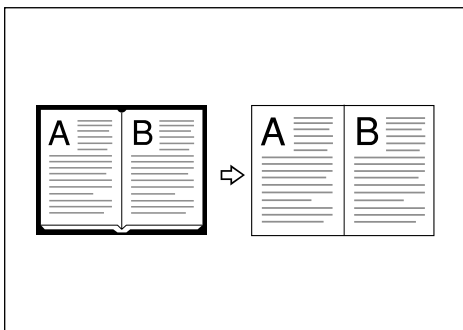
1: Erased part

2: 2–99mm

Border Erase

This function erases the edge margins. You can set the same margin width for all four sides, or you can set different margin widths for each side.

2

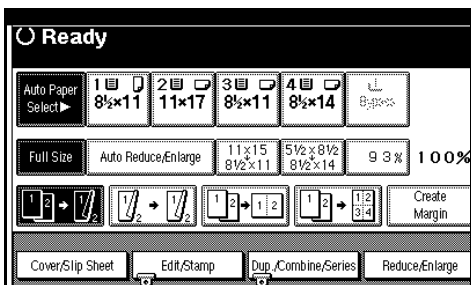


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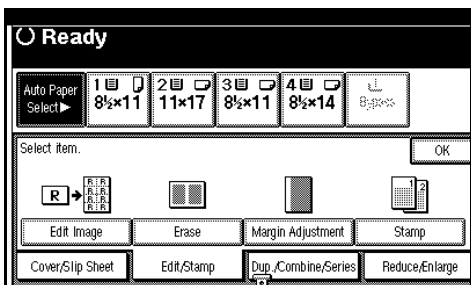
Note

- If you want to erase the center margin too, use the Center/Border function. ⇒ p.122 "Center/Border Erase"

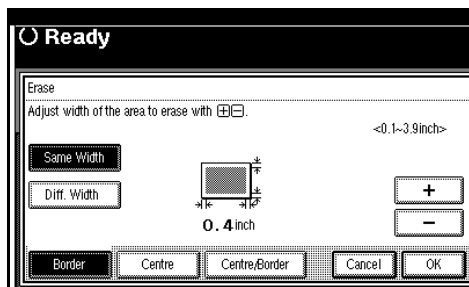
1 Press the [Edit/Stamp] key.



2 Press the [Erase] key.



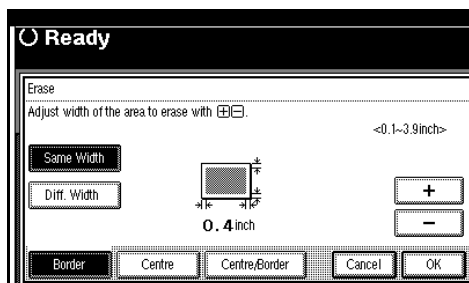
3 Press the [Border] key.



4 Set the erase border width.

Selecting [Same Width]

1 Press the [Same Width] key.



2 Set an erase border width with the [+] and [-] keys.

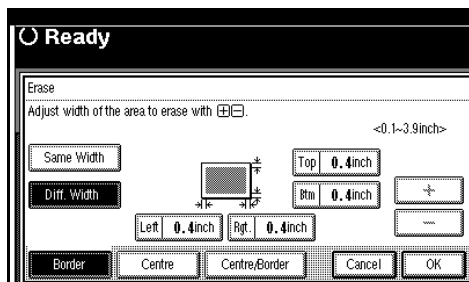
Note

- To change the value entered, press the [+] and [-] keys to set the new value.

3 Press the [OK] key.

Selecting [Diff. Width]

1 Press the [Diff. Width] key.



- Press the key for the border you wish to change and set an erase border width with the **[+]** and **[-]** keys.

 **Note**

- To change the value entered, press the **[+]** and **[-]** keys to set the new value.

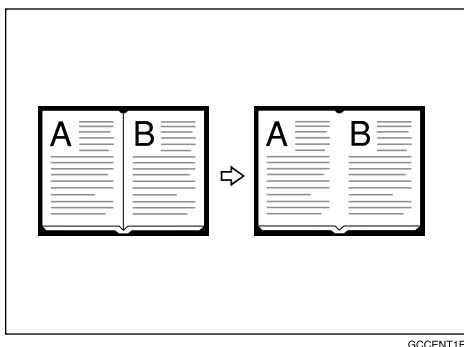
- Press the **[OK]** key.

- Press the **[OK]** key.

- Place your originals, and then press the **[Start]** key.

Center Erase

This function erases the center margin.

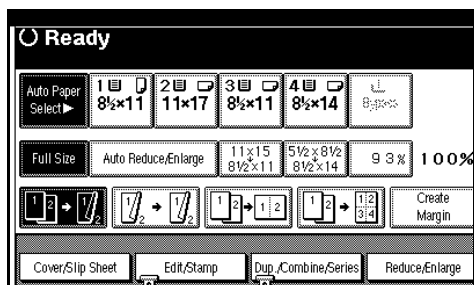


GCCENT1E

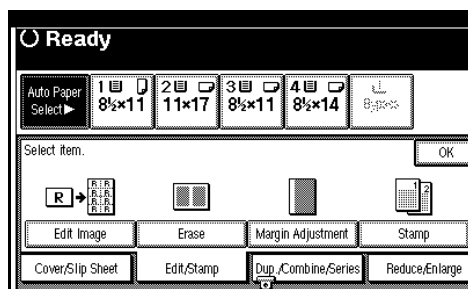
 **Note**

- If you want to erase the border margin too, use the Center/Border function. ⇒ p.122 “Center/Border Erase”

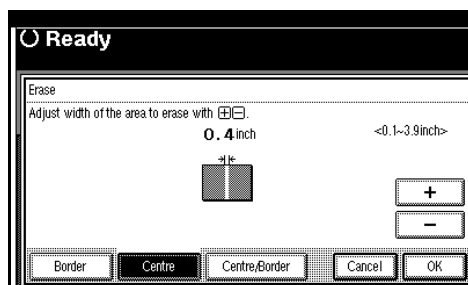
- Press the **[Edit/Stamp]** key.



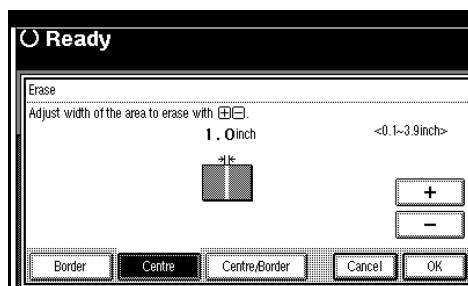
- Press the **[Erase]** key.



- Press the **[Center]** key.



- Set the erase center width with the **[+]** and **[-]** keys, and then press the **[OK]** key.



 **Note**

- To change the value entered, press the **[+]** and **[-]** keys to set the new value.

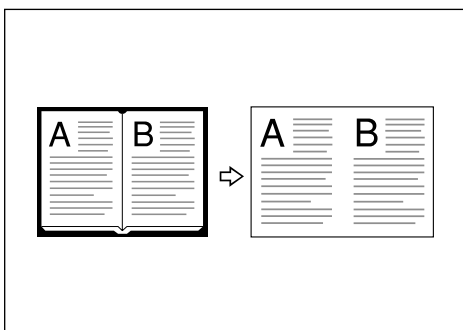
- Press the **[OK]** key.

- Place your originals, and then press the **[Start]** key.

2

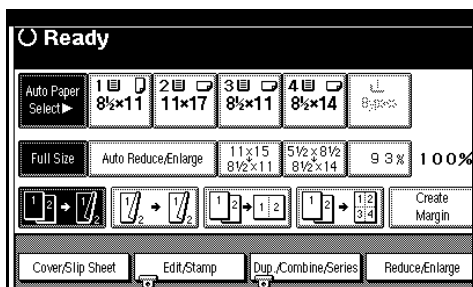
Center/Border Erase

This mode erases both the center and edge margins. You can set the same margin width for all four sides and center, or you can set different margin widths for each.

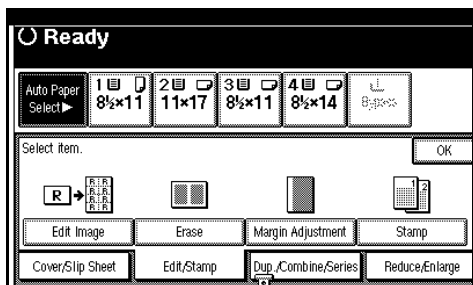


GCCENT3E

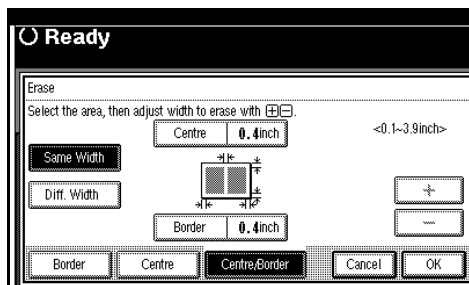
1 Press the [Edit/Stamp] key.



2 Press the [Erase] key.



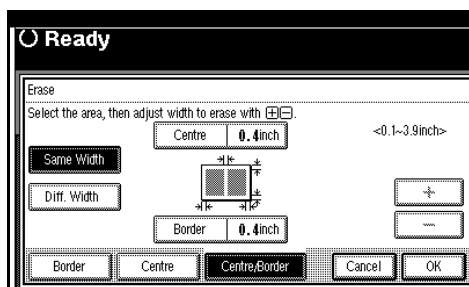
3 Press the [Center/Border] key.



4 Set the erase margin width.

Selecting [Same Width]

- 1** Press the [Same Width] key.
- 2** Press the [Center] key, and then set the erase center width with the [+] and [-] keys.



Note

- To change the value entered, press the [+] and [-] keys to set the new value.

3 Press the [Border] key, and then set the erase border width with the [+] and [-] keys.

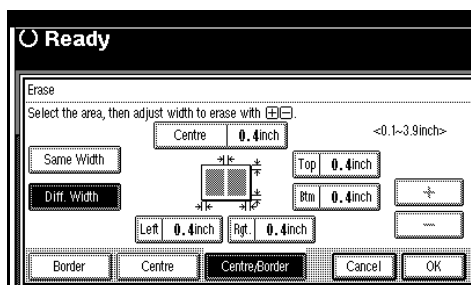
Note

- To change the value entered, press the [+] and [-] keys to set the new value.

4 Press the [OK] key.

Selecting [Diff. Width]

- 1 Press the [Diff. Width] key.



- 2 Press the key for the part you wish to change, and then set an erase margin width with the [+] and [-] keys.

Note

- To change the value entered, press the [+] and [-] keys to set the new value.

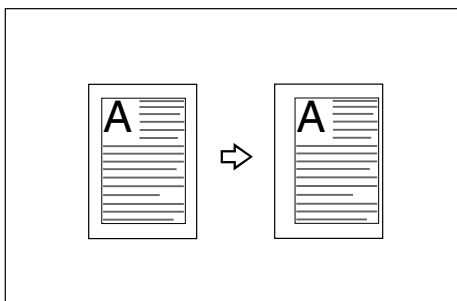
- 3 Press the [OK] key.

- 5 Press the [OK] key.

- 6 Place your originals, and then press the [Start] key.

Margin Adjustment

You can shift the image to the left, right, top or bottom to make a binding margin.



Limitation

- ❑ If you set the margin too wide, areas you do not want to delete might be erased.

Note

- ❑ You can change the width of the binding margin as follows.

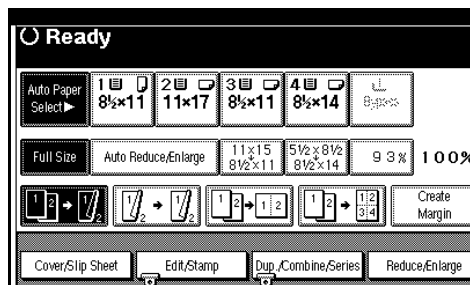
Metric version	0 – 30mm (in 1mm steps)
Inch version	0" – 1.2" (in 0.1" steps)

- ❑ The margin width default is as follows. You can change this default setting with the User Tools. ⇒ "Front Margin: Left/Right", "Back Margin: Left/Right", "Front Margin: Top/Bottom", "Back Margin: Top/Bottom" on p.194 "Edit 1/2"

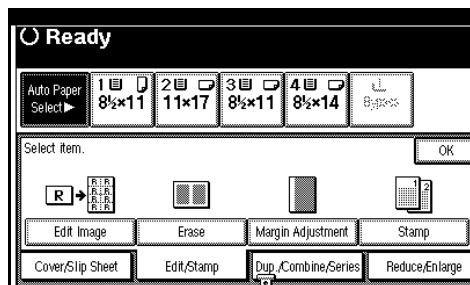
Metric version	<ul style="list-style-type: none"> • Front: 5mm Left • Back: 5mm Right
Inch version	<ul style="list-style-type: none"> • Front: 0.2" Left • Back: 0.2" Right

- ❑ When making two-sided copies from one-sided originals, you can set a binding margin for the back side pages. ⇒ "1 sided → 2 sided Auto Margin: T to T", "1 sided → 2 sided Auto Margin: T to B" on p.194 "Edit 1/2"
- ❑ When making copies in Combine mode, the binding margins are made on the copies after the combining is finished.
- ❑ When "2 Sided → 1 Sided" is selected, set the binding margins for front and back pages of the original.

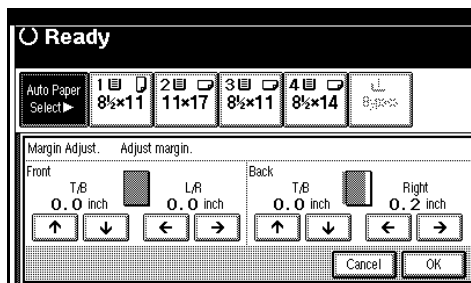
1 Press the [Edit/Stamp] key.



2 Press the [Margin Adjustment] key.



- 3** Set a binding margin for a front page. Press the [←] and [→] keys when setting the left and right margins, and the [↓] and [↑] keys when setting the top and bottom margins.



Note

- To change the value entered, press the [←], [→], [↓], [↑] keys to set the new value.
- If you do not need to specify the margins for the back side pages, press the [OK] key and go to step **5**.

- 4** Set a binding margin for the back side pages. Press the [←] and [→] keys when setting the left and right margins, and the [↓] and [↑] keys when setting the top and bottom margins.

Note

- You can specify the margins for the back side pages only when Duplex or the Two Sided copy with Combine is selected.

- 5** Press the [OK] key.

- 6** Place your originals, and then press the [Start] key.

Stamp

This function prints stamps on copies. Stamp modes are as follows:

❖ Background Numbering

This function prints numbers on the background of copies.

❖ Preset Stamp

This function prints preset messages on copies.

❖ User Stamp

This function prints custom messages on copies.

❖ Date Stamp

This function prints the date on copies.

❖ Page Numbering

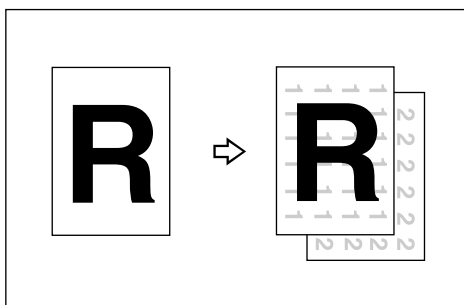
This function prints page numbers on copies.

Background Numbering

The optional HDD and 32 MB of memory are required to use this function (if the machine is equipped with the Printer unit, 32MB of memory is not required).

Use this function to have numbers printed on the background of copies.

This function can help you to keep track of confidential documents.

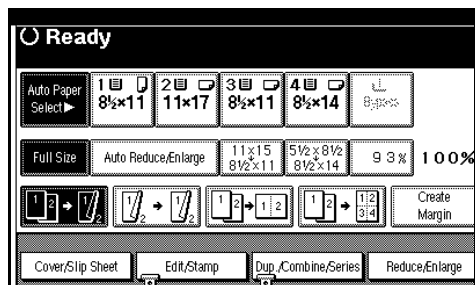


GCSTMP2E

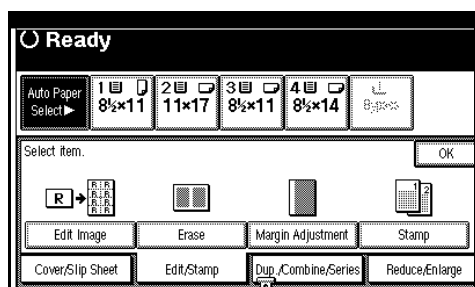
Note

- ❑ You can change the size of the numbers with the User Tools. ⇒ "Size" on p.199 "Background Numbering"
- ❑ You can change the density of the numbers with the User Tools. ⇒ "Density" on p.199 "Background Numbering"
- ❑ The numbers appear to overlap the copied image in some cases.

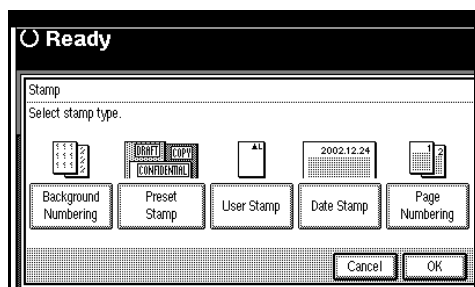
1 Press the [Edit/Stamp] key.



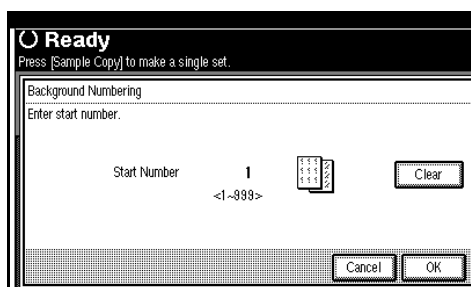
2 Press the [Stamp] key.



3 Press the [Background Numbering] key.



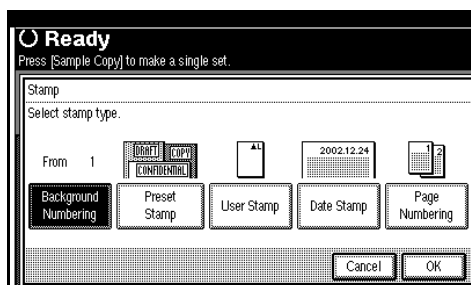
- 4** Enter the number to start counting from with the number keys, and then press the [OK] key.



Note

- The number can be set from 1 to 999.
- To change the entered number, press the [Clear] or [Clear/Stop] key and enter the new number.

- 5** Press the [OK] key.

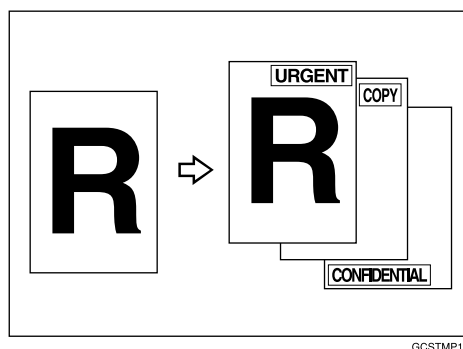


- 6** Press the [OK] key.

- 7** Place your originals, and then press the [Start] key.

Preset Stamp

The optional 32 MB of memory is required to use this function (if the machine is equipped with the Printer unit, 32 MB of memory is not required). There are also some other settings available, by installing the optional HDD.



Limitation

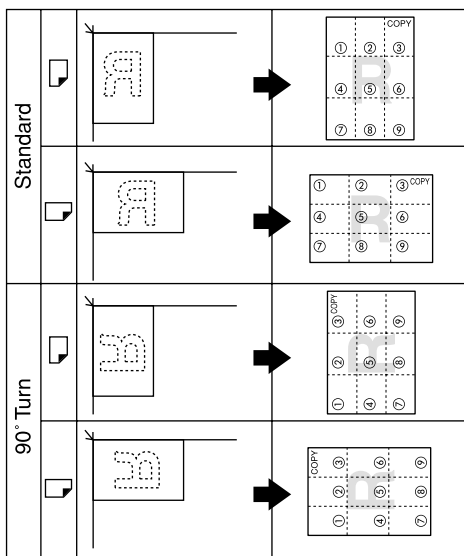
- You cannot use the bypass tray with this function.
- Only one message can be stamped at a time.

Note

- One of the following eight messages can be stamped on copies with a frame around it: "COPY", "URGENT", "PRIORITY", "For Your Info.", "Preliminary", "For internal use", "CONFIDENTIAL", "DRAFT".
- You can change the print page with the User Tools.
- You can change the size and density of the stamp with the User Tools.
- Depending on the paper size, if you change the stamp size, parts of the stamp might not be printed.

2

- ❑ You can choose the default settings for the language, position, size and density of the stamp with the User Tools. ⇒ "Stamp Language", "Stamp Position", "Stamp Format" on p.199 "Preset Stamp 1/4-4/4"
- ❑ You can choose the default settings for the print page with the User Tools. ⇒ "Stamp Format" on p.199 "Preset Stamp 1/4-4/4"
- ❑ You can change the stamp language with the User Tools. ⇒ "Stamp Language" on p.199 "Preset Stamp 1/4-4/4"
- ❑ The relationship between the direction in which you place the original and stamp orientation/position is as follows.

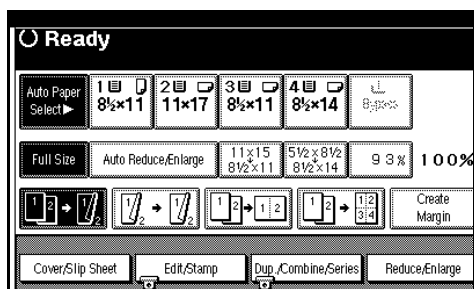


Key on the display									
Stamp position	①	②	③	④	⑤	⑥	⑦	⑧	⑨

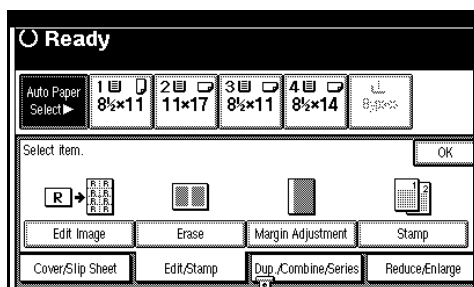
GCSTMP5E

- ❑ You can move the stamp position to the top, bottom, left and right in 1mm, 0.1" steps. ⇒ "Stamp position" on p.199 "Preset Stamp 1/4-4/4"

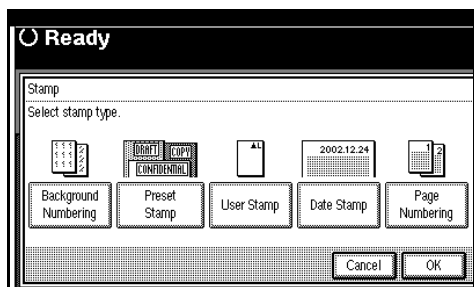
1 Press the [Edit/Stamp] key.



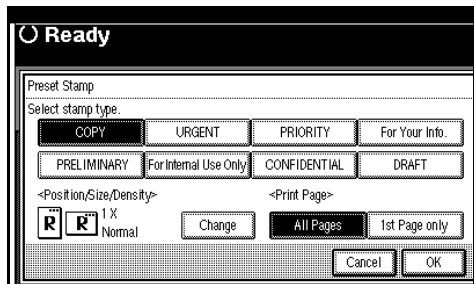
2 Press the [Stamp] key.



3 Press the [Preset Stamp] key.



4 Select the desired message.



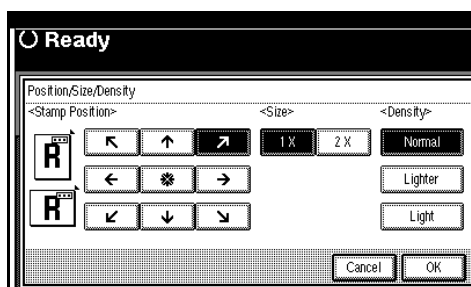
5 Press the [All Pages] or [1st Page only] key to select the print page.

6 Change the stamp position, size or density.

If you do not wish to make a change, go to step 7.

To change the stamp position, size or density

- 1 Press the [Change] key.
- 2 Select the desired position, size and density.



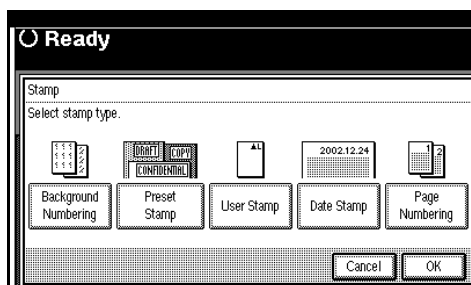
- 3 Press the [OK] key.

Note

- To cancel the settings, press the [Cancel] key.

7 After you specify all the desired settings, press the [OK] key.

8 Press the [OK] key.



Note

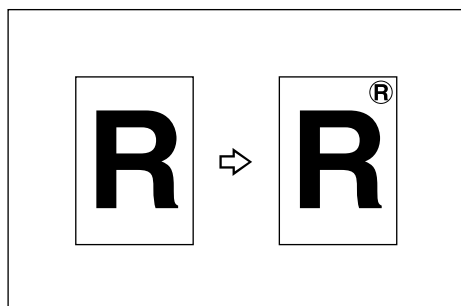
- To cancel the settings, press the [Cancel] key.

9 Place your originals, and then press the [Start] key.

User Stamp

The optional HDD and 32 MB of memory are required to use this function (if the machine is equipped with the Printer unit, 32 MB of memory is not required).

Up to four messages which you use frequently can be stored in the machine's memory and stamped on copies.



GCSTMP0E

Preparation

Before using this function, you have to store your messages with the User Tools. ⇒ p.131 "Program/Delete User Stamp"

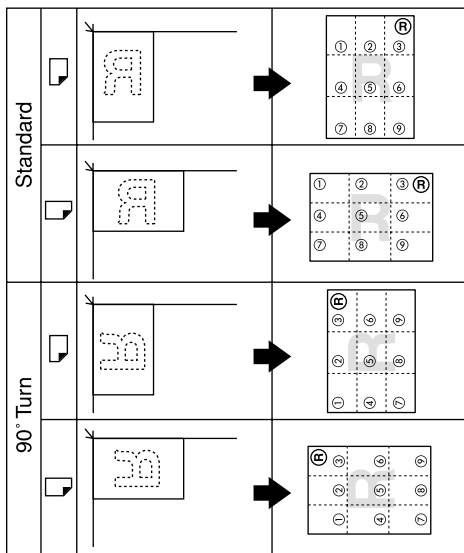
Limitation

- You cannot use the bypass tray with this function.
- Only one message can be stamped at a time.

Note

- You can change the print page with the User Tools.

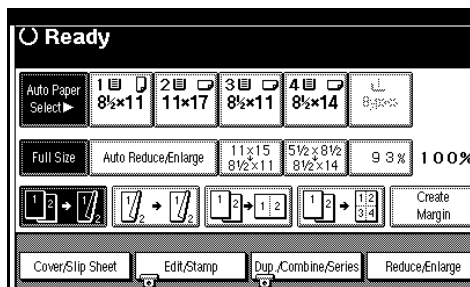
- The relationship between the direction in which you place the original and stamp orientation/position is as follows.



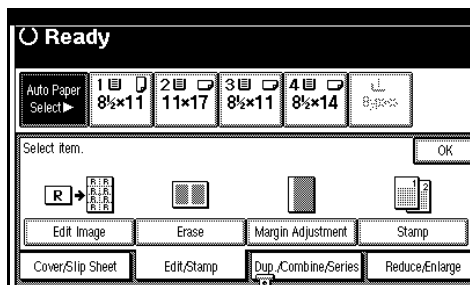
GCSTMP6E

- You can move the stamp position to the top, bottom, left and right in 1mm, 0.1" steps. ⇒ "Stamp Position" on p.200 "User Stamp 1/2-2/2"
- You can choose the default settings for the print page and the stamp position with the User Tools. ⇒ "Stamp Format" and "Stamp Position" on p.200 "User Stamp 1/2-2/2"
- You can combine this function with only one Preset Stamp.

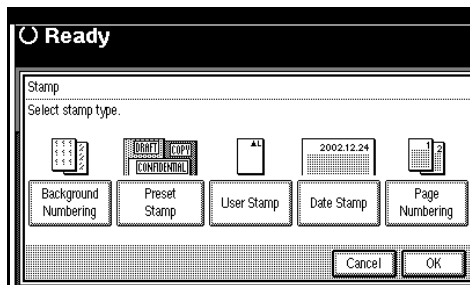
1 Press the [Edit/Stamp] key.



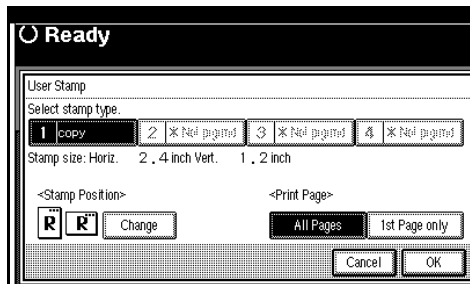
2 Press the [Stamp] key.



3 Press the [User Stamp] key.



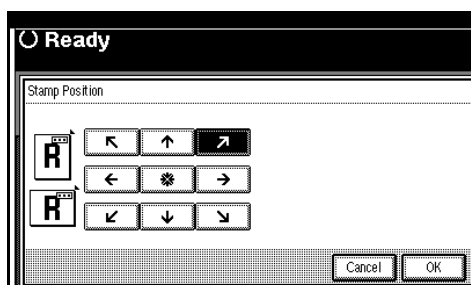
4 Select the stamp you require.



- 5** Press the [All Pages] or [1st Page only] key to select the print page.

To change the stamp position

- 1** Press the [Change] key.
- 2** Select the desired position.



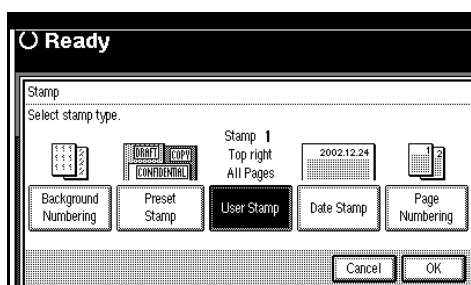
- 3** Press the [OK] key.

- 6** After you specify all the desired settings, press the [OK] key.

Note

- To cancel the settings, press the [Cancel] key.

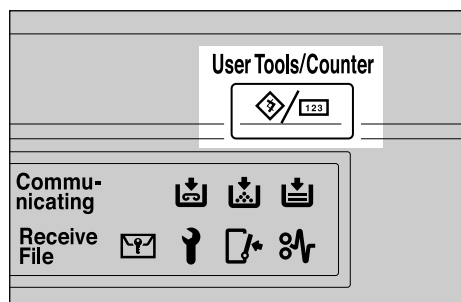
- 7** Press the [OK] key.



- 8** Place your originals, and then press the [Start] key.

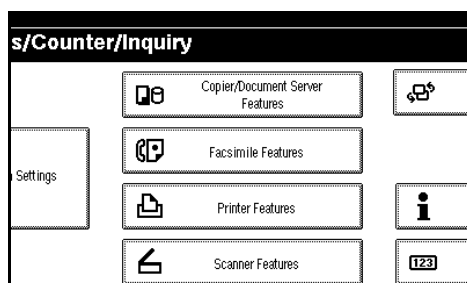
Program/Delete User Stamp

- 1** Make sure that the machine is in Copy mode.
- 2** Press the [User Tools/Counter] key.

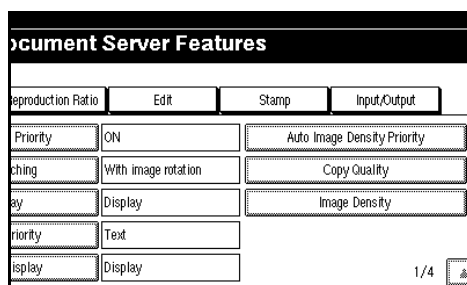


ZEWS050N

- 3** Press the [Copier/Document Server] key.

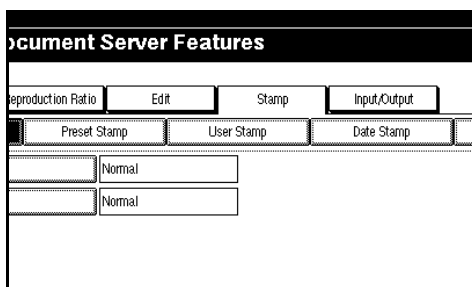


- 4** Press the [Stamp] key.

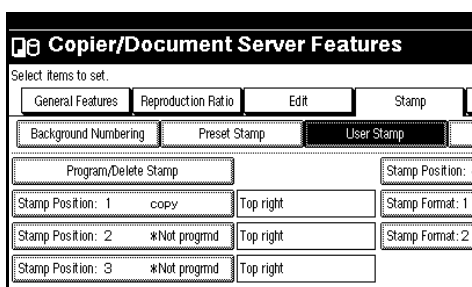


1/4

5 Press the [User Stamp] key.

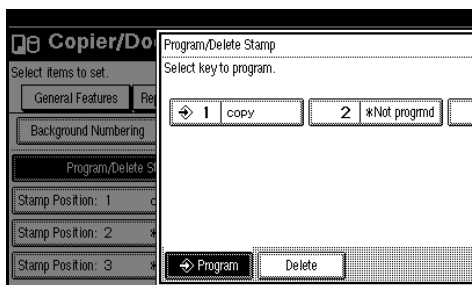


6 Press the [Program/Delete Stamp] key.



To program the User Stamp

1 Press the [Program] key.

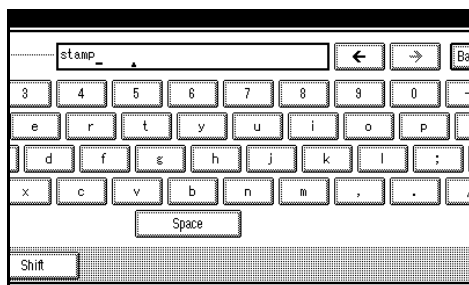


2 Press the stamp number (1 – 4) you want to program.

Note

- Stamp numbers with ↷ already have settings in them.
- If the stamp number is already being used, the machine will ask you if you wish to overwrite it — Press the [Yes] or [No] key.

3 Enter the user stamp name with the letter keys on the display panel.



Note

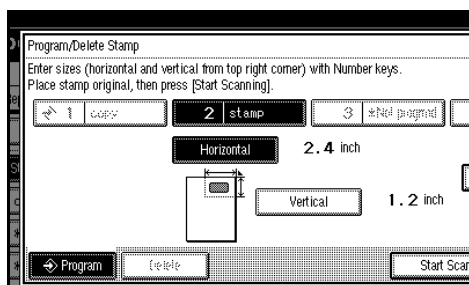
- You can register up to 10 characters.

Reference

For details on entering characters, refer to "Entering Text Characters" in the System Settings manual.

4 Press the [OK] key.

5 Enter the horizontal size of the stamp with the number keys, and then press the [#] key.



Note

- You can enter sizes within the horizontal range of 10 – 432mm, 1.0" – 17.0", and the vertical range of 10 – 297mm, 1.0" – 11.7". However, if the area exceeds the maximum value (5,000mm², 7.75 inch²), it is corrected to within the acceptable range automatically.
- To change the value entered, press the [Clear] or [Clear/Stop] key and enter the new value.

- 6 Press the [Vertical] key, and then enter the vertical size in the same way as step 5.
- 7 Place the user stamp on the exposure glass, and then press the [Start Scanning] key.

 **Note**

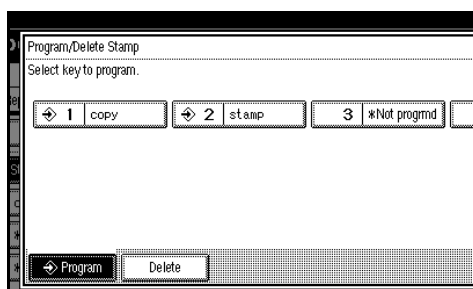
- Originals cannot be scanned from the document feeder when programming the user stamp.
 - If you press the [Exit] key, the main menu of the Copy/Document Server features appears with nothing programmed.
- 8 Press the [Exit] key.

To delete the User Stamp

 **Important**


- You cannot restore a deleted stamp.

- 1 Press the [Delete] key.

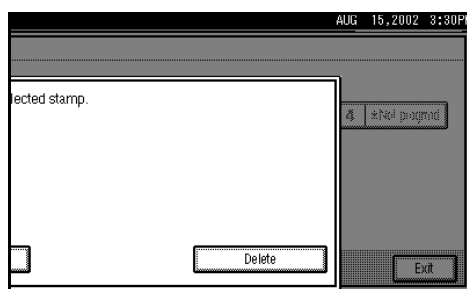


- 2 Press the stamp number (1 – 4) you want to delete.

 **Note**

- Only programs with  contain a user stamp.

- 3 Press the [Delete] key.



 **Note**

- To cancel the deletion, press the [Stop] key.

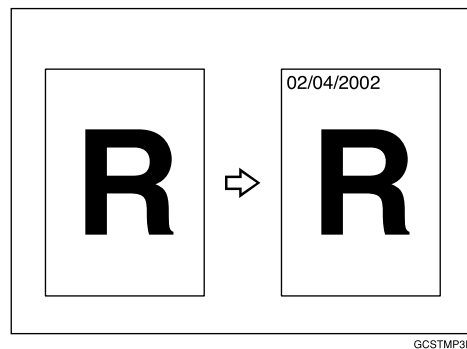
- 4 Press the [Exit] key.

- 5 Press the [Exit] key.

- 7 Press the [Exit] key.

The initial display appears.

Date Stamp



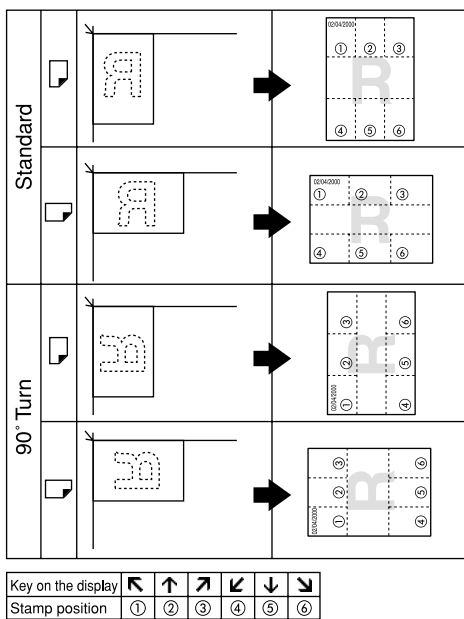
 **Limitation**

- You cannot use the bypass tray with this function.

 **Note**

- You can select the following styles:
 - MM/DD/YYYY
 - MM.DD.YYYY
 - DD/MM/YYYY
 - DD.MM.YYYY
 - YYYY.MM.DD
 - DD.JUN.YYYY

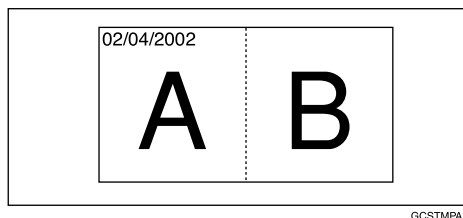
- ❑ You can change the Date Stamp settings with the User Tools. ⇒ p.201 "Date Stamp"
- ❑ The font and size of the Date Stamp can be changed with the User Tools. ⇒ "Font" and "Size" on p.201 "Date Stamp"
- ❑ You can select whether the Date Stamp is printed negative if it overlaps black parts of an image. ⇒ "Superimpose" on p.201 "Date Stamp"
- ❑ For how to set the date, see "Set Date" in the System Settings manual.
- ❑ You can choose the default settings for the stamp position with the User Tools. ⇒ "Stamp Position" on p.201 "Date Stamp"
- ❑ The relationship between the direction in which you place the original and the stamp position is as follows.



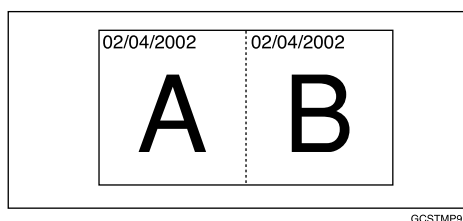
- ❑ You can move the stamp position to the top, bottom, left and right in 1mm, 0.1" steps. ⇒ "Stamp Position" on p.201 "Date Stamp"

- ❑ If you combine this function with the Combine, Magazine or Booklet function, the page is stamped as follows.

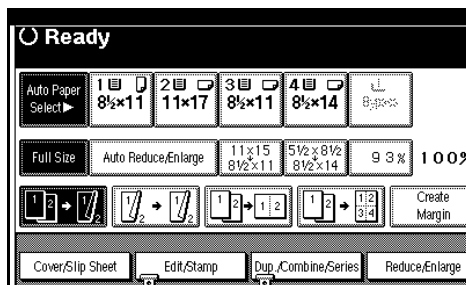
- Combined with the Combine function



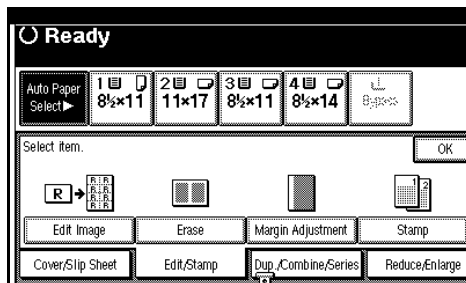
- Combined with the Magazine or Booklet function



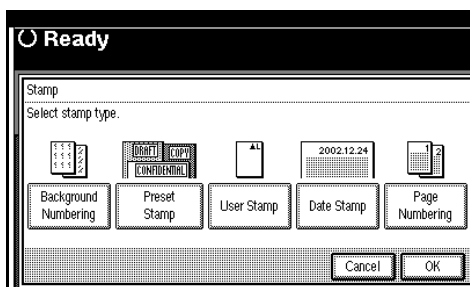
1 Press the [Edit/Stamp] key.



2 Press the [Stamp] key.



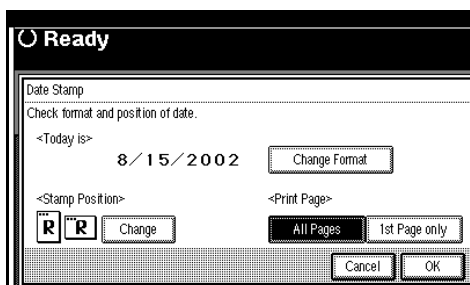
- 3** Press the [Date Stamp] key.



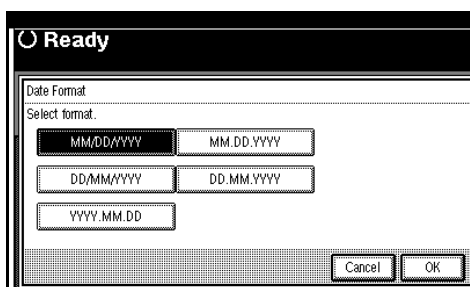
- 4** Press the [All Pages] or [1st Page only] key to select the print page.

To change the style of date

- 1** Press the [Change Format] key.



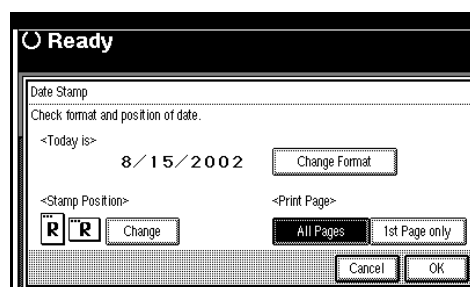
- 2** Select the format of date.



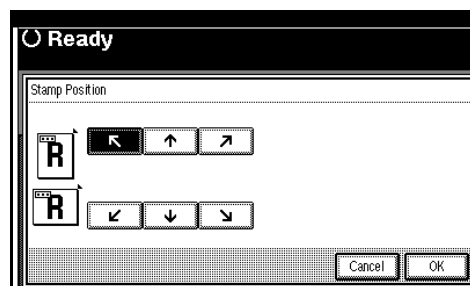
- 3** Press the [OK] key.

To change the stamp position

- 1** Press the [Change] key.



- 2** Select the desired position of the Date Stamp.



- 3** Press the [OK] key.

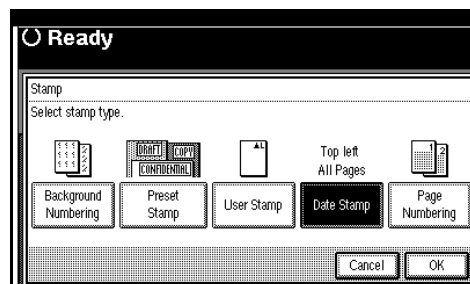
- 5** After you specify all the desired settings, press the [OK] key.



Note

- To cancel the settings, press the [Cancel] key.

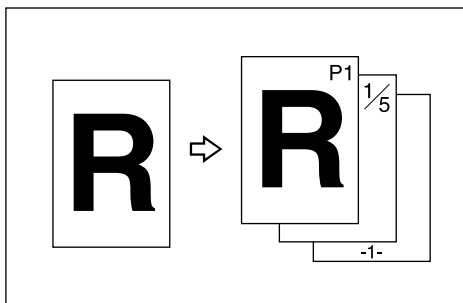
- 6** Press the [OK] key.



- 7** Place your originals, and then press the [Start] key.

Page Numbering

Use this function to print page numbers on your copies.



There are six types of Page Numbering (n is the total number of pages in your original):

- P1,P2,...Pn
- 1/n,2/n,...n/n
- -1,-2,...-n-
- P.1,P.2,...P.n
- 1, 2...n
- 1-1,1-2,..1-n

Limitation

- ❑ You cannot use the bypass tray with this function.

Note

- ❑ You can change the Page Numbering settings with the User Tools. ⇒ p.202 "Page Numbering 1/2-2/2"
- ❑ The font and size of Page Numbering can be changed with the User Tools. ⇒ "Font" and "Size" on p.202 "Page Numbering 1/2-2/2"
- ❑ You can select whether the Page Numbering is printed in negative if it overlaps black parts of an image. ⇒ "Superimpose" on p.202 "Page Numbering 1/2-2/2"

- ❑ You can choose the default settings for the stamp position with the User Tools. ⇒ "Stamp Position" on p.202 "Page Numbering 1/2-2/2"
- ❑ You can choose the default settings for the stamp format with the User Tools. ⇒ "Stamp Format" on p.202 "Page Numbering 1/2-2/2"
- ❑ The relationship between the direction in which you place the original and the Page Numbering orientation/position is as follows.

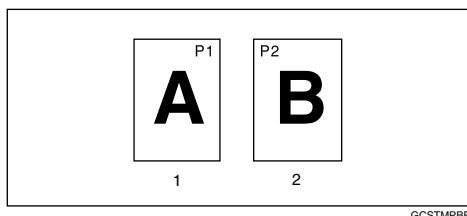
Standard		→	
		→	
90° Turn		→	
		→	

Key on the display						
Stamp position	①	②	③	④	⑤	⑥

GCSTMPBE

- ❑ You can move the stamp position to the top, bottom, left and right in 1mm, 0.1" steps. ⇒ "Stamp Position" on p.202 "Page Numbering 1/2-2/2"

- If you combine this function with the Duplex (Top to Top) function and select the "P1, P2" or "1/n, 2/n" style, the page numbers on the back of the copy paper are printed as follows.

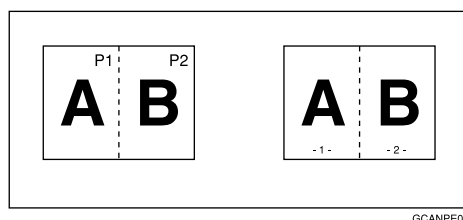


1: Front
2: Back

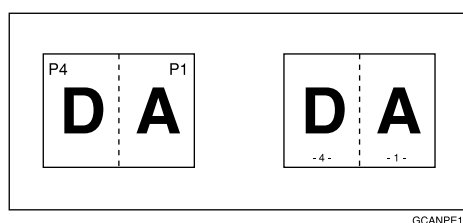
- If you combine this function with the Duplex (Top to Top) function, you can change the setting to stamp on the back side in the same position as the front side. ⇒ "Duplex Back Page Stamping Position" on p.202 "Page Numbering 1/2-2/2"
- If you use this function with the Combine, Magazine, or Booklet function, the page is stamped as follows. ⇒ "Page Numbering In Combine" on p.202 "Page Numbering 1/2-2/2"

❖ Page Numbering per original

- Combined with 1 Sided/2 Sided in the Combine function

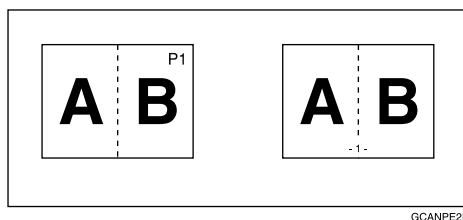


- Combined with the Magazine or Booklet function



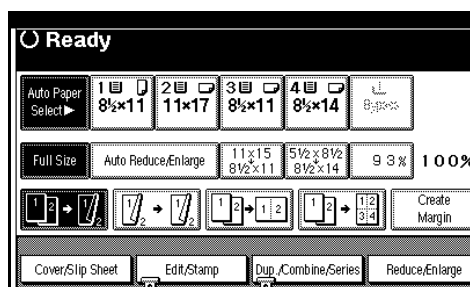
❖ Page Numbering per copy

- Combined with 1 Sided/2 Sided in the Combine function

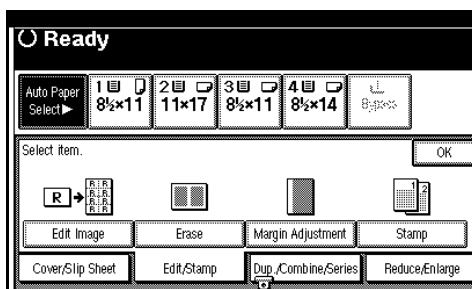


- If you use the "1-1, 1-2" style, you can print page numbers on the slip sheets in Designate or Chapters mode. ⇒ "Stamp on Designated Slip Sheet" on p.202 "Page Numbering 1/2-2/2"

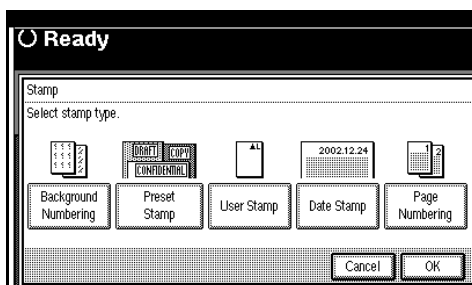
1 Press the [Edit/Stamp] key.



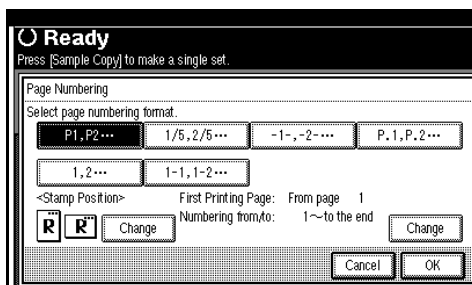
2 Press the [Stamp] key.



3 Press the [Page Numbering] key.



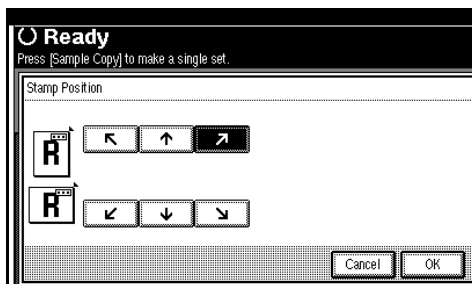
4 Select the format.



5 To change the stamp position, press the left [Change] key.

If you do not wish to change the stamp position, go to step 7.

6 Select the stamp position, and then press the [OK] key.



7 To change the first printing page and start number, press the right [Change] key.

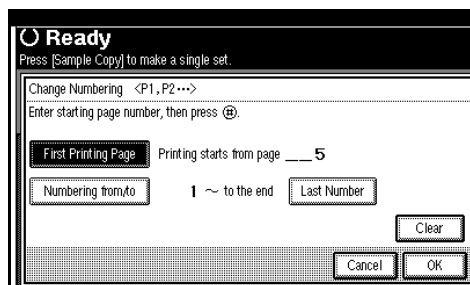
Note

- The display differs depending on the selected style.
- If you do not wish to make a change, press the [OK] key, place your originals, and then press the [Start] key.

8 Specify the page and number.

If you selected (P1, P2..., -1-, -2-..., P.1, P.2..., 1, 2...,)

1 Press the [First Printing Page] key, and then enter the original sheet number from which to start numbering with the number keys.

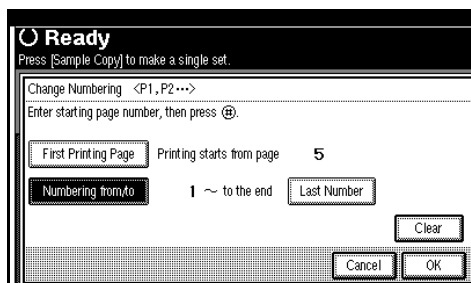


Note

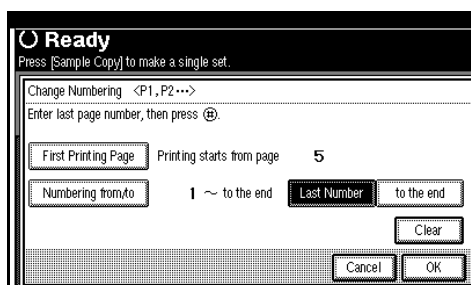
- To change the number entered, press the [Clear] or [Clear/Stop] key, and then enter a new number.

2 Press the [#] key.

- Press the [Numbering from/to] key, and then enter the number from which to start numbering with the number keys.



- Press the [#] key.
- Press the [Last Number] key, and then enter the page number at which to stop numbering with the number keys.



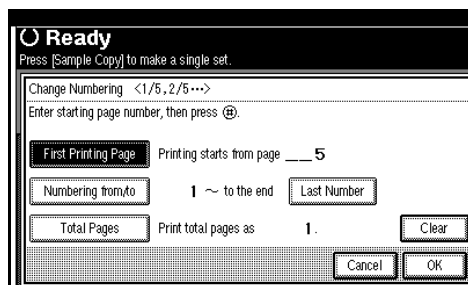
Note

- If you wish to print onto the last page, press the [to the end] key, and then go to step 10.

- Press the [#] key.

If you selected (1/5,2/5...)

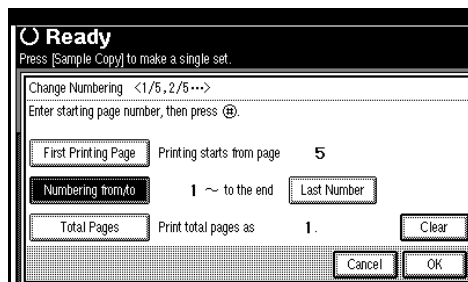
- Press the [First Printing Page] key, and then enter the original sheet number from which to start numbering with the number keys.



Note

- To change the number entered, press the [Clear] or [Clear/Stop] key, and then enter a new number.

- Press the [#] key.
- Press the [Numbering from/to] key, and then enter the page number from which to start numbering with the number keys.



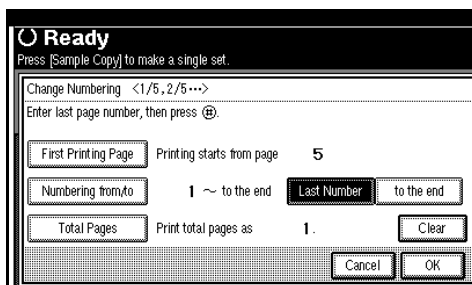
- Press the [#] key.

2

2

- 5 Press the [Last Number] key, and then enter the page number at which to stop numbering with the number keys.

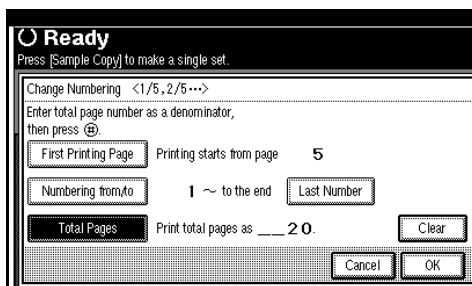
If you do not wish to change the number, go to step 7.



Note

- If you wish to print onto the last page, press [to the end] key, and then go to step 10.

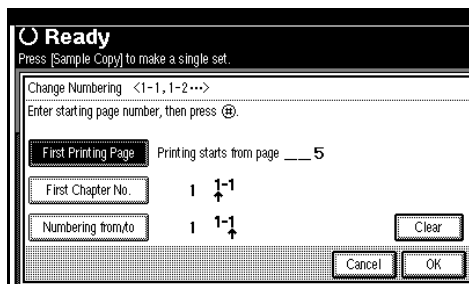
- 6 Press the [#] key.
- 7 Press the [Total Pages] key, and then enter the total number of original pages with the number keys.



- 8 Press the [#] key.
- 9 Press the [OK] key.

If you selected (1-1, 1-2,...)

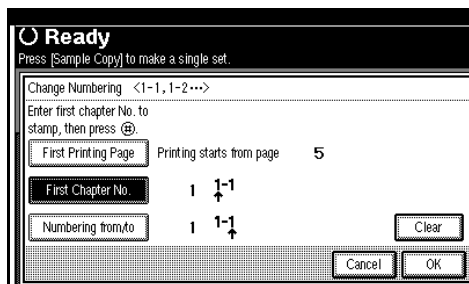
- 1 Press the [First Printing Page] key, and then enter the original sheet number from which to start numbering with the number keys.



Note

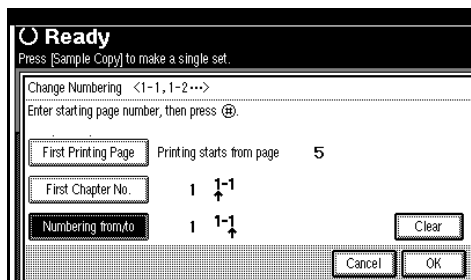
- To change the number entered, press the [Clear] or [Clear/Stop] key, and then enter a new number.

- 2 Press the [#] key.
- 3 Press the [First Chapter No.] key, and then enter the chapter number from which to start numbering with the number keys.



- 4 Press the [#] key.

- 5 Press the [Numbering from/to] key, and then enter the page number from which to start numbering with the number keys.

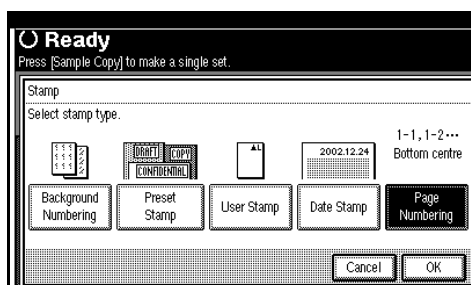


- 6 Press the [#] key.
- 7 Press the [OK] key.
- 9 Press the [OK] key.

Note

- To change the settings after pressing the [OK] key, press the [Change] key, and then enter the new value.

- 10 Press the [OK] key.



Note

- To cancel the settings, press the [Cancel] key.

- 11 Place your originals, and then press the [Start] key.

Cover/Slip Sheet

Using this function, you can add cover sheets or designate certain pages to be copied on slip sheets.

There are four types of this function:

2

❖ Front Cover

The first page of your originals is copied on a specific paper sheet for covers.

❖ Front/Back Cover

The first and last pages of your originals are copied on specific paper sheets for covers.

❖ Paper Designate

Use this function to have certain pages of your originals copied onto slip sheets.

❖ Chapter

If you specify the first page of each chapter with this function, those pages will always appear on the front of copies when using 1 sided → 2 sided mode.

📄 Preparation

Before selecting this function, set the tray for front cover paper and slip sheet paper. ⇒ "Cover", "Slip Sheet 1" and "Slip Sheet 2" in the System Settings manual

The cover or slip sheets should be the same in size and direction as the copy paper.

⚠ Limitation

- ❑ You cannot set the copy paper in the bypass tray. Only set the cover or slip sheets in the bypass tray.

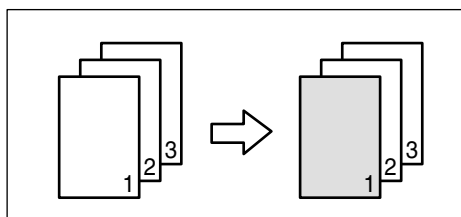
📄 Note

- ❑ If Blank mode is selected, the cover will not be counted as a copy.

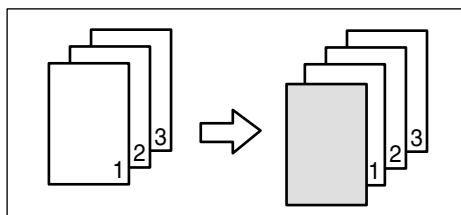
Front Cover

The first page of your originals is copied on specific paper sheet for covers, or a cover sheet is inserted before the first copy.

❖ Copy



❖ Blank



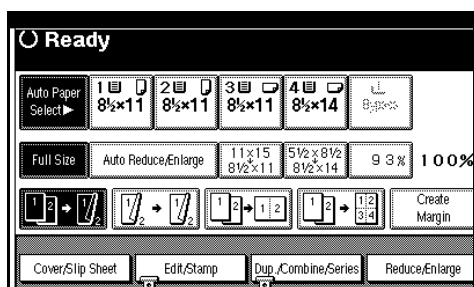
📄 Note

- ❑ You can specify whether to make a copy on the cover sheet. If you select **[Copy]**, the first page will be copied on the cover sheet. If you select **[Blank]**, a cover sheet will just be inserted before the first copy.
- ❑ When choosing **[Copy]**, select whether the front and back covers are copied single-sided ("1 Sided Only") or double-sided ("Duplex Copy"). ⇒ "Cover" in the System Settings manual

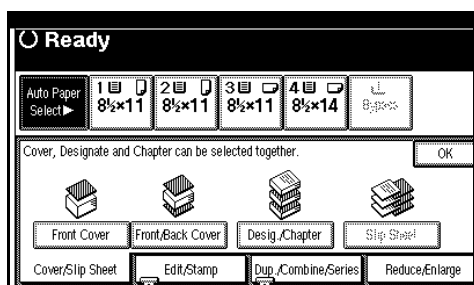
- In "Cover" of the User Tools (System Settings), if you selected "Mode Selected" for the "Tray Display" setting, the machine refers to the settings in "Cover" about whether the front and back covers are copied single-sided ("1 Sided Only") or double-sided ("Duplex Copy"). If you selected "Display Always" for "Tray Display", the machine refers to the settings in "Special Paper Indication" about whether the front and back covers are copied single-sided ("1 Sided Copy") or double-sided ("Duplex Copy"). ⇒ "Special Paper Indication" and "Cover" in the System Settings manual

- When you use this function with Combine mode, you can specify whether to combine the front cover or not. ⇒ "Front Cover Copy in Combine" on p.196 "Edit 2/2"

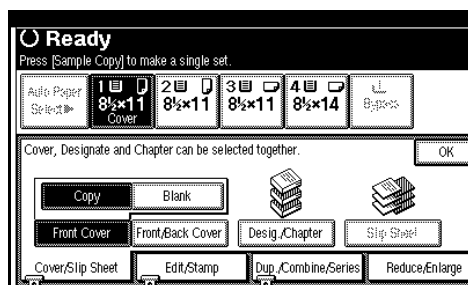
- 1** Press the [Cover/Slip Sheet] key.



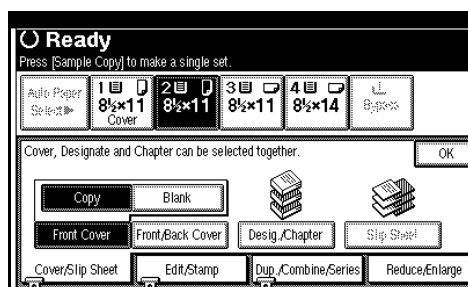
- 2** Press the [Front Cover] key.



- 3** Select [Copy] or [Blank] for the cover sheet.



- 4** Select the paper tray containing the non-cover sheet paper, and then press the [OK] key.

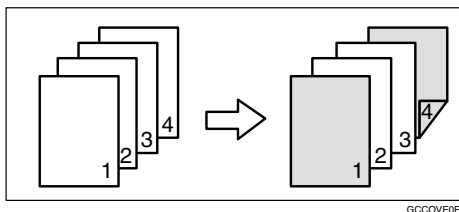


- 5** Place your originals in the document feeder, and then press the [Start] key.

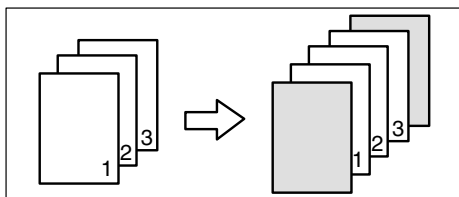
Front/Back Covers

The first and last pages of your originals are copied on specific paper sheets for covers.

❖ Copy



❖ Blank

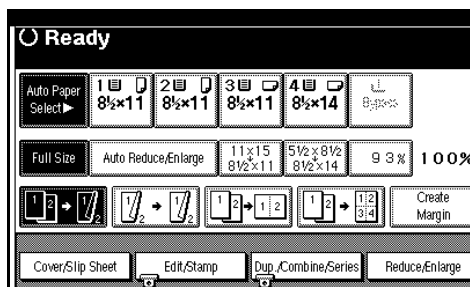


📎 Note

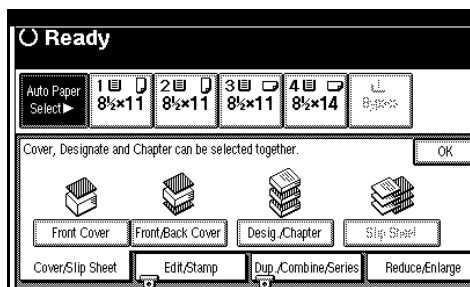
- ❑ You can specify whether to make a copy on a cover sheet. If you select **[Copy]**, the first and last pages will be copied on the cover sheets. If you select **[Blank]**, a cover sheet will just be inserted before the first copy and another sheet after the last copy.
- ❑ When choosing **[Copy]**, select whether the front and back covers are copied single-sided ("1 Sided Only") or double-sided ("Duplex Copy"). ⇒ "Cover" in the System Settings manual

- ❑ In "Cover" of the User Tools (System Settings), if you selected "Mode Selected" for the "Tray Display" setting, the machine refers to the settings in "Cover" about whether the front and back covers are copied single-sided ("1 Sided Only") or double-sided ("Duplex Copy"). If you selected "Display Always" for "Tray Display", the machine refers to the settings in "Special Paper Indication" about whether the front and back covers are copied single-sided ("1 Sided Copy") or double-sided ("Duplex Copy"). ⇒ "Special Paper Indication" and "Cover" in the System Settings manual

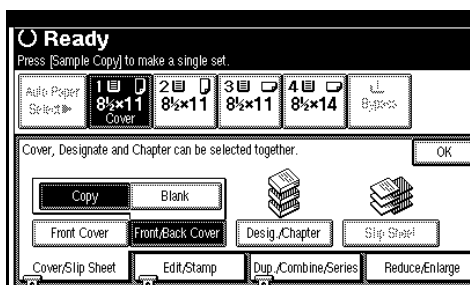
1 Press the [Cover/Slip Sheet] key.



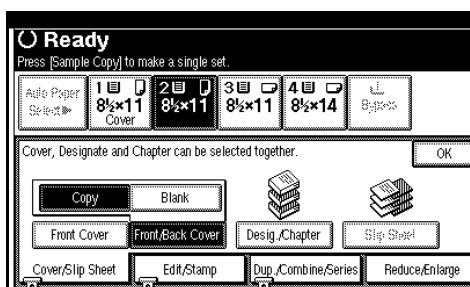
2 Press the [Front/Back Cover] key.



- 3** Select [Copy] or [Blank] for the cover sheets.



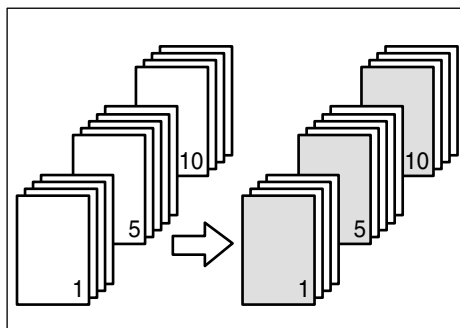
- 4** Select the paper tray containing the non-cover sheet paper, and then press the [OK] key.



- 5** Place your originals in the document feeder, and then press the [Start] key.

Designate

Use this function to have certain pages of your original copied onto slip sheets.



Preparation

Before using this function, set the special paper tray for slip sheets. ⇒ "Slip Sheet 1", "Slip Sheet 2" in the System Settings manual

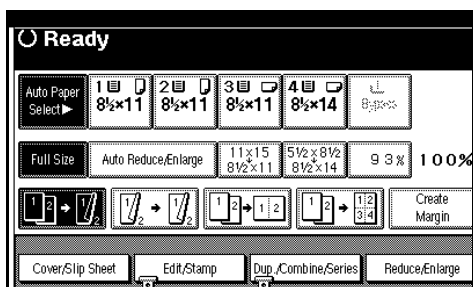
Limitation

- You cannot use this function with Slip Sheet mode.

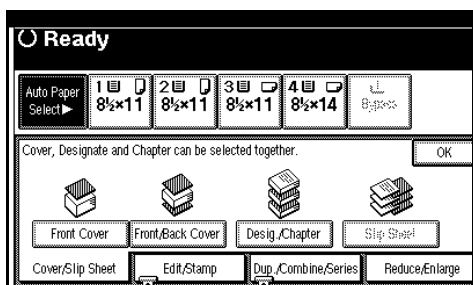
Note

- You can specify up to 20 pages.
- When Combine mode ("1 Sided → 2 Sided") has been selected, the page numbers you designate will always be copied onto the front of copies in the same way as Chapters mode.
- This function can be combined with the Chapter function.
- When you use this function with the Combine mode, you can specify whether to combine the designate pages or not. ⇒ "Designate Slip Sheet Copy in Combine" on p.196 "Edit 2/2"

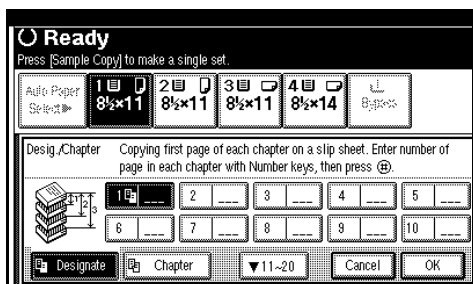
1 Press the [Cover/Slip Sheet] key.



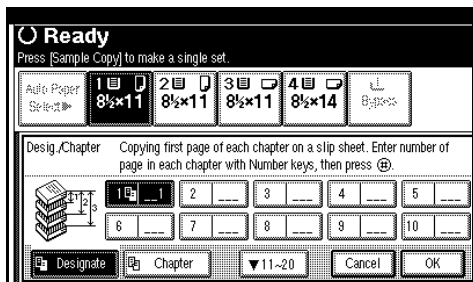
2 Press the [Desig./Chapter] key.



3 Press the key to select the chapter number.



4 Enter the page location of the original you want to copy onto a slip sheet with the number keys, and then press the [#] key.



Note

To change the value entered, press the [Clear] or [Clear/Stop] key, and then enter the new value.

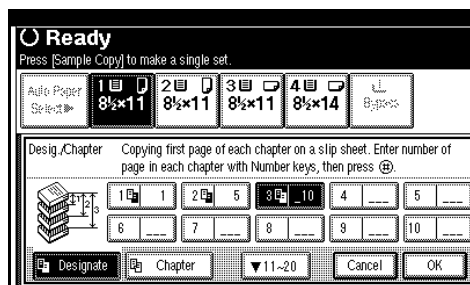
5 Select the paper tray for slip sheets.

6 To specify another page location, repeat steps **3** to **5**.

Note

To select chapters 11 to 20, press the [▼11~20] key.

7 When you wish to finish specifying page locations, press the [OK] key.

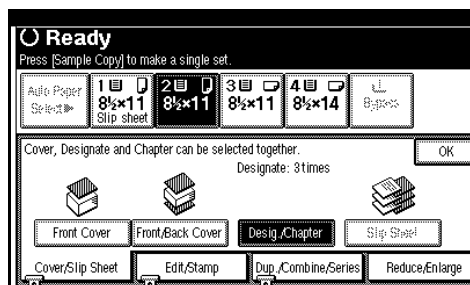


This display shows example settings.

Note

To change the number entered, enter the new number in the same way as steps **3** to **7**.

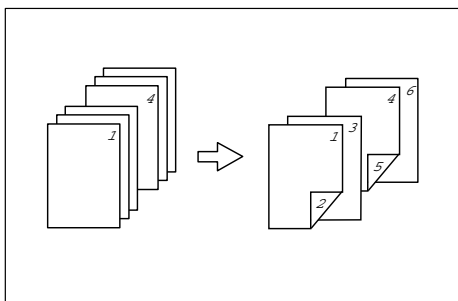
8 Select the paper tray containing the non-slip sheet paper, and then press the [OK] key.



9 Place your originals, and then press the [Start] key.

Chapter

The page locations you specify with this function will appear on the front of copy sheets.



GC SHOW 01

Preparation

Before selecting this function, press the **[Dup./Combine/Series]** key and select Duplex (1 Sided → 2 Sided) mode or Combine mode.

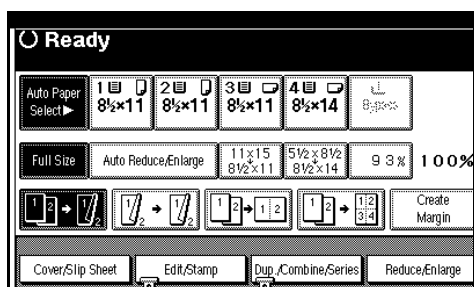
Limitation

- You cannot use this function with Slip Sheet mode.

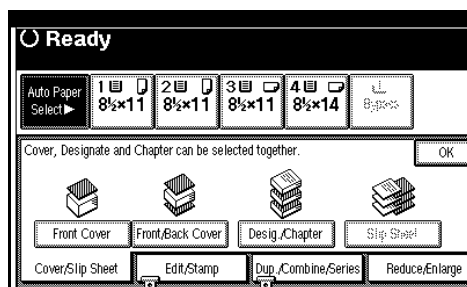
Note

- You can specify up to 20 pages.
- This function can be used only when you use the Duplex (1 Sided→2 Sided) or Combine function.
- This function can be combined with the Designate function.

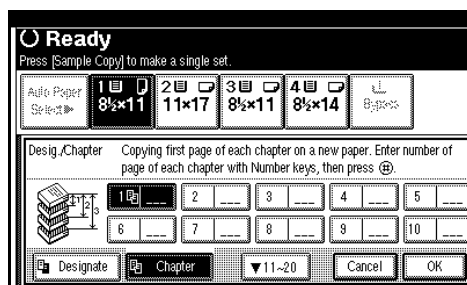
1 Press the **[Cover/Slip Sheet]** key.



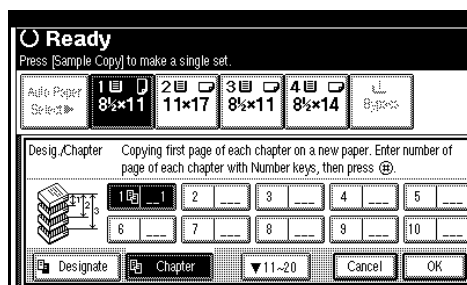
2 Press the **[Desig./Chapter]** key.



3 Press the **[Chapter]** key.



4 Enter the page location of the first page of the first chapter with the number keys, and then press the **[#]** key.



Note

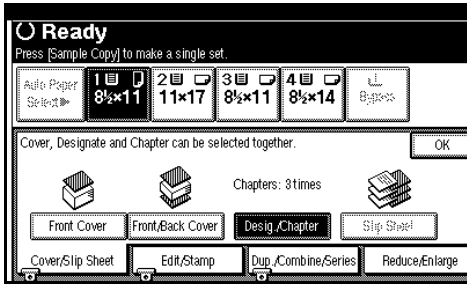
- To change the value entered, press the **[Clear]** or **[Clear/Stop]** key, and then enter the new value.

5 To specify another page location, repeat steps 3 to 5.

Note

- To select chapters 11 to 20, press the **[▼11-20]** key.

- 6** When you finish specifying the page locations, press the [OK] key.



This display shows example settings.

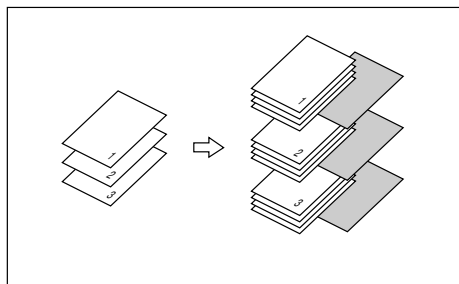
 **Note**

- To change the number entered, enter the new number in the same way as in steps **3** to **5**.

- 7** Place your originals, and then press the **[Start]** key.

Slip Sheets

Every time the originals' page changes, a slip sheet is inserted. This function can be used to insert a slip sheet automatically between each OHP transparency copied or used as a stack function. You can also copy onto the inserted slip sheets.



Preparation

Before selecting this function, specify the paper tray for slip sheets. ⇒ "Slip Sheet 1", "Slip Sheet 2" in the System Settings manual

Limitation

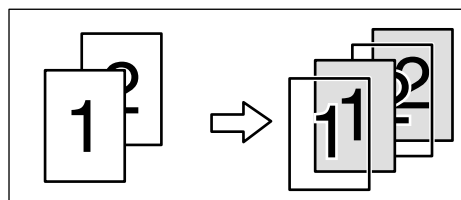
- ❑ You cannot use this function with Chapters and Paper Designate modes.

Note

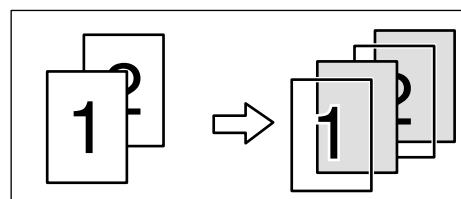
- ❑ The trays to be used in the Slip Sheets function are those programmed in "Slip Sheet 1" and "Slip Sheet 2" in the System Settings.
- ❑ Load the slip sheets in the same orientation as the originals.
- ❑ You can specify whether to copy onto the inserted slip sheets or not.
- ❑ If you do not copy onto slip sheets, they are excluded from the number of copies counted.

When using OHP transparencies set on the bypass tray

Copy



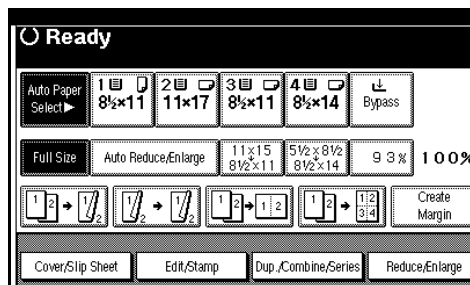
Blank



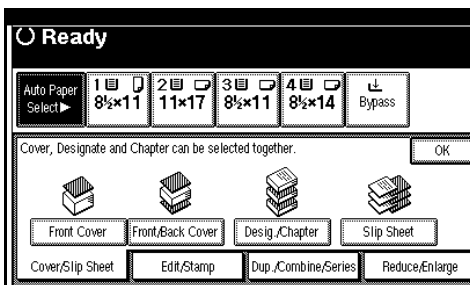
Note

- ❑ Press the [#] key and set the "Special Paper" setting to [OHP Sheet]. ⇒ p.57 "When copying onto standard size paper"

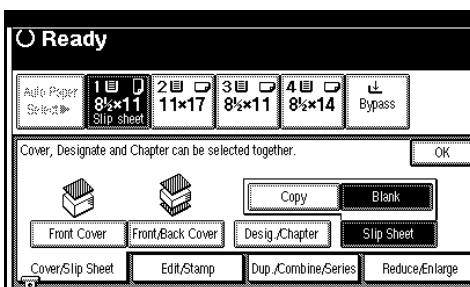
1 Press the [Cover/Slip Sheet] key.



- 2** Press the [Slip sheet] key.



- 3** Select [Copy] or [Blank], and then press the [OK] key.



- 4** Select the paper tray containing the non-slip sheet paper.

When using OHP transparencies, open the bypass tray.

- 5** Place your originals, and then press the [Start] key.

Storing Originals in the Document Server

The optional HDD is required to use this function.

The Document Server enables you to save documents in the machine memory and then print them as you want.

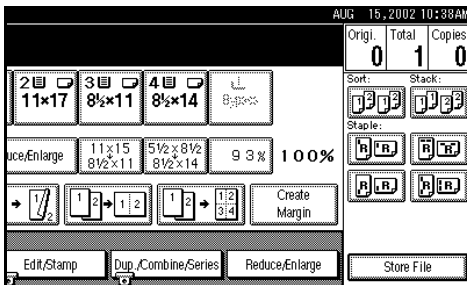
Reference

Refer to the System Settings manual.

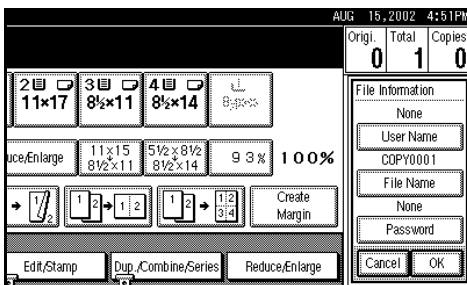
Note

- You can specify whether data stored in the Document Server is deleted automatically later. ("Auto Delete File" in System Settings manual under "Key Operator Tools"). The stored data is set to be deleted after one day by the factory default value. For information about settings and changes, see the System Settings manual.

1 Press the [Stored File] key.



2 Enter a file name, user name, or password if necessary.

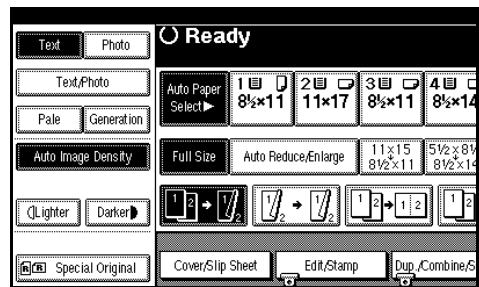


3 Place your originals.

Reference

For more information on the types of originals that can be placed and how to place them, ⇒ p.31 "Placing Originals".

4 Make the scanning settings for the original.



Reference

For details, see the explanation of each function in this manual.

5 Press the [Start] key.

Originals are scanned.

Note

- To stop scanning, press the [Clear/Stop] key.
- To resume a paused scanning job, press the [Resume] key in the confirmation dialog box. To delete the saved images and cancel the job, press the [Cancel] key.
- To check if the document has been stored, press the [Document Server] key to display the document selection screen.

3. Troubleshooting

If Your Machine Does Not Operate as You Want

General

Machine Status	Problem/Cause	Action
Please wait.	A message appears when you turn on the operation switch or change the toner bottle.	Wait for the machine.
Cannot detect original size.	Improper original is placed. ⇒ p.20 "Sizes difficult to detect"	Place a custom size original on the exposure glass. ⇒ p.31 "Placing Originals on the Exposure Glass"
		Input the horizontal and vertical size of the custom original. ⇒ p.31 "Placing Originals on the Exposure Glass"
		Select paper manually, not with Auto Paper Select mode.
		Do not use Auto Reduce/Enlarge mode.
	Original is not placed.	Place your originals.
Check original orientation.	There is no copy paper that is in the same direction as the originals.	Place the original in the same direction as the copy paper.
Check paper size.	Improper paper size is set.	If you press the [Start] key, copy will start onto the selected paper.
Rotate Sort is not available with this image size.	A size of paper for which Rotate Sort is not available is selected.	Select the proper paper size. ⇒ p.47 "Sort"
It is over stapling capacity.	The number of sheets per set is over the staple capacity.	Check the stapler capacity. ⇒ p.51 "Staple"
Cannot staple paper of this size.	The Staple function cannot be used with paper size selected.	Select a paper size that can be used in Staple mode. ⇒ p.51 "Staple"
Duplex is not available with this paper size.	A paper size not available in Duplex mode has been selected.	Select the proper paper size. ⇒ p.88 "Duplex"
Maximum number of sets is *.	The number of copies exceeds the maximum copy quantity.	You can change the maximum copy quantity. ⇒ "Max. Copy Quantity" on p.187 "General Features ² / ₄ "

Document Server

Machine Status	Problem/Cause	Action
Scanned pages exceeded max. number. Do you want to store the scanned pages as a file?	The number of scanned pages exceeds the capacity per file of the Document Server.	If you want to store the scanned originals as a file, press the [Store File] key. The originals are stored as a file in the Document Server. If you don't want any scanned originals to be stored, press the [No] key. The scanning data will be cleared.
Magazine or Booklet mode is not available due to mixed image mode.	You selected Magazine or Booklet mode for documents scanned from different functions, such as copy and printer.	Make sure that the documents for Magazine or Booklet mode are scanned from the same function.

3

Document Server


Problem	Action
You forgot your password.	<p>You can confirm your password.</p> <p>Press the [Yes] key temporarily for "Display Password with Stored file" in system settings. You can check the password when you selected the file. ⇒ "Display Password with Stored file" in system settings</p> <p>Without the password, you cannot edit or print the document. Scan the document again.</p> <p>You can delete all the saved documents at once with the User Tools. ⇒ "Delete All The Saved Files" on p.204 "Input/Output"</p> <p>Make sure that no important document is saved in the Document Server before deleting all of the saved documents.</p>
You cannot find out what is saved in a file.	<p>Check the date or time column in the "Document Server: Files" display.</p> <p>Check the contents of the document by printing the first page of it. Press the line for the desired document in the "Document Server: Files" display, and press the [Print 1st Page] key followed by the [Start] key.</p>
Memory becomes full frequently.	Select the document that you want to delete, and then press the [Delete File] key.
You want to check the print result before making a large print run.	Check the print result by printing out only the first set.
You want to save a document which cannot be deleted automatically.	<p>Turn "Auto File Delete" off, and then save the document in the Document Server.</p> <p>If you later turn on "Auto File Delete", the function is only applied to the documents that were saved after turning the function on.</p>

Display

Problem	Problem/Cause	Action
The display panel is off.	The screen contrast knob is turned to the dark position.	Set the screen contrast knob to the light position for proper viewing of the display panel.
	The machine is in Energy Saver mode.	Press the 【Energy Saver】 key to cancel Energy Saver mode.
	The operation switch is turned off.	Turn on the operation switch.
Nothing happens when the operation switch is turned on.	The main power switch is turned off.	Turn on the main power switch.

If You Cannot Make Clear Copies

3

Problem	Cause	Action
Copies appear dirty.	The image density is too dark.	Adjust the image density. ⇒ p.38 "Adjusting Copy Image Density"
	Auto Image Density is not selected.	Select Auto Image Density. ⇒ p.38 "Adjusting Copy Image Density"
The reverse side of an original image is copied.	The image density is too dark.	Adjust the image density. ⇒ p.38 "Adjusting Copy Image Density"
	Auto Image Density is not selected.	Select Auto Image Density. ⇒ p.38 "Adjusting Copy Image Density"
A shadow appears on copies if you use pasted originals.	The image density is too dark.	Adjust the image density. ⇒ p.38 "Adjusting Copy Image Density"
		Change the direction of the original.
		Put mending tape on the pasted part.
The same copy area is dirty whenever making copies.	The exposure glass or document feeder is dirty.	Clean them. ⇒ p.210 "Maintaining Your Machine"
Copies are too light.	The image density is too light.	Adjust the image density. ⇒ p.38 "Adjusting Copy Image Density"
	The paper size is not appropriate.	Use the recommended paper. Note ❑ A light copy may result when you use damp or rough grain paper.
	Toner cartridge is almost empty.	Add toner. ⇒ p.162 "Adding Toner"
Parts of the image are not copied.	The original is not set correctly.	Set originals correctly. ⇒ p.31 "Placing Originals"
	An improper paper size is selected.	Select the proper paper size.
Copies are blank.	The original is not set correctly.	When using the exposure glass, face the originals down. When using the document feeder, face them up. ⇒ p.31 "Placing Originals"
A moiré pattern is produced on copies. 	Your original has a dot pattern image or many lines.	Place the original on the exposure glass at a slight angle.

If You Cannot Make Copies As You Want

General

Problem	Cause	Action
Copies are not stapled.	There are jammed staples in the stapler.	Remove jammed staples. ⇒ p.175 "🔧 Removing Jammed Staples" 📌 Note ❑ After removing jammed staples, staples might not be ejected the first few times you try to use the stapler.
	The number of copies exceeds the capacity of the stapler.	Check the stapler capacity. ⇒ p.51 "Staple"
	Copy paper is curled.	Turn the copy paper over in the tray.
Staples are wrongly positioned.	Originals are not set correctly.	Check the correct position to place the originals. ⇒ p.51 "Staple"
Misfeeds occur frequently.	Copy paper size setting is not correct.	Set the proper paper size. ⇒ p.170 "Changing the Paper Size"
You cannot combine several functions.	Selected functions cannot be used together.	⇒ p.152 "Combination Chart"
When sorting, the pages are divided into two blocks.	The memory became full in the middle of sorting and the pages were delivered in two blocks.	You can interrupt copying when the memory becomes full. ⇒ "Memory Full Auto Scan Restart" on p.204 "Input/Output"

Adjust Image


Problem	Cause	Action
In Double Copies mode, parts of the original image are not copied.	Combination of original and copy paper is not correct.	Select A3📄 for A4 📄 originals and A4 for A5 originals. ⇒ p.116 "Double Copies"
In Border, Center, or Center/Border mode, parts of the original image are not copied.	You set a wide erased margin.	Make the margin width narrower. You can adjust it between 2-99mm. ⇒ "Erase Border Width" and "Erase Center Width" on p.194 "Edit 1/2" Set the originals correctly.
	Originals are not scanned correctly.	
In Margin Adjustment mode, parts of the original image are not copied.	You set a wide erased margin.	Set a narrower margin with the User Tools. ⇒ "Front Margin: Left/Right" and "Back Margin: Left/Right" on p.194 "Edit 1/2"
	There is a lack of margin space on the opposite side of the binding position.	

Problem	Cause	Action
In Image Repeat mode, the original image is not copied repeatedly.	You selected copy paper the same size as the originals, or you did not select the proper reproduction ratio.	Select copy paper larger than the originals.
		Select the proper reproduction ratio.

Stamp

Problem	Cause	Action
The stamp position is wrong.	The paper orientation is wrong.	Check the paper orientation and stamp position.

Combine

Problem	Cause	Action
You cannot make a book from a booklet or magazine by folding copies.	Combine Original Booklet Format or Combine Original Magazine Format is not correct.	Change the setting. ⇒ p.91 "Combine"
Parts of the image are not copied.	You specified a reproduction ratio that does not match the sizes of your originals and copy paper.	When you specify a reproduction ratio using Manual Paper Select mode, make sure that the ratio matches your originals and the copy paper.  Note <input type="checkbox"/> Select the correct reproduction ratio before using Combine mode.
Order of copies is not correct.	You placed the originals in the incorrect order.	When placing a stack of originals in the document feeder, the last page should be on the bottom.
		If you place an original on the exposure glass, start with the first page to be copied.

Duplex

Problem	Cause	Action
Order of copies is not correct.	You place the originals in the incorrect order.	When placing a stack of originals in the document feeder, the last page should be on the bottom.
		If you place an original on the exposure glass, start with the first page to be copied.
Orientation of copies (Top to Top, or Top to Bottom) is not correct.	You placed the originals in the wrong direction or the orientation setting is incorrect.	Set originals in the 90° Turn orientation. ⇒ p.33 "Original Orientation"

3

When Memory Is Full

Note

- ❑ If you set "Memory Full Auto Scan Restart" of the User Tools (⇒ p.204) to "Yes", the memory overflow message will not be displayed, but make Connect Copy for the scanned originals automatically. Connect Copy continues scanning and copying until finishing the job. Note that copy sets will be printed out separately by scanning at this time.

Machine Status	Action
Memory is full.	Press the [Output] key to copy scanned originals and clear the scanning data. Press the [Clear] key to clear the scanning data without making copies.
Press the [Resume] key to scan and copy remaining originals.	To continue copying, remove all copies, and then press the [Resume] key. To stop copying, press the [Stop] key.

Document Server

Machine Status	Action
Memory is full.	Delete any unnecessary files, and then scan the document again.

Loading Paper

Loading Paper in Tray 1-4

Note

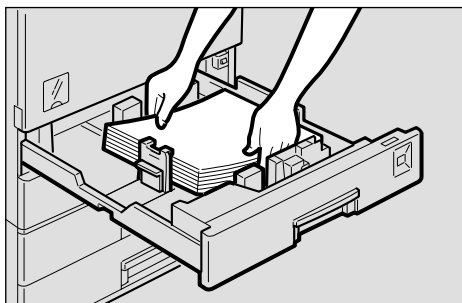
- You can change the paper size. ⇒ p.170 “Changing the Paper Size”

Reference

Regarding paper types and sizes,
⇒ p.22 “Copy Paper”.

1 Pull out the paper tray until it stops.

2 Square the paper and load it in the tray with the copying face up.



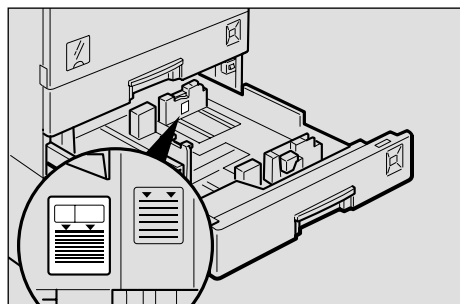
ZEWY100E

Important

- If you add paper to a paper tray where paper is still left, a mis-feed might occur.
- Do not stack paper over the limit mark.
- When setting small quantities of copy paper, be careful not to squeeze in the side fence too much or paper will not be fed properly.

Setting special paper in the Paper Tray 2

1 Set the special paper below the limit mark of the tray.



ZEWY110E

Note

- Shuffle the paper before loading it in the tray.
- When copying onto paper such as translucent paper, straighten curled or warped paper before placing it in the tray.

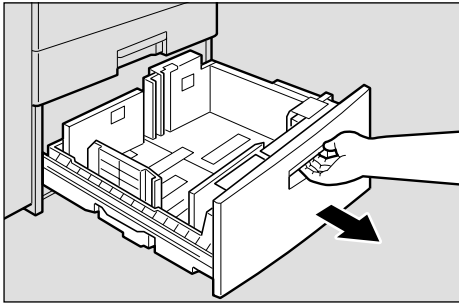
3 Push the paper tray in until it stops.

Loading Paper in the Large Capacity Tray

Note

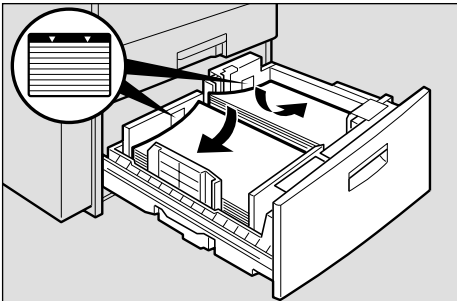
- Load copy paper of the same size and direction in both left and right side trays.

1 Pull out the large capacity tray.



ZEYW010E

2 Square the paper and load it in the tray with the copying face up.



ZEYW020E

Important


- Align the right edge of the right copy paper stack with the right edge of the tray.
- Align the left edge of the left copy paper stack with the left edge of the tray.
- Do not stack paper over the limit mark.

Note

- Shuffle the paper before loading it in the tray.
- Straighten curled or warped paper before placing it in the tray.

3 Push the paper tray in until it stops.

Adding Toner

When  is displayed, it is time to add toner.

WARNING:

- **Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of used toner containers in accordance with local regulations for plastics.**


CAUTION:

- *Keep toner (used or unused) and toner containers out of reach of children.*


CAUTION:

- *Our products are engineered to meet high standards of quality and functionality, and we recommend that you only use the expendable supplies available at an authorized dealer.*

Important

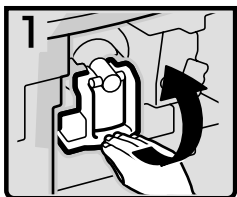
- If you use toner other than that recommended, an error might occur.
- When adding toner, do not turn off the operation switch. If you do, your settings will be cleared and  will appear again because the machine will not recognize that toner has been added.
- Always add toner after the machine instructs you to add toner.
- Do not use used toner. This will damage the machine.

Note

- You can still make about 50 copies after  appears, but replace the toner early to prevent poor copy quality.

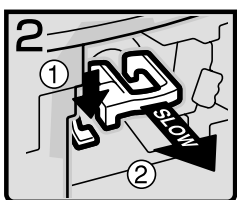
Reference

Regarding toner storage, ⇒ p.27 “Toner Storage”.



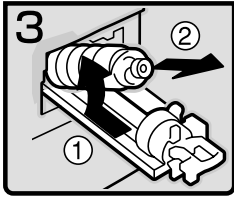
TONER1

- 1: Open the front cover of the machine.
- 2: Lift the green lever.

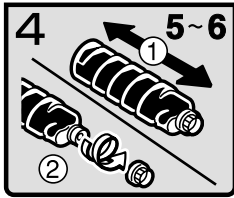


TONER2

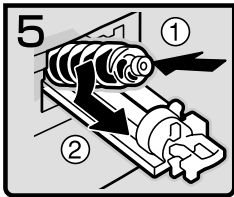
- 3: Push the green lever, and then gently pull out the holder.



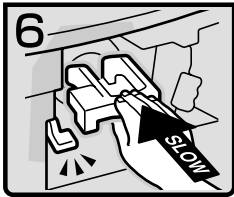
TONER3



TONER4



TONER5



TONER6

- 4: Push the toner bottle backward to raise its head, and then gently pull out the bottle.

- 5: Hold a new bottle horizontally and shake it 5 or 6 times.

 **Note**

- Do not remove the black cap before shaking.

- 6: Remove the black cap.

 **Note**

- Do not remove the inner cap.

- 7: Put the toner bottle on the holder, and then push its head forward.

- 8: Push the holder until it clicks.
- 9: Push down the green lever.
- 10: Close the front cover of the machine.

Clearing Misfeeds

CAUTION:

- *The fusing section of this equipment might be very hot. You should be very careful that you don't touch this section when removing the misfed paper.*

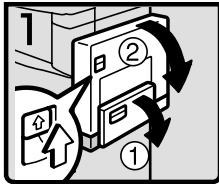
Important

- When clearing misfeeds, do not turn off the operation switch. If you do, your copy settings are cleared.
- To prevent misfeeds, do not leave any torn scraps of paper within the machine.
- If paper misfeeds occur repeatedly, contact your service representative.

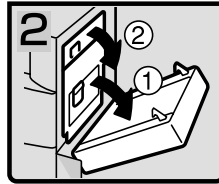
Note

- More than one misfed area may be indicated. In this case, check every applicable area. See the following charts: A, B, C, D, P, R, Y, Z
- You can find a sticker explaining how to remove misfed paper inside the front cover or inside the finisher.

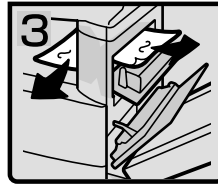
■ When D is lit



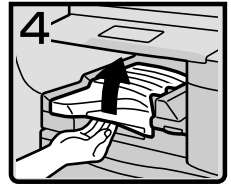
1. Open the bypass tray and the duplex unit.



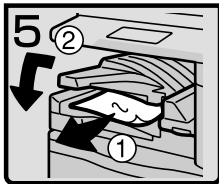
2. Open the right cover and upper right cover.



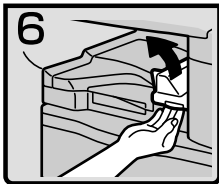
3. Remove the misfed paper.



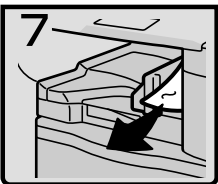
4. If you cannot remove the misfed paper, open the top cover of the bridge unit.



5. Remove the misfed paper.
6. Close the cover.

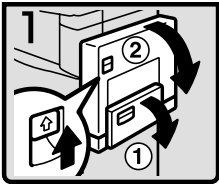


7. If you cannot remove the misfed paper, open the right cover of the bridge unit.

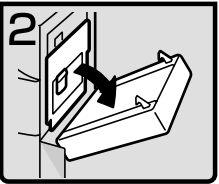


8. Remove the misfed paper.
9. Close the cover.

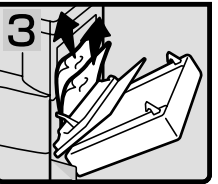
■ When B is lit



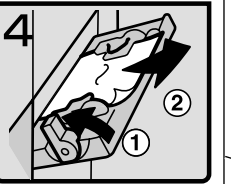
1. Open the bypass tray and the duplex unit.



2. Open the right cover and upper right cover.

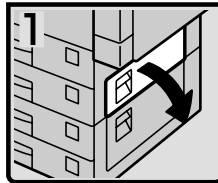


3. Remove the misfed paper.

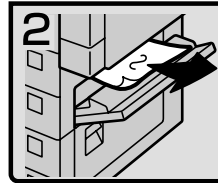


4. Push up the paper guide release lever and then remove the misfed paper.
5. Pull down the paper guide release lever and close the bypass tray.

■ When A is lit

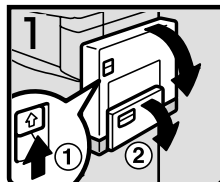


1. Open the upper right cover.

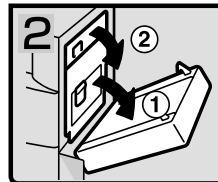


2. Remove the misfed paper.

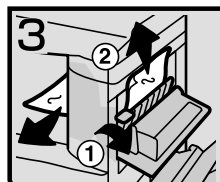
■ When C is lit



1. Open the bypass tray and the duplex unit.

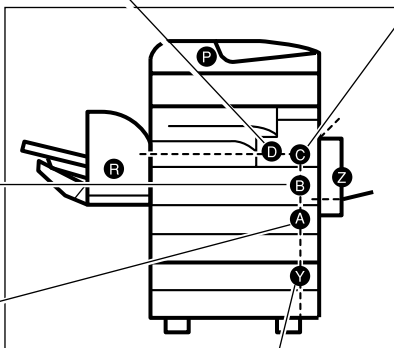


2. Open the right cover and upper right cover.

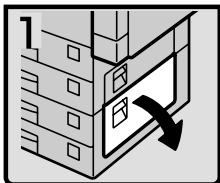


3. Remove the misfed paper.

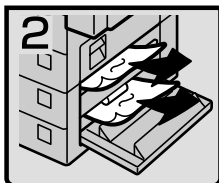
3



■ When Y is lit



1. Open the right cover.

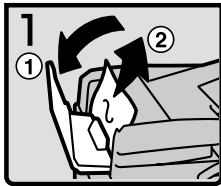


2. Remove the misfed paper.
3. Close the cover.

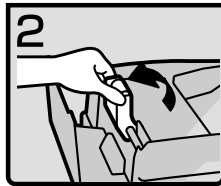
You can make an enlarged copy of this page and stick it on walls.

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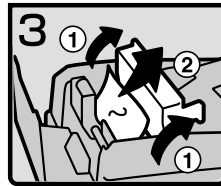
■ When P is lit



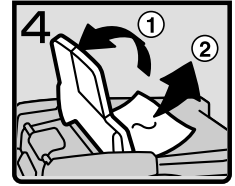
1. Open the cover of the auto document feeder (ADF) and remove the misfed original.



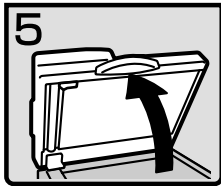
2. Lift the lever.



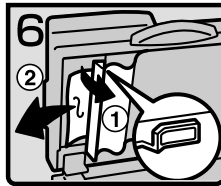
3. Open the cover and remove the misfed original.



4. If you cannot remove the misfed original, open the ADF external cover and remove the misfed original.



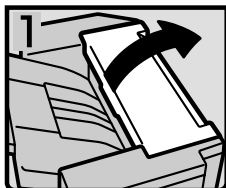
5. Open the auto document feeder (ADF).



6. Pull the green lever in the upper left corner and remove the misfed original.

■ When R is lit

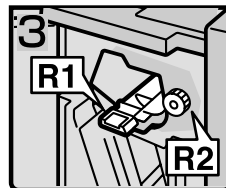
1000-sheet finisher



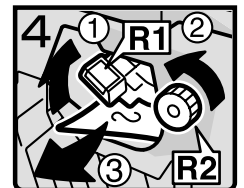
1. Open the upper cover.



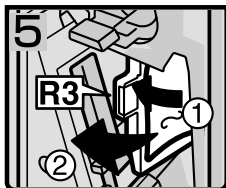
2. Remove the misfed paper.



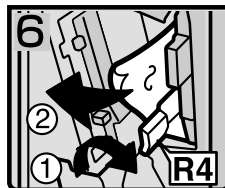
3. Open the front cover.



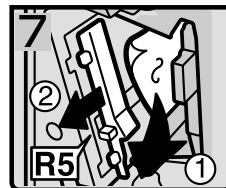
4. Hold up lever R1, turn knob R2 and remove the misfed paper.



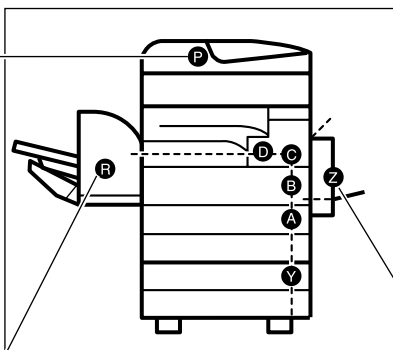
5. Open lever R3 to the left and remove the misfed paper.



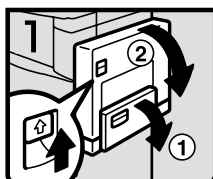
6. Push lever R4 to the right and remove the misfed paper.



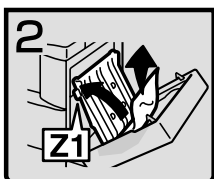
7. Pull lever R5 and remove the misfed paper.



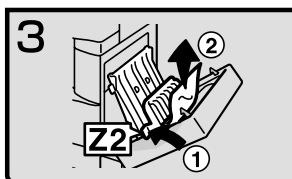
■ When Z is lit



1. Open the duplex unit.

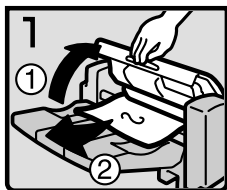


2. Raise cover Z1 and remove the misfed paper.



3. If you cannot remove the misfed paper, raise cover Z2 and remove the misfed paper.
4. Close the unit.

500-sheet finisher



1. Open the upper cover and remove the misfed paper.

You can make an enlarged copy of this page and stick it on walls.

ZEWJ070E

Changing the Paper Size

Preparation

The procedures for changing the paper size are different depending on the tray (paper tray 1, paper tray 2 or the optional paper tray units). Check that you are following the appropriate procedure before you start.

Reference

⇒ p.57 "Copying from the Paper Tray 2"

Important

- If you wish to change the paper size set in the optional large capacity tray (LCT), contact your service representative.
- Be sure to select the paper size with the user tools. Otherwise, misfeeds might occur. Refer to the System Settings manual.

Reference

For paper sizes, types, and weights that can be set in each tray, and the capacity of each tray ⇒ p.22 "Copy Paper".

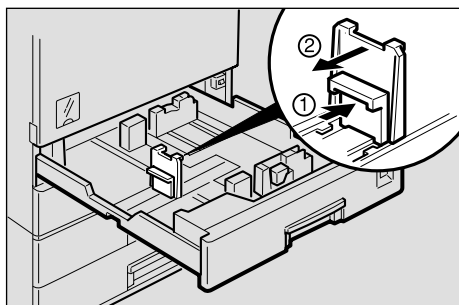
Changing the Paper Size in Tray 1-4/Paper Tray Unit

1 Make sure that the paper tray is not being used, and then fully pull out the tray.

Note

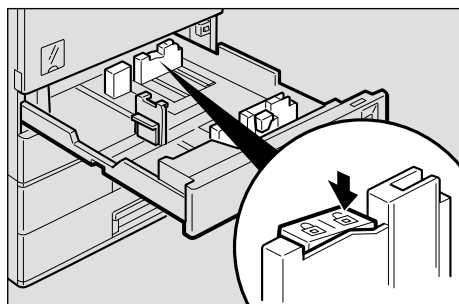
- Make sure that there is no paper left in the paper tray.

2 While pressing the release lever, adjust the back fence.



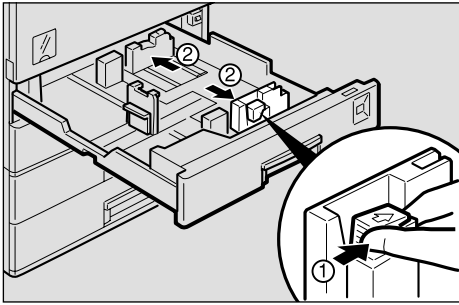
ZEWY150E

3 Release the side lever.

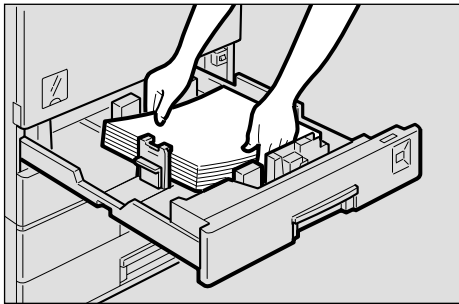


ZEWY160E

- 4** While pressing the release lever, adjust the side fences.



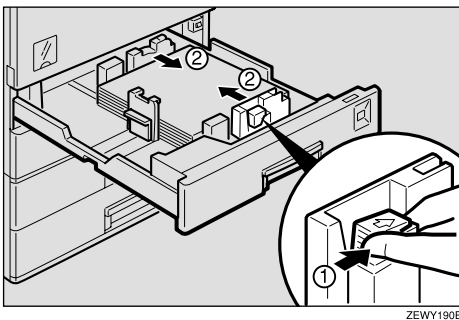
- 5** Square the paper and load it in the tray with the copying face up.



Important

- Do not stack paper over the limit mark.

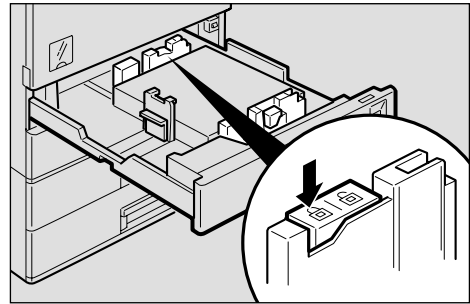
- 6** While pressing the release lever, adjust the side fences to the new paper size.



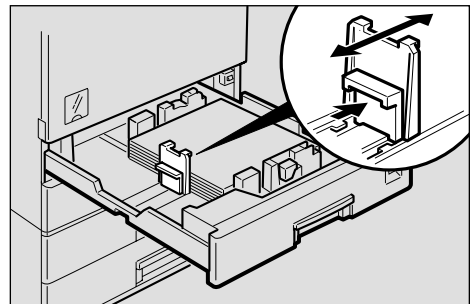
Important

- When loading small quantities of copy paper, be careful not to squeeze in the side fence too much or paper will not be fed properly.

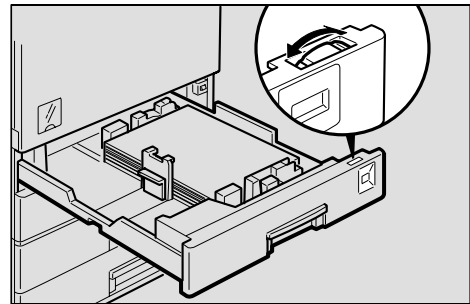
- 7** Lock the side lever.



- 8** While pressing the release lever, adjust the back fence to the new paper size.



- 9** Adjust the paper size selector to the new paper size.



Note

- To adjust the paper size to those not available in the paper size selector, set the paper size selector to the **X** mark and select the paper size in the User Tools (System Settings).

- 10** Push the paper tray in until it stops.

Adding Staples

CAUTION:

- Our products are engineered to meet high standards of quality and functionality, and we recommend that you only use the expendable supplies available at an authorized dealer.

Important

- ☐ If you use a staple cartridge other than that recommended, staple failure or staple jams might occur.

Reference

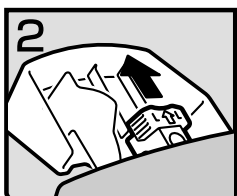
For the type of finisher, refer to “Options” ⇒ p.7

500-Sheet Finisher



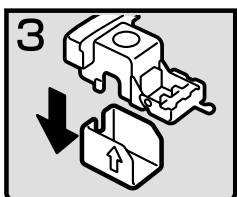
ZEWJ000E

- 1: Open the side cover.



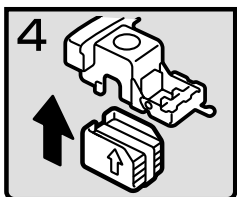
ZEWJ010E

- 2: Remove the cartridge.



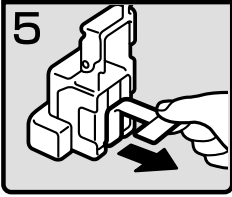
ZEWJ020E

- 3: Take out the empty refill in the direction of the arrow.



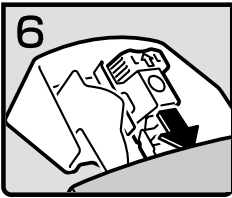
ZEWJ030E

- 4: Push in the new refill until it clicks.



ZEWJ040E

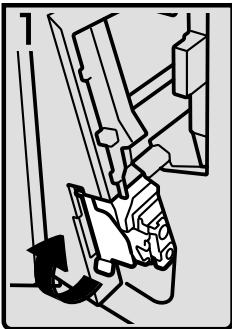
- 5: Pull out the ribbon.



ZEWJ050E

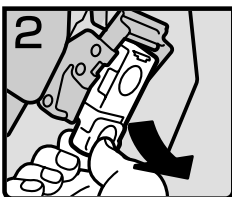
- 6: Reinstall the cartridge.
- 7: Close the side cover.

1000-Sheet Finisher



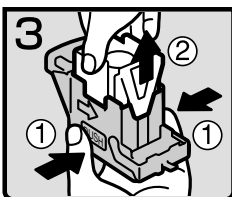
ZEWJ080E

- 1: Open the front cover of the finisher and pull out the staple unit.



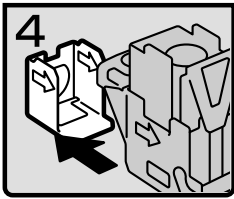
ZEWJ090E

- 2: Hold the green lever and pull out the cartridge gently.

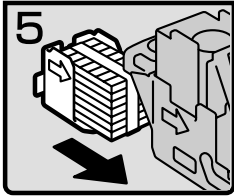


ZEWJ100E

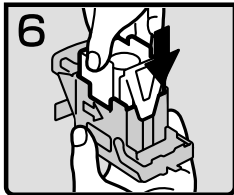
- 3: Hold the both sides of the cartridge.
- 4: Pull up the upper unit of the cartridge.



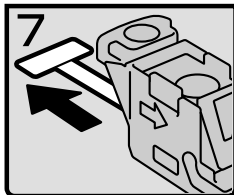
ZEWJ101E



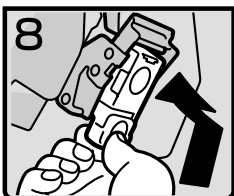
ZEWJ102E



ZEWJ103E



ZEWJ104E



ZEWJ105E

- 5: Take out the empty refill in the direction of the arrow.

- 6: Align the arrows on the new refill and the cartridge, and then push in the refill until it clicks.

- 7: Push down the upper unit into the cartridge gently.

- 8: Pull out the ribbon.

- 9: Hold the green lever and reinstall the cartridge until it clicks.
- 10: Push back the staple unit and close the front cover of the finisher.

Removing Jammed Staples

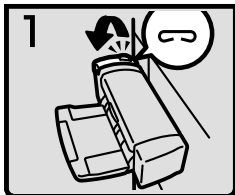
Note

- ❑ Staples might jam because of curled copy paper. In this case, try turning the copy paper over in the tray. If there is no improvement, change to copy papers with less curl.
- ❑ When 500-Sheet Finisher is installed, after removing jammed staples, staples might not be ejected the first few times you try to use the stapler.

Reference

For the type of finisher, refer to “Options” ⇒ p.7

500-Sheet Finisher



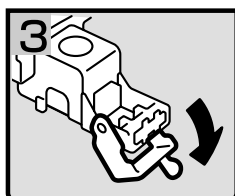
ZEWJ000E

- 1: Open the side cover.



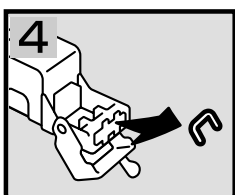
ZEWJ010E

- 2: Remove the cartridge.



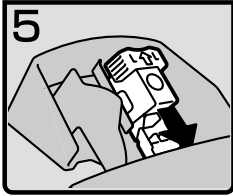
ZEWJ106E

- 3: Open the face plate.



ZEWJ107E

- 4: Remove the jammed staples.

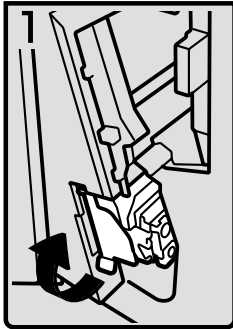


ZEWJ108E

- 5: Reinstall the cartridge.
- 6: Close the side cover.

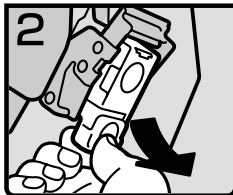
1000-Sheet Finisher

3



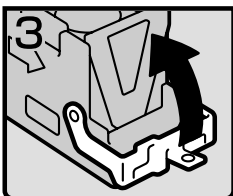
ZEWJ080E

- 1: Open the front cover of the finisher and pull out the staple unit.



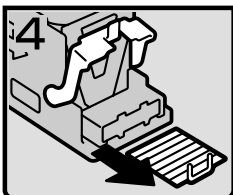
ZEWJ090E

- 2: Hold the green lever and pull out the cartridge gently.



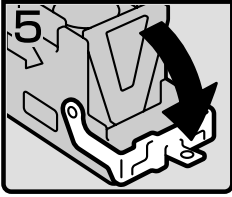
ZEWJ109E

- 3: Open the face plate of the cartridge.



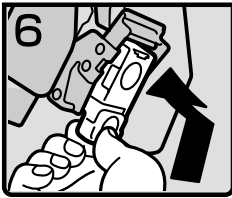
ZEWJ110E

- 4: Remove the jammed staples.



ZEWJ111E

- 5: Pull down the face plate of the cartridge until it clicks.



ZEWJ112E

- 6: Hold the green lever and reinstall the cartridge until it clicks.
- 7: Push back the staple unit and close the front cover of the finisher.

4. User Tools (Copy/Document Server Features)

Accessing the User Tools (Copy/Document Server Features)

This section is for the key operators in charge of this machine. You can change or set the machine's default settings.

Preparation

After using the User Tools, be sure to exit from the User Tools.

The selected key is highlighted.

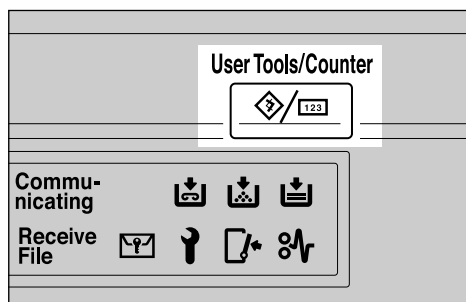
Any changes you make with the User Tools remain in effect even if the main power switch or operation switch is turned off, or the **[Clear Modes]** key is pressed.

Reference

For details, ⇒ "Accessing the User Tools (System Settings)" in the System Settings manual.

1 Press the **[User Tools/Counter]** key.

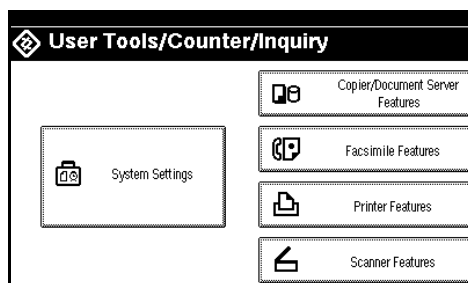
The User Tools Main Menu appears.



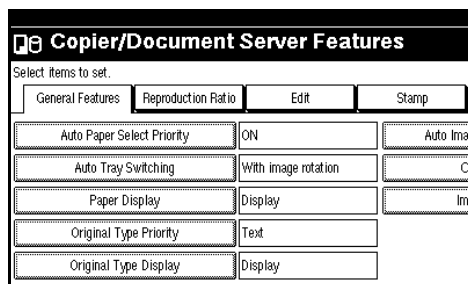
ZEWS050N

2 Press the **[Copier/Document Server Features]** key.

The Copier / Document Server Features menu appears.



3 Select the desired menu, and then press the desired key.



Note

- [▼Next]**: Press to go to the next page.
- [▲Previous]**: Press to go back to the previous page.

Reference

⇒ p.182 "User Tools Menu (Copier/Document Server Features)"

- 4** Change the settings by following the instructions on the display panel, and then press the [OK] key.

 **Reference**

⇒ p.190 “General Features 4/4”

 **Note**

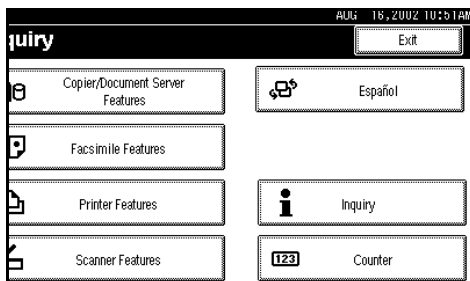
- [OK]: Press to set the new settings and return to the previous menu
- [Cancel]: Press to return to the previous menu without changing any data

4

Exiting From the User Tools

- 1** After changing the User Tools settings, press the [Exit] key on the User Tools Main Menu.

Changing the User Tools is completed, and the machine is ready for copying.

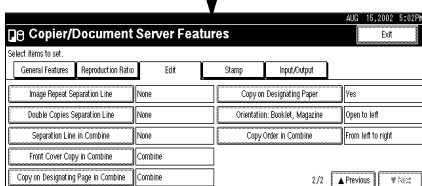
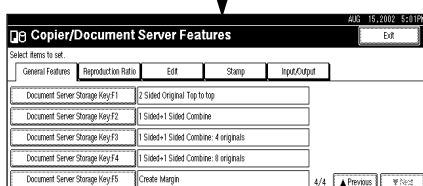
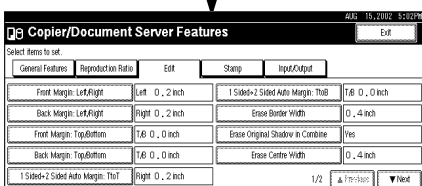
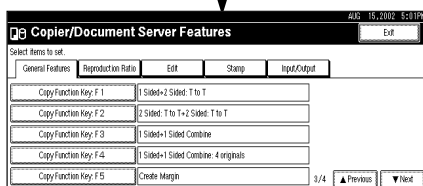
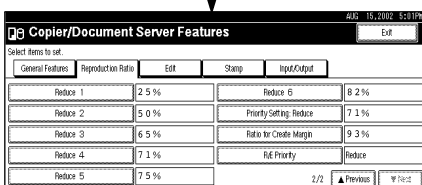
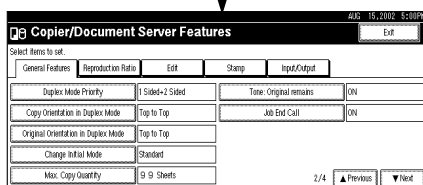
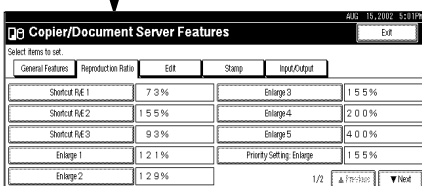
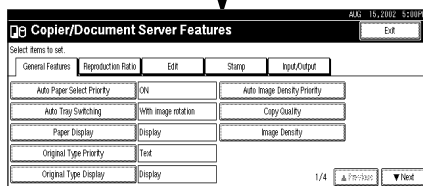
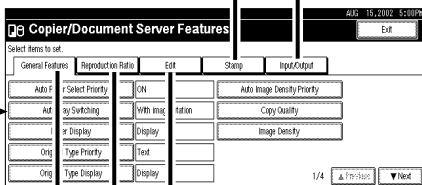
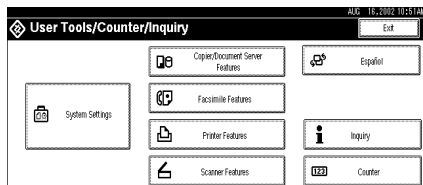


 **Note**

- You can also exit from the User Tools by pressing the **[User Tools/Counter]** key.

User Tools Menu (Copier/Document Server Features)

4



Copier/Document Server Features AUG 15, 2002 5:02PM

Select items to set.

General Features Reproduction Ratio Edit Stamp Input/Output

Background Numbering Preset Stamp User Stamp Date Stamp Page Numbering

Size Normal

Density Normal

Copier/Document Server Features AUG 15, 2002 5:02PM

Select items to set.

General Features Reproduction Ratio Edit Stamp Input/Output

Background Numbering Preset Stamp User Stamp Date Stamp Page Numbering

Stamp Format P1, P2... Page Numbering in Combine Per original

Font Font 1 Stamp on Designating Slip Sheet No

Site Auto Stamp Position: P1, P2... Top right

Duplicate Back Page Stamping Position Opposite position 1/2

Copier/Document Server Features AUG 15, 2002 5:02PM

Select items to set.

General Features Reproduction Ratio Edit Stamp Input/Output

Background Numbering Preset Stamp User Stamp Date Stamp Page Numbering

Stamp Priority COPY Stamp Position: PRIORITY Top right

Stamp Language English Stamp Position: For Your Info Top right

Stamp Position: COPY Top right Stamp Position: PRELIMINARY Top right

Stamp Position: URGENT Top right Stamp Position: 1/4

Copier/Document Server Features AUG 15, 2002 5:02PM

Select items to set.

General Features Reproduction Ratio Edit Stamp Input/Output

Switch to Batch Batch Select Stack Function Stack

SAFV Auto Sheet 5 seconds

Rotate Sct. Auto Paper Continue No

Auto Sort No Letterhead Setting No

Memory Full Auto Scan Restart No

Copier/Document Server Features AUG 15, 2002 5:02PM

Select items to set.

General Features Reproduction Ratio Edit Stamp Input/Output

Background Numbering Preset Stamp User Stamp Date Stamp Page Numbering

Program/Delete Stamp Stamp Position: 4 #Not program Top right

Stamp Position: 1 copy Top right Stamp Format: 1 copy All pages

Stamp Position: 2 c/wave Top right Stamp Format: 2 c/wave All pages

Stamp Position: 3 #Not program Top right Stamp Position: 1/2

Copier/Document Server Features AUG 15, 2002 5:02PM

Select items to set.

General Features Reproduction Ratio Edit Stamp Input/Output

Background Numbering Preset Stamp User Stamp Date Stamp Page Numbering

Format MM/DD/YYYY Size Auto

Font Font 1 Superimpose No

Stamp Position Top left

Stamp Setting All pages

General Features ¹/₄

❖ Auto Paper Select Priority

As a default setting, Auto Paper Select is selected. You can cancel this setting.

Note

Default: *On*

❖ Auto Tray Switching

If you load paper of the same size in two or more trays, the machine automatically shifts to the other tray when the first tray in use runs out of paper (when Auto Paper Select is selected.) This function is called "Auto Tray Switching". This setting specifies whether to use "Auto Tray Switching" or not.

Default: *With image rotation*

Note

[With image rotation] Use this to copy with Auto Tray Switching.

[Without image rotation] Only copies with Auto Tray Switching if you load paper of the same size and in the same direction in two or more trays. If the paper is not the same size or in the same direction, copying is interrupted and the message "Load paper." is displayed.

[OFF] When a paper tray runs out of paper, copying is interrupted and the message "Load paper." is displayed.

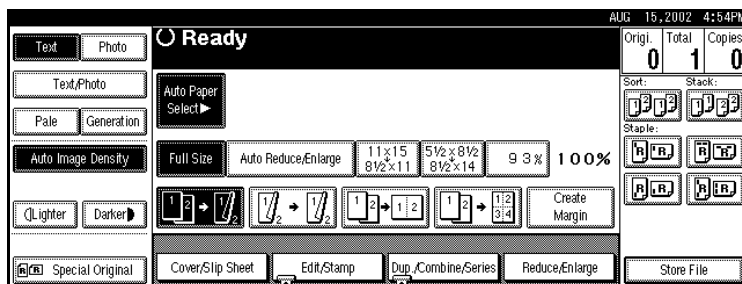
❖ Paper Display

You can choose whether the available paper trays/sizes are shown on the initial display.

Note

Default: *Display*

If you choose "Hide", the display is shown as below. When the **[Auto Paper Select]** key is pressed, paper sizes appear on the display.



❖ Original Type Priority

As a default setting, Text is selected as the Original Type. You can change it to Text/Photo, Photo, Pale, or Generation Copy.

Note

Default: *Text*

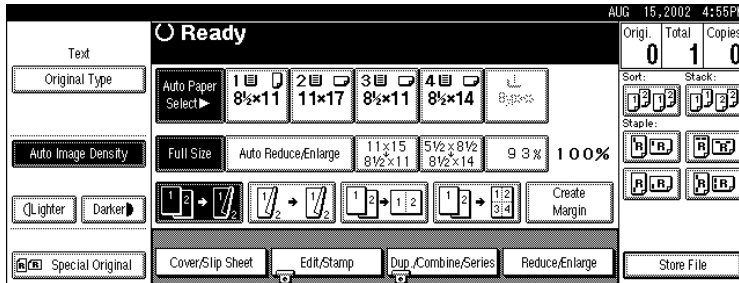
❖ Original Type Display

You can choose whether the original types are shown on the initial display.

Note

Default: *Display*

If you choose "Hide", the display is shown as below.



❖ Auto Image Density Priority

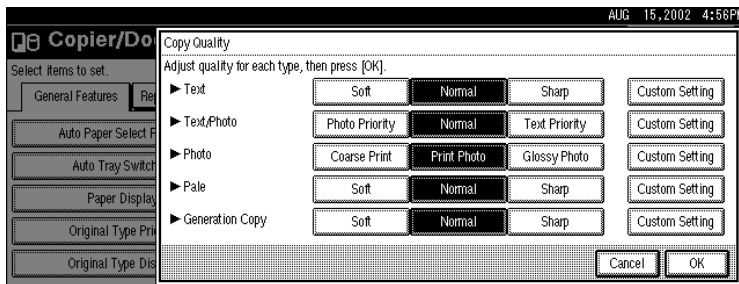
You can turn the Auto Image Density on or off for each of the original types (Text, Text/Photo, Photo, Pale, and Generation Copy).

Note

Default: *Text: On, Text/Photo: On, Photo: Off, Pale: On, Generation Copy: On*

❖ Copy Quality

You can adjust the quality level of copies for each of the original types (Text, Text/Photo, Photo, Pale, Generation Copy).



- Text
Adjust the sharpness of text.

Note

Default: *Normal*

[**Custom Setting**] is a value set by the service representative.

Choosing [**Sharp**] or [**Sort**] affects the outline sharpness of text.

- Text/Photo
When there are photo(s) and text on the original, determine whether the photo or text takes priority.

 **Note**

- Default: *Normal*
- [**Custom Setting**] is a value set by the service representative.
- [**Normal**] achieves a good balance between text and photos.

- Photo
For a photo original, adjust the quality level to match the type of photo original.

 **Note**

- Default: *Print Photo*
- [**Custom Setting**] is a value set by the service representative.
- Select [**Print Photo**] for printed photo originals, and [**Coarse Print**] for a coarse dot finish such as newspaper photos.
- Select [**Glossy Photo**] for printed photo and text originals.

- Pale
Adjust the quality level for a pale original with normal density.

 **Note**

- Default: *Normal*
- [**Custom Setting**] is a value set by the service representative.

- Generation Copy
Adjust the quality level so as not to thicken the lines of the image.

 **Note**

- Default: *Normal*
- [**Custom Setting**] is a value set by the service representative.

❖ **Image Density**

You can select one of seven original image density levels for each of the original types (Text, Text/Photo, Photo, Pale, Generation Copy).

 **Note**

- Default: *Text: Normal, Text/Photo: Normal, Photo: Normal, Pale: Normal, Generation Copy: Normal*

General Features ²/₄

❖ Duplex Mode Priority

You can select the type of Duplex function effective when the machine is turned on, reset, or modes are cleared.

Note

Default:

- Metric version: *1 Sided*→*1 Sided*
- Inch version: *1 Sided*→*2 Sided*

❖ Copy Orientation in Duplex Mode

You can set the copy orientation when making two-sided copies.

Note

Default: *Top to Top*

❖ Original Orientation in Duplex Mode

You can set the original orientation when making two-sided copies.

Note

Default: *Top to Top*

❖ Change Initial Mode

You can select the initial mode or Program No. 10 as the mode effective when the machine is turned on, reset, or modes are cleared.

Note

Default: *Standard*

❖ Max. Copy Quantity

The maximum copy quantity can be set between 1 and 99.

Note

Default: *99Sheets*.

❖ Tone: Original remains

The beeper (key tone) sounds when you forgot to remove originals after copying.

Note

Default: *On*

- If the "Panel Tone" of the User Tools (System Settings) setting is "Off", the beeper does not sound irrespective of the "Tone: Original remains" setting.
⇒"Panel Tone" in the System Settings manual

❖ **Job End Call**

You can choose whether or not the beeper sounds when copying is complete. If the "Panel Tone" of the User Tools (System Settings) settings is "On", the machine beeps to notify you that the machine did not complete a job for reasons such as copying was interrupted, the paper tray ran out of paper or a paper jam occurred.

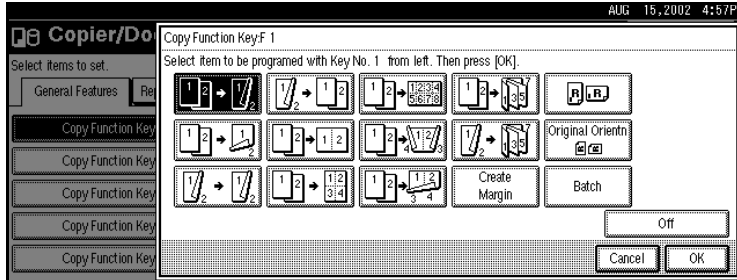
Note

Default: *On*

General Features ³/₄

❖ Copy Function Key: F1-F5

You can register frequently used functions in function keys F1 to F5.



Note

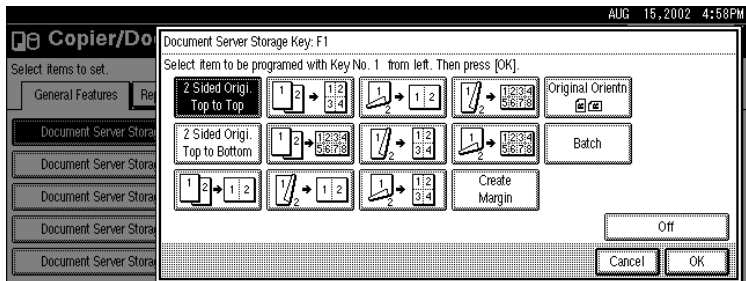
Default:

- Copy Function Key: F1: *1 Sided* → *2 Sided:T to T*
- Copy Function Key: F2: *2 Sided:T to T* → *2 Sided:T to T*
- Copy Function Key: F3: *1 Sided* → *1 Sided Combine:2 Originals*
- Copy Function Key: F4: *1 Sided* → *1 Sided Combine:4 Originals*
- Copy Function Key: F5: *Create Margin*

General Features ⁴/₄

❖ Document Server Storage Key: F1–F5

You can register frequently used functions in function keys F1 to F5. You can also change the registered functions.



Note

Default

- Document Server Storage Key: F1: *2 Sided Original Top to Top*
- Document Server Storage Key: F2: *1 Sided → 1 Sided Combine: 2 originals*
- Document Server Storage Key: F3: *1 Sided → 1 Sided Combine: 4 originals*
- Document Server Storage Key: F4: *1 Sided → 1 Sided Combine: 8 originals*
- Document Server Storage Key: F5: *Create Margin*

Reproduction Ratio $\frac{1}{2}$

❖ Shortcut R/E

You can register up to three frequently used Reduce/Enlarge ratios other than the fixed Reduce/Enlarge ratio and have them shown on the initial display. You can also change the registered Reduce/Enlarge ratios.

If no Reduce/Enlarge ratio has been set when selecting **[Shortcut R/E 1]**, **[Shortcut R/E 2]**, or **[Shortcut R/E 3]**, enter the desired Reduce/Enlarge ratio using the number keys.

❖ Enlarge 1-5

You can customize the enlargement ratios available when you press the **[Reduce/Enlarge]** key followed by the **[Enlarge]** key.

Note

Default:

- Metric version:
 - Enlarge 1: 115%
 - Enlarge 2: 122%
 - Enlarge 3: 141%
 - Enlarge 4: 200%
 - Enlarge 5: 400%
- Inch version:
 - Enlarge 1: 121%
 - Enlarge 2: 129%
 - Enlarge 3: 155%
 - Enlarge 4: 200%
 - Enlarge 5: 400%

When selecting **[User Enlrg. Ratio]**, enter a ratio using the number keys (in the range of 101 to 400%).

❖ Priority Setting: Enlarge

You can set the ratio with priority when the **[Reduce/Enlarge]** key is pressed, followed by the **[Enlarge]** key.

Note

Default:

- Metric version: 141%
- Inch version: 155%

Reproduction Ratio ²/₂

❖ Reduce 1-6

You can customize the reduction ratios available when you press the **[Reduce/Enlarge]** key followed by the **[Reduce]** key.

Note

Default:

- Metric version:
 - Reduce 1: 25%
 - Reduce 2: 50%
 - Reduce 3: 65%
 - Reduce 4: 71%
 - Reduce 5: 75%
 - Reduce 6: 82%
- Inch version:
 - Reduce 1: 25%
 - Reduce 2: 50%
 - Reduce 3: 65%
 - Reduce 4: 73%
 - Reduce 5: 78%
 - Reduce 6: 85%

When selecting **[User Redc.Ratio]**, enter a ratio using the number keys (in the range of 25 to 99%).

❖ Priority Setting: Reduce

You can set the ratio with priority when the **[Reduce/Enlarge]** key is pressed, followed by the **[Reduce]** key.

Note

Default:

- Metric version: 71%
- Inch version: 73%

❖ Ratio for Create Margin

You can set a Reduce/Enlarge ratio when registering "Create Margin" in a Shortcut Key.

Note

Default: 93%

❖ R/E Priority

Specify whether Reduce, Enlarge or Input Ratio is given priority on the display panel when the **[Reduce/Enlarge]** key is pressed.

 Note

Default: *Reduce*

Edit ¹/₂

❖ Front Margin: Left/Right

You can specify left and right margins on the front side of copies in Margin Adjust mode.

Note

Default:

- Metric version: *Left 5mm*
- Inch version: *Left 0.2"*

❖ Back Margin: Left/Right

You can specify left and right margins on the back side of copies in Margin Adjust mode.

Note

Default:

- Metric version: *Right 5mm*
- Inch version: *Right 0.2"*

❖ Front Margin: Top/Bottom

You can specify top and bottom margins on the front side of copies in Margin Adjust mode.

Note

Default:

- Metric version: *Bottom 0mm*
- Inch version: *Bottom 0.0"*

❖ Back Margin: Top/Bottom

You can specify top and bottom margins on the back side of copies in Margin Adjust mode.

Note

Default:

- Metric version: *Bottom 0mm*
- Inch version: *Bottom 0.0"*

❖ 1 sided→2 sided Auto Margin:T to T

In 1 sided → 2 sided Duplex mode, you can specify the margins on the back side.

Note

Default:

- Metric version: *Right 5mm*
- Inch version: *Right 0.2"*

❖ 1 sided→2 sided Auto Margin:T to B

In 1 sided → 2 sided Duplex mode, you can specify the margins on the back side.

❖ Erase Border Width

The default setting of the width of the erased margins in Erase Border mode can be changed as follows:

- Metric version: 3 – 50mm in 1mm steps
- Inch version: 0.1" – 2.0" in 0.1" steps

 Note

Default:

- Metric version: *10mm*
- Inch version: *0.4"*

❖ Erase Original Shadow in Combine

In Combine Copy or Booklet/Magazine Copy mode, you can specify whether to erase a 3mm, 0.1" bounding margin around all four edges of each original.

 Note

Default: *Yes*

❖ Erase Center Width

The default setting of the width of the erased margins in Erase Center mode can be changed as follows:

- Metric version: 2 – 99mm in 1mm steps
- Inch version: 0.1" – 3.9" in 0.1" steps

 Note

Default:

- Metric version: *10mm*
- Inch version: *0.4"*

Edit ²/₂

❖ Image Repeat Separation Line

You can select a separation line in Image Repeat mode from None, Solid, Broken A, Broken B, or Crop Marks.

- None



- Solid



- Broken A



- Broken B



- Crop Marks



Note

- Default: *None*

❖ Double Copies Separation Line

You can select a separation line in Double Copy mode from None, Solid, Broken A, Broken B, or Crop Marks.

- None



- Solid



- Broken A



- Broken B



- Crop Marks



 **Note**

Default: *None*

4

❖ **Separation Line in Combine**

You can select a separation line in Combine mode from None, Solid, Broken A, Broken B, or Crop Marks.

- None



- Solid



- Broken A



- Broken B



- Crop Marks



 **Note**

Default: *None*

❖ **Front Cover Copy in Combine**

You can specify whether to make a combined copy on the front cover sheet when you select Front Cover copy mode.

 **Note**

Default: *Combine*

❖ **Designated Slip Sheet Copy in Combine**

You can specify whether to make a combined copy on the inserted slip sheets in Desig./Chapter Copy mode.

 **Note**

Default: *Combine*

4

❖ **Copy on Designated Paper**

You can specify whether to copy on the designated slip sheets.

 **Note**

Default: *Yes*

❖ **Orientation: Booklet, Magazine**

You can select the type of originals for Booklet or Magazine mode.

 **Note**

Default: *Open to Left*

❖ **Copy Order in Combine**

You can set the copy order in Combine mode to "Left to Right" or "Top to Bottom".

From Left to Right	From Top to Bottom																
<table border="1"> <tr> <td>1</td> <td>2</td> </tr> <tr> <td>3</td> <td>4</td> </tr> </table>	1	2	3	4	<table border="1"> <tr> <td>1</td> <td>3</td> </tr> <tr> <td>2</td> <td>4</td> </tr> </table>	1	3	2	4								
1	2																
3	4																
1	3																
2	4																
<table border="1"> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>5</td> <td>6</td> <td>7</td> <td>8</td> </tr> </table>	1	2	3	4	5	6	7	8	<table border="1"> <tr> <td>1</td> <td>3</td> <td>5</td> <td>7</td> </tr> <tr> <td>2</td> <td>4</td> <td>6</td> <td>8</td> </tr> </table>	1	3	5	7	2	4	6	8
1	2	3	4														
5	6	7	8														
1	3	5	7														
2	4	6	8														

GCAH090E

 **Note**

Default: *From left to right*

Stamp

Background Numbering

❖ Size

You can set the size of the numbers.

Note

Default: *Normal*

- Small
- Normal
- Large

❖ Density

You can set the density of the numbers.

Note

Default: *Normal*

Preset Stamp $\frac{1}{4}$ - $\frac{4}{4}$

❖ Stamp Priority

You can select the stamp type that is given priority when the **【Preset Stamp】** key is pressed.

Note

Default: *Copy*

❖ Stamp Language

You can select the language of the message that is printed in Stamp mode.

Note

Default: *English*

❖ Stamp Position

You can set the position at which the stamp is printed.
Press the arrow keys to adjust the position.

Note

Default:

- Metric Version:
 - Position: *Top right*
 - Top Margin: *24mm*
 - Right Margin: *24mm*

- Inch Version:
 - Position: *Top right*
 - Top Margin: *1.0"*
 - Right Margin: *1.0"*

❖ Stamp Format

You can adjust the size, density and print page for the stamp.

- Size
You can set the size of the stamp.

Note

- Default: *1X*

- Density
You can set the pattern used to print the stamp.

Note

- Default: *Normal*
- Normal: The stamp is printed on the image. You cannot confirm which parts overlap the image.
- Lighter: The image can be seen through the stamp.
- Light: You can see the image even clearer than in the "Lighter" setting.
- Print Page
You can select whether the stamp is printed on the first page or all pages.

Note

- Default: *All Pages*

User Stamp $1/2$ - $2/2$

❖ Program/Delete Stamp

You can register up to 4 custom stamps with your favorite designs. You can register/change/delete these designs as user stamps.
For how to Program/Delete Stamp, ⇒ p.131 "Program/Delete User Stamp".

❖ Stamp Position

You can set the position at which the stamp is printed.
Press the arrow keys to adjust the position.

Note

- Default:
 - Metric version:
 - Position: *Top right*
 - Top Margin: *24mm*
 - Right Margin: *24mm*

- Inch version:
 - Position: *Top right*
 - Top Margin: *1.0"*
 - Right Margin: *1.0"*

❖ Stamp Format

You can adjust the print page for User Stamps 1 to 4 that you registered.

Note

- Default: All Pages

Date Stamp

❖ Format

You can select the date format for Date Stamp mode.

Note

- Default:
 - Metric version: *DD/MM/YYYY*
 - Inch version: *MM/DD/YYYY*

❖ Font

You can select the Date Stamp font.

Note

- Default: *Font 1*

❖ Stamp Position

You can set the position at which the stamp is printed.
Press the arrow keys to adjust the position.

Note

- Default:
 - Metric version:
 - Position: *Top left*
 - Top Margin: *8mm*
 - Left Margin: *32mm*
 - Inch version:
 - Position: *Top left*
 - Top Margin: *0.3"*
 - Left Margin: *0.8"*

❖ **Stamp Setting**

You can select whether the date is printed on the first page or all pages.

Note

Default: All Pages

❖ **Size**

You can set the Date Stamp size.

Note

Default: *Auto*

❖ **Superimpose**

You can select whether the Date Stamp is printed negative when it overlaps black parts of the image.

Note

Default: *No*

4

Page Numbering $1/2-2/2$

❖ **Stamp Format**

You can select the page number format that is given priority when the **【Page Numbering】** key is pressed.

Note

Default: *P1, P2*

❖ **Font**

You can select the font of the page number that is printed in Page Numbering mode.

Note

Default: *Font 1*

❖ **Size**

You can set the size of the stamp that is printed in Page Numbering mode.

Note

Default: *Auto*

❖ **Duplex Back Page Stamping Position**

You can set the position of the duplex back page number that is printed in Duplex mode.

Note

Default: *Opposite Position*

❖ Page Numbering in Combine

You can set how the pages are numbered when you use the Combine function and Page Numbering function together.

Note

Default: *Per original*

❖ Stamp on Designated Slip Sheet

You can select whether to print the page number onto slip sheets when you use the Designate function set to "Copy" and Page Numbering function together.

Note

Default: *No*

❖ Stamp Position: P1, P2...Stamp Position: 1/5, 2/5...Stamp Position: -1-, -2-...Stamp Position: P.1, P.2...Stamp Position: 1, 2...Stamp Position: 1-1, 1-2...

You can set the position at which the stamp is printed.
Press the arrow keys to adjust the position.

Note

Default:

- Metric version:
 - Position: P1, 1/5, P.1, 1: *Top right, -1-, 1-1: Bottom center*
 - Top/Bottom Margin: P1, 1/5, P.1, 1: *12mm, -1-, 1-1: 8mm*
 - Left/Right Margin: P1, 1/5, P.1, 1: *12mm, -1-, 1-1: 0mm*
- Inch version:
 - Position: P1, 1/5, P.1, 1: *Top right, -1-, 1-1: Bottom center*
 - Top/Bottom Margin: P1, 1/5, P.1, 1: *0.5", -1-, 1-1: 0.3"*
 - Left/Right Margin: P1, 1/5, P.1, 1: *0.5", -1-, 1-1: 0.0"*

❖ Superimpose

You can select whether page numbers are printed negative when they overlap black parts of the image.

Note

Default: *No*

Input/Output

❖ Switch to Batch (SADF)

You can select whether Batch mode or SADF mode is displayed when you press the Special Original key.

❖ SADF Auto Reset

When you set one original at a time in the document feeder, the **Auto Feed** indicator lights for a selected time after an original is fed to show that the document feeder is ready for another original. You can adjust this time from 3 seconds to 99.

Note

Default: *5sec.*

❖ Rotate Sort: Auto Paper Continue

You can specify whether to continue copying when the paper of the required orientation has run out during rotate-sorting. ⇒ "Rotate Sort" on p.47 "Sort"

- If you select **[No]**:
When paper of the required orientation runs out, the machine stops copying and prompts you to supply copy paper. When you load paper, the machine will continue copying.
- If you select **[Yes]**:
Copying continues using copy paper of a different orientation. The copy job will finish even if you have left the machine.

Note

Default: *No*

❖ Auto Sort

You can specify whether Sort mode is selected when the machine is turned on or the mode is cleared.

Note

Default: *No*

❖ Memory Full Auto Scan Restart

When the memory becomes full while scanning originals, the machine can make copies of the scanned originals first, and then automatically proceed scanning the remaining originals.

You can enable or disable this function.

- If you select **[No]**:
When the memory becomes full, the machine stops operation allowing you to remove the copy pages delivered on the output tray.
- If you select **[Yes]**:
You can leave the machine unattended to make all the copies, but the resulting sorted pages will not be sequential.

Note

Default: *No*

❖ Select Stack Function

Specify whether Stack or Rotate Sort has priority to be shown on the initial display.

 Note

- Default: *Stack*
- An optional finisher is required to use this function.

❖ Letterhead Setting

Direction-fixed (top to bottom) or 2-sided paper might not be printed correctly depending on how the originals and paper are placed. If you select "Yes" in this function, the machine rotates the image correctly.

 Note

- Default: *No*

Do's And Don'ts

CAUTION:

- *Unplug the power cord from the wall outlet before you move the equipment. While moving the equipment, you should take care that the power cord will not be damaged under the equipment.*

Important

- If you want to unplug the power cord or turn off the main power switch, make sure that the remaining memory space indicates 100% on the display for facsimile mode.
- While the machine is unplugged, you can neither send nor receive a fax.

Reference

For details, see the Facsimile Reference.

- When you use this machine for a long time in a confined space without good ventilation, you may notice an odd smell. To keep the workplace comfortable, we recommend that you keep it well ventilated.
 - Do not touch areas on or around the fusing unit. These areas get hot.
 - After making copies continuously, the exposure glass may feel warm—this is not a malfunction.
 - The area around the ventilation hole might feel warm. This is caused by exhaust air and is not a malfunction.
- Do not turn off the operation switch while copying or printing. Make sure that all copying or printing has finished.
 - The machine might fail to produce good copy images if condensation forms inside the machine due to rapid temperature change.
 - Do not open the covers of the machine while copying or printing. If you do, misfeeds might occur.
 - Do not move the machine while copying or printing.
 - If you operate the machine improperly or a failure occurs with the machine, your machine settings might be lost. Be sure to make a note of your machine settings.
 - The supplier shall not be liable for any loss or damage resulting from a failure with the machine, loss of machine settings, or use of the machine.

Where to Put Your Machine

Machine Environment

Your machine's location should be carefully chosen because environmental conditions greatly affect its performance.

Optimum environmental conditions

⚠ CAUTION:

- *Keep the equipment away from humidity and dust. Otherwise a fire or an electric shock might occur.*
- *Do not place the equipment on an unstable or tilted surface. If it topples over, it could cause injury.*

⚠ CAUTION:

- *If you use the equipment in a confined space, make sure there is a continuous air turnover.*
- Temperature: 10 – 32°C (50 – 89.6°F) (humidity to be 54% at 32°C, 89.6°F)
- Humidity: 15 – 80% (temperature to be 27°C, 80.6°F at 80%)
- A strong and level base.
- The machine must be level within 5mm, 0.2" both front to rear and left to right.
- To avoid possible buildup of ozone, be sure to locate this machine in a large well ventilated room that has an air turnover of more than 30 m³/hr/person.

Environments to avoid

- Locations exposed to direct sunlight or strong light (more than 1,500 lux).
- Locations directly exposed to cool air from an air conditioner or heated air from a heater. (Sudden temperature changes might cause condensation within the machine.)
- Locations close to machines generating ammonia such as a diazo copy machine.
- Places where the machine might be subjected to frequent strong vibration.
- Dusty areas.
- Areas with corrosive gases.

Moving

⚠ CAUTION:

- *Unplug the power cord from the wall outlet before you move the equipment. While moving the equipment, you should take care that the power cord will not be damaged under the equipment.*

⚠ Important

- ☐ If you move the machine, you must be careful as follows:
 - Turn off the main power ⇒ p.16 "Turning Off the Main Power"
 - Unplug the power cord from the wall. When you pull out the plug from the socket, grip the plug to avoid damaging the cord and causing fire or electric shock.
 - Close all covers and trays including the front cover and bypass tray.

● Limitation

- ❑ Carefully move the machine. If you do not, the machine might be damaged or a stored file might be deleted.
- ❑ Do not take off the holding stand.
- ❑ Avoid any strong shock to the machine. This could damage the hard disk and cause stored files to be deleted. For precautionary reasons, files should be copied to another local computer.

Power Connection

⚠ WARNING:

- **Only connect the machine to the power source described on the inside front cover of this manual. Connect the power cord directly into a wall outlet and do not use an extension cord.**
- **Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it. Do not pull it hard nor bend it more than necessary. These actions could cause an electric shock or fire.**

⚠ CAUTION:

- **Unplug the power cord from the wall outlet before you move the equipment. While moving the equipment, you should take care that the power cord will not be damaged under the equipment.**

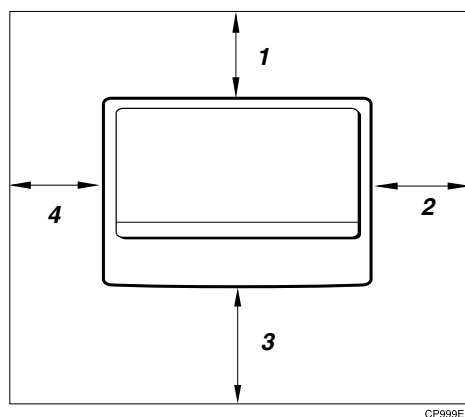
⚠ CAUTION:

- **When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).**

- When the main switch is in the Stand-by position, the optional anti-condensation heaters are on. In case of emergency, unplug the machine's power cord.
- When you unplug the power cord, the anti-condensation heaters turn off.
- Make sure that the plug is firmly inserted in the outlet.
- Voltage must not fluctuate more than 10%.
- The socket-outlet should be installed near the equipment and should be easily accessible.

Access to the Machine

Place the machine near the power source, providing clearance as shown.



1. Rear: more than 1 cm (0.4")
2. Right: more than 1 cm (0.4")
3. Front: more than 75 cm (29.6")
4. Left: more than 1 cm (0.4")

🔧 Note

- ❑ For the required space when options are installed, contact your service representative.

Maintaining Your Machine

If the exposure glass, exposure glass cover, or document feeder belt is dirty, you might not be able to make copies as you want. Clean them if you find them dirty.

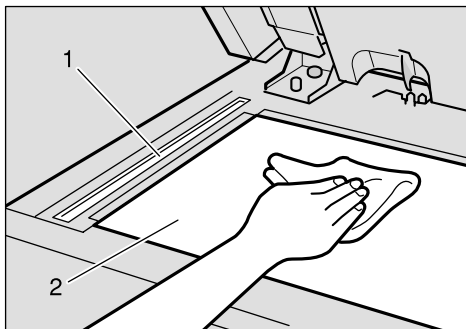
❖ Cleaning the machine

Wipe the machine with a soft, damp cloth. Then, wipe it with a dry cloth to remove the water.

⚠ Important

- Do not use chemical cleaner or organic solvent, such as thinner or benzene. If they get into the machine or melt plastic parts, a failure might occur.
- Do not clean parts other than those specified in this manual. Such parts should be cleaned by your service representative.

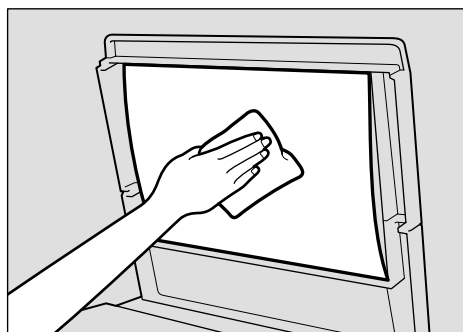
Cleaning the Exposure Glass



GEWH050E

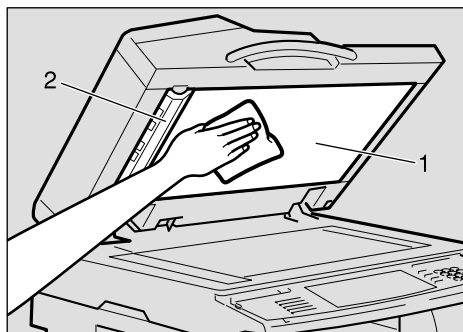
Clean 1 and 2

Cleaning the Exposure Glass Cover



GEWH140E

Cleaning the Document Feeder



GEWH130E

Clean 1 and 2

Replacing Photo Conductor Unit (PCU)

When 'Replace photoconductor unit' appears on the panel display, it is time to replace the photo conductor unit.

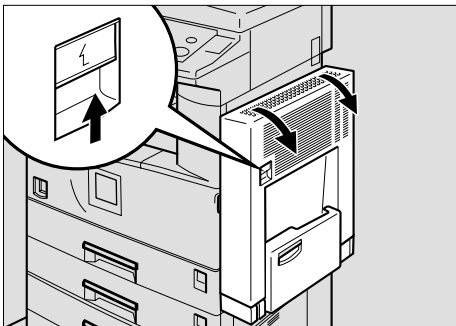
⚠ WARNING:

- ***Do not incinerate the photoconductor unit. Toner dust might ignite when exposed to an open flame. Dispose of the used photoconductor unit in accordance with local regulations for plastics.***

📝 Note

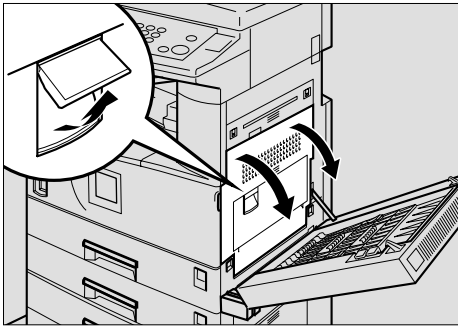
- Do not tilt used PCU after removing it from the machine. If you do, toner might fall out.
- Do not hold the developer cartridge when removing the used PCU from your machine. If you do, the cartridge might come unlocked and fall.
- Do not touch the photo conductor. If you do, abnormal copies might be made.
- Before you remove the used PCU from the machine, wait until the machine has completely stopped and is making no sound. Failure to take this precaution could result in a fault.
- If there are misfeeds, remove the misfed paper before removing the used PCU.
- Be sure to remove the sealing tape before setting the new PCU. Leaving it on could cause a fault.
- After replacing the PCU, the machine will take about 1 minutes to initialize. During this period, do not open the front cover or turn off the main switch. If you do, a fault might occur.

- 1** If the duplex unit is installed, open the duplex unit by pushing the catch upwards.



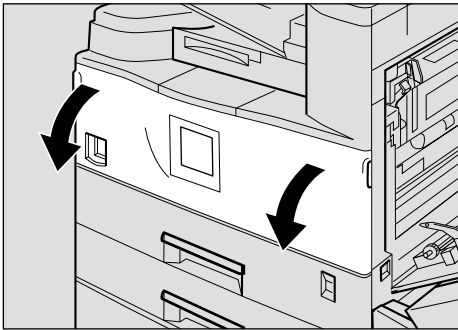
ZEWH300E

2 Open the right cover of the machine by pushing the catch upwards.



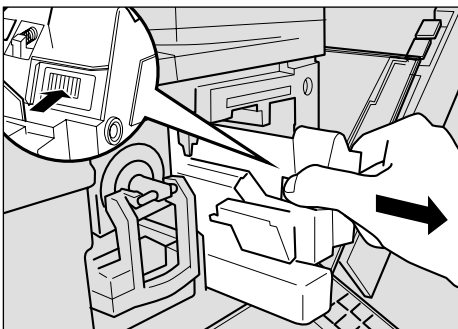
ZEWH310E

3 Open the front cover.



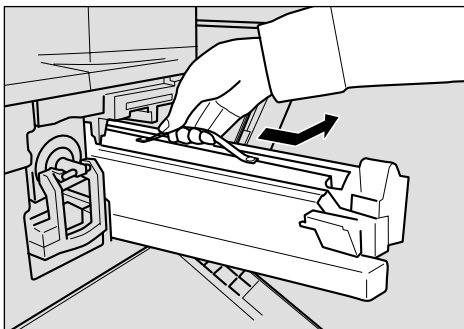
ZEWH350E

4 While pressing the button, slide the photo conductor unit out until it stops.



ZEWH360E

- 5** Raise the green handle and slide the photo conductor unit out towards you.



ZEWH370E

Important

- Do not tilt or drop the removed photo conductor unit. Moving the unit abruptly can scatter the toner.
- While the photo conductor unit is removed, do not change the toner.

- 6** Take the new photo conductor unit from the box and remove the plastic bag, holding the handle.

Important

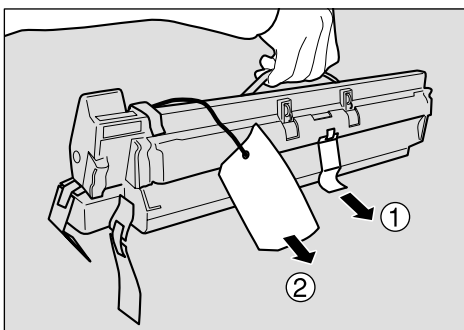
- Do not drop or damage the removed photo conductor unit.
- Do not touch the side of the photo conductor unit.

- 7** Put the photo conductor unit removed in step **5** into the plastic bag emptied in step **6**, keeping the unit at the same angle as when it was installed. Then, zip the plastic bag.

Note

- Do not tilt the used PCU after removing it from the machine. If you do, toner might fall.

- 8** Remove the two red sheets from the photo conductor unit in the order shown in the illustration.

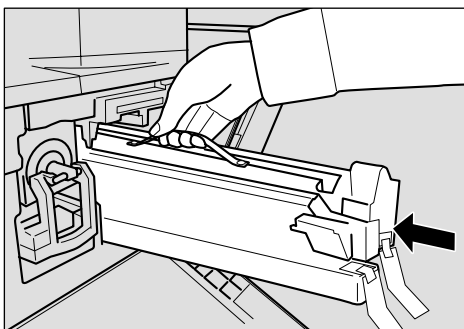


ZEWH380E

Important

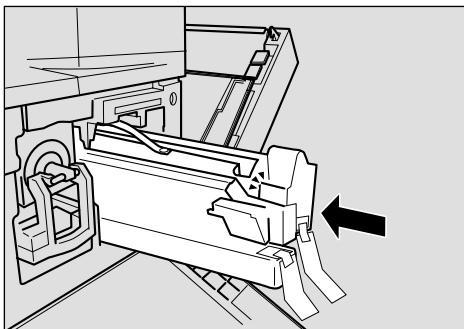
- Remove the photo conductor unit keeping the unit parallel to the ground as shown in the illustration. Otherwise, the toner in the unit might scatter.
- Do not touch the inside of the unit or the green parts, after the black protection sheet is removed.

- 9** Align the new photo conductor unit onto the rail of the machine. Slide the unit all the way into the machine.



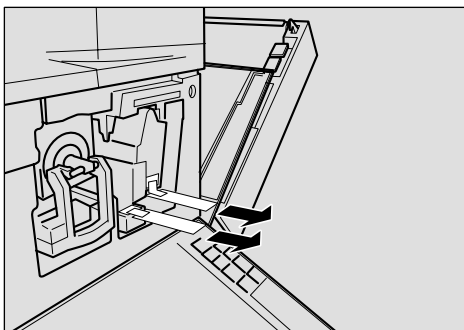
ZEW4390E

- 10** Push the unit into the machine until it clicks into place.

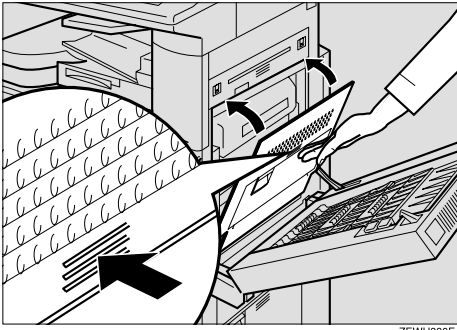


ZEW4400E

- 11** Remove the red sheet from the photo conductor unit and remove the two pieces of tape.



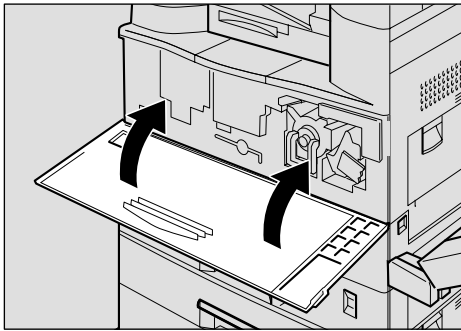
ZEW4410E

12 Close the right cover of the machine.

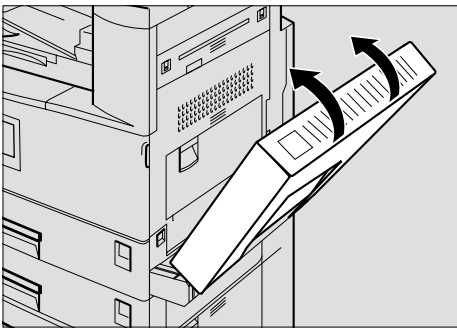
ZEWH330E

Note

- If the right side cover of the machine cannot be closed, it means that the photo conductor unit has not been properly installed. Slide the photo conductor unit out and push it into the machine again until it clicks into place.

13 Close the front cover.

ZEWH420E

14 If the duplex unit is installed, close the duplex unit by pushing the catch upwards.

ZEWH340E

Note





















- Confirm that the "Replace PCU" message does not appear on the Operation Panel.

6. Specification

Mainframe

- ❖ **Configuration:**
Desktop
- ❖ **Photosensitivity type:**
OPC drum ($\Phi 30$)
- ❖ **Original scanning:**
One-dimensional solid scanning system through CCD
- ❖ **Copy process:**
Dry electrostatic transfer system
- ❖ **Development:**
Dry two-component magnetic brush development system
- ❖ **Fusing:**
Heating roll pressure system
- ❖ **Resolution:**
600 dpi
- ❖ **Exposure glass:**
Stationary original exposure type
- ❖ **Original reference position:**
Rear left corner
- ❖ **Warm-up time:**
 - Main power switch: Less than 15 seconds (20°C, 68°F)
 - Operation switch: Less than 10 seconds (20°C, 68°F)
- ❖ **Originals:**
Sheet/book/objects
- ❖ **Maximum original size:**
A3☐, 11" × 17"☐

❖ Copy paper size:

- Tray 1: A3  – A5 , 11" × 17"  – 5¹/₂" × 8¹/₂" 
- Tray 2: A3  – A6 , 11" × 17"  – 5¹/₂" × 8¹/₂" 
- Bypass: A3  – A6 , 11" × 17"  – 5¹/₂" × 8¹/₂" 
- Tray 2 (custom size):
Vertical: 100 – 297mm, 4.0" – 11.7"
Horizontal: 148 – 432mm, 5.9" – 17.0"
- Bypass (custom size):
Vertical: 90 – 305mm, 3.6" – 12.0"
Horizontal: 148 – 600mm, 5.9" – 23.6"
- Duplex: A3  – A5 , 11" × 17"  – 5¹/₂" × 8¹/₂"  (impossible on A5 , 5¹/₂" × 8¹/₂" 
- LCT: A4 , 8¹/₂" × 11" 



❖ Copy paper weight:

- Paper tray 1: 60 – 90g/m², 16 – 24 lb.
- Paper tray 2: 52 – 157g/m², 14 – 42 lb.
- Bypass tray: 52 – 157g/m², 14 – 42 lb.






❖ Non-reproduction area:

- Leading edge: Less than 3 ± 2mm
- Trailing edge: Less than 2 ± 2mm
- Left edge: Less than 2 ± 1.5mm
- Right edge: Less than 2 + 2.5/-1.5mm






❖ First copy time:

Type 1, 2: 5.0 seconds or less
(A4 , 8¹/₂" × 11" , 100%, feeding from tray 1, on the exposure glass, Text mode, Auto Image Density)

❖ Copying speed: (Type 1)

- 13 copies/minute (A3 , 11" × 17" 
- 15 copies/minute (B4 
- 22 copies/minute (A4 , 8¹/₂" × 11" 

❖ Copying speed: (Type 2)

- 15 copies/minute (A3 , 11" × 17" 
- 17 copies/minute (B4 
- 27 copies/minute (A4 , 8¹/₂" × 11" 

❖ **Reproduction ratio:**

Preset reproduction ratios:

	Metric version	Inch version
Enlargement	400%	400%
	200%	200%
	141%	155%
	122%	129%
	115%	121%
Full Size	100%	100%
Reduction	93%	93%
	82%	85%
	75%	78%
	71%	73%
	65%	65%
	50%	50%
	25%	25%

Zoom: From 25 to 400% in 1% steps (from 25 to 200% in 1% step, when setting originals in the document feeder).

❖ **Maximum continuous copy run:**

99 sheets

❖ **Copy paper capacity:**

- Tray 1, 2: 500 sheets (80g/m², 20 lb.)
- Bypass tray: 100 sheets (80g/m², 20 lb.)

❖ **Power consumption:**

- Mainframe only

	Type 1/Type 2
Warm-up	less than 1.44 kW
Stand-by	about 150 W ^{*2}
During printing	about 650 W ^{*2}
Maximum	less than 1.44 kW

- Complete system ^{*1}

	Type 1/Type 2
Warm-up	less than 1.44 kW
Stand-by	about 160 W ^{*2}
During printing	about 680 W ^{*2}
Maximum	less than 1.44 kW

^{*1} The Complete System consists of the mainframe, document feeder, 1000-sheet finisher, duplex unit, internal tray 2, paper tray unit, fax unit, ISDN, extra G3 interface unit, expansion memory, JBIG function upgrade unit, printer unit, HDD, PHY and memory unit.

^{*2} The measurements are actual value.

- ❖ **Dimensions (W × D × H up to exposure glass):**

Type 1, 2: 550 × 604 × 709mm, 21.7" × 23.8" × 28.0"

- ❖ **Space for mainframe (W × D):**

- Type 1, 2: 550 × 604mm, 21.7" × 23.8"

- ❖ **Noise Emission ^{*1}:**

Sound Power Level:

- Mainframe only

	Type 1/Type 2
Stand-by	Less than 40 dB (A)
Copying	Less than 63 dB (A)

- Complete system ^{*3}

	Type 1/Type 2
Stand-by	Less than 44 dB (A)
Copying	Less than 68.5 dB (A)

Sound Pressure Level ^{*2}:

- Mainframe only

	Type 1/Type 2
Stand-by	Less than 34 dB (A)
Copying	Less than 57 dB (A)

- Complete system ^{*3}

	Type 1/Type 2
Stand-by	Less than 38 dB (A)
Copying	Less than 61 dB (A)

^{*1} The above measurements made in accordance with ISO 7779 are actual value.

^{*2} It is measured at the position of the bystander.

^{*3} The Complete System consists of the mainframe, document feeder, 1000-sheet finisher, duplex unit, internal tray 2 and paper tray unit.

❖ Weight:

Type 1, 2: Approx. 55 kg, 121.3 lb.

❖ HDD (Option):

6 GB or more







- Capacity for Document Server
2 GB
- Capacity for Memory sorting
1.5 GB
- Capacity for others
2.5 GB or more

Document Feeder (Option)

❖ Mode:

ADF mode, Batch mode, SADF mode, Mixed Size mode, Custom Size originals mode

❖ Original size:

- A3  – A5  
- 11" × 17"  – 5¹/₂" × 8¹/₂"  

❖ Original weight:

- 1-sided originals: 40 – 128g/m² (11 – 34 lb.)
- 2-sided originals: 52 – 105g/m² (14 – 28 lb.) (Duplex)

❖ Maximum number of originals:

50 sheets (80g/m², 20 lb.) or less than 11mm, 0.43"

❖ Maximum power consumption:

Less than 50W (power is supplied from the mainframe)

❖ Dimensions (W×D×H):

550 × 470 × 130mm, 21.7" × 18.6" × 5.2"

❖ Weight:

Approx. 10 kg, 22.1 lb.

Note

- ❑ Specifications are subject to change without notice.

500-Sheet Finisher (Option)

❖ Paper size:

A3, B4, A4, B5, 11" × 17", 11" × 14", 8½" × 14", 8½" × 11", 8½" × 13", 8" × 10½"

❖ Paper weight:

60 – 128g/m², 16 – 34 lb.

❖ Stack capacity:

- 500 sheets (A4, 8½" × 11" or smaller) (80g/m², 20 lb.)
- 250 sheets (B4, 8½" × 14" or larger) (80g/m², 20 lb.)

❖ Staple capacity:

- 30 sheets (A4, 8½" × 11" or smaller) (80g/m², 20 lb.)
- 20 sheets (B4, 8½" × 14" or larger) (80g/m², 20 lb.)

❖ Staple paper size:

A3, B4, A4, B5, 11" × 17", 11" × 15", 11" × 14", 10" × 14", 10" × 15", 8½" × 14", 8½" × 13", 8½" × 11", 8" × 10½", 8" × 10", 10½" × 7¼"

❖ Staple paper weight:

64 – 90g/m², 17 – 24 lb.

❖ Staple position:

1 position (upper left)

❖ Power consumption:

48W (power is supplied from the mainframe)

❖ Dimensions (W × D × H):

350 × 490 × 230mm, 13.8" × 19.3" × 9.1"

❖ Weight:

Approx. 10kg, 22.1 lb.

1000-Sheet Finisher (Option)

Finisher Proof Tray:

❖ Paper size:

A3, B4, A4, B5, A5, B6, A6, Postcard, 11" × 17", 11" × 15", 11" × 14", 10" × 14", 10" × 15", 8¹/₂" × 14", 8¹/₂" × 11", 10¹/₂" × 7¹/₄", 8" × 13", 8¹/₂" × 13", 8¹/₄" × 13", 8" × 10¹/₂", 8" × 10", 8¹/₄" × 14", 5¹/₂" × 8¹/₂"

❖ Paper weight:

60 – 157g/m², 16 – 42 lb.

❖ Stack capacity:

- 250 sheets (A4, 8¹/₂" × 11" or smaller) (80g/m², 20 lb.)
- 50 sheets (B4, 8¹/₂" × 14" or larger) (80g/m², 20 lb.)

Finisher Shift Tray:

❖ Paper size:

A3, B4, A4, B5, 11" × 17", 11" × 14", 8¹/₂" × 14", 8¹/₂" × 11", 10¹/₂" × 7¹/₄", 8" × 10¹/₂", 8" × 13", 8¹/₂" × 13", 8¹/₄" × 13", 8¹/₄" × 14", 5¹/₂" × 8¹/₂"

❖ Paper weight:

60 – 157g/m², 16 – 42 lb.

❖ Stack capacity:

- 1,000 sheets (A4, 8¹/₂" × 11" or smaller) (80g/m², 20 lb.)
- 500 sheets (B4, 8¹/₂" × 14" or larger) (80g/m², 20 lb.)

❖ Staple capacity:

- 50 sheets (A4, 8¹/₂" × 11" or smaller) (80g/m², 20 lb.)
- 30 sheets (B4, 8¹/₂" × 14" or larger) (80g/m², 20 lb.)

❖ Staple paper size:

A3, B4, A4, B5, 11" × 17", 11" × 15", 11" × 14", 10" × 14", 10" × 15", 8¹/₂" × 14", 8¹/₂" × 11", 10¹/₂" × 7¹/₄", 8" × 13", 8¹/₂" × 13", 8¹/₄" × 13", 8" × 10¹/₂", 8" × 10", 8¹/₄" × 14"

❖ Staple paper weight:

64 – 90g/m², 17 – 24 lb.

❖ Staple position:

- 1 staple – 2 positions
- 2 staples – 2 positions

❖ **Power consumption:**

Less than 50W (power is supplied from the mainframe)

❖ **Dimensions (W × D × H):**


527 × 520 × 790mm, 20.8" × 20.5" × 31.1"


❖ **Weight:**

Approx. 25kg, 55.2 lb.

Shift Sort Tray (Option)

❖ **Paper capacity:**

250 sheets (A4 , 8 1/2" × 11"  or smaller) (80g/m², 20 lb.)

125 sheets (B4 , 8 1/2" × 14" or larger) (80g/m², 20 lb.)

❖ **Power consumption:**

3.6 W (power is supplied from the mainframe)

❖ **Dimensions (W × D × H)**

430 × 372 × 148 mm, 17" × 15" × 6"

❖ **Weight:**

Approx. 1.6kg, 3.5 lb.

Duplex Unit (Option)

❖ **Paper size:**

A3, B4, A4, B5, A5, 5 1/2" × 8 1/2", 7 1/4" × 10 1/2", 8" × 10", 8 1/2" × 11", 8" × 13", 8 1/2" × 13", 8 1/2" × 14", 8 1/4" × 13", 11" × 17"

❖ **Paper weight:**

64 – 90g/m², 20 – 24 lb.

❖ **Power consumption (Max):**

35W (power is supplied from the mainframe)

❖ **Dimensions (W × D × H):**

90 × 495 × 455mm, 3.6" × 19.5" × 17.9"

❖ **Weight:**

Approx. 6kg, 13.3 lb.

Internal tray 2 (1 bin tray) (Option)

❖ **Number of bins:**

1

❖ **Available paper size:**

A3, B4, A4, B5, A5, 11" × 17", 8¹/₄" × 14", 8¹/₂" × 14", 11" × 15", 11" × 14", 10" × 14", 10" × 15", 8¹/₂" × 11", 10¹/₂" × 7¹/₄", 8" × 13", 8¹/₂" × 13", 8¹/₄" × 13", 8" × 10¹/₂", 8" × 10", 5¹/₂" × 8¹/₂"

❖ **Paper capacity:**

125 sheets (80g/m², 20 lb.)

❖ **Copy paper weight:**

60 – 90g/m² (16 – 24lb.)

❖ **Maximum power consumption:**

Less than 15 W (power is supplied from the mainframe)

❖ **Dimensions (W × D × H):**

530 × 410 × 120mm, 20.9" × 16.2" × 4.7"

❖ **Weight:**





Approx. 1.1 kg, 2.5 lb.

 **Note**

☐ Specifications are subject to change without notice.

Bypass Tray (Option)

❖ Paper size:

- Standard size: A3  – A6 , 11" × 17"  – 5¹/₂" × 8¹/₂" 
- Custom size: Vertical (100 – 297mm, 4.0" – 11.7"), Horizontal (148 – 432mm, 5.9" – 17.0")

❖ Copy paper weight:

52 – 157g/m², 14 – 42 lb.

❖ Dimensions (W × D × H):

296 × 495 × 163mm, 11.7" × 19.5" × 6.5"

❖ Paper capacity:



- 52 – 90g/m², 16 – 20 lb: 100 sheets

❖ Weight:

Approx. 2.5kg, 5.6 lb.

Large Capacity Tray (LCT) (Option)

❖ **Paper size:**

A4 , 8¹/₂" × 11" 

❖ **Paper weight:**

60 – 90g/m², 16 – 24 lb.

❖ **Paper capacity:**

2,000 sheets (80g/m², 20 lb.)

❖ **Power consumption**

Maximum. 40 W (power is supplied from the mainframe)

❖ **Dimensions (W × D × H, option unit):**

550 × 520 × 271mm, 21.7" × 20.5" × 10.7"

❖ **Weight:**

Approx. 25 kg, 55.2 lb.

 **Note**

 Specifications are subject to change without notice.

Paper tray unit (Option)

❖ Copy paper weight:

60 – 90g/m² (16 – 24 lb.)

❖ Available paper size:

A3☐, B4☐, A4☐☐, B5☐☐, A5☐, 11" × 17"☐, 8¹/₂" × 14"☐, 8¹/₂" × 11"☐☐, 5¹/₂" × 8¹/₂"☐, 8¹/₄" × 14"☐, 11" × 14"☐, 7¹/₄" × 10¹/₂"☐, 8" × 13"☐, 8" × 10¹/₂"☐☐, 8¹/₂" × 13"☐, 8¹/₄" × 13"☐

❖ Maximum power consumption:

Less than 30 W (power is supplied from the mainframe)

❖ Paper capacity:

500 sheets (80g/m², 20 lb.) × 2 trays

❖ Dimensions (W × D × H):

550 × 520 × 271mm, 21.7" × 20.5" × 10.7"

❖ Weight:

Approx. 25 kg, 55.2 lb.

Note

☐ Specifications are subject to change without notice.

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2522/2527

2212/2712

5622/5627

Aficio™ 1022/1027

Operating Instructions
System Settings

Type for 2522/2527/2212/2712/5622/5627/Aficio 1022/1027

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Read this manual carefully before you use this product and keep it handy for future reference.

For safety, please follow the instructions in this manual.

Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.


Please read the Safety Information before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.



Notes:

Some illustrations may be slightly different from your machine.

Certain options may not be available in some countries. For details, please contact your local dealer.



Operator Safety:

This machine is considered a class 1 laser device, safe for office/EDP use. The machine contains two GaAlAs laser diodes, 5-milliwatt, 760-800 nanometer wavelength for each emitter. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

Laser Safety:

The Center for Devices and Radiological Health (CDRH) prohibits the repair of laser-based optical unit in the field. The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement or the optical subsystem is required.

Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Notes:

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual. (For details, ⇒ p.2 “Machine Types”.)

- Type1: 5622 AG
- Type2: 5627 AG

Certain types might not be available in some countries. For details, please contact your local dealer.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

For good copy quality, Savin recommends that you use genuine toner.

Savin shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts in your office product.

Power Source

120V, 60Hz, 12A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see “Power Connection” in the “Copy Reference” manual.

Note to users in the United States of America

Notice:

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 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.

Warning

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

1. Properly shielded and grounded cables and connectors must be used for connections to host computer (and/or peripheral) in order to meet FCC emission limits.
2. AC adapter with ferrite core must be used for RF interference suppression.

Note to users in Canada

Note:

This Class B digital apparatus complies with Canadian ICES-003.

Remarque concernant les utilisateurs au Canada

Avertissement:

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

I means **POWER ON**.

⏻ means **STAND BY**.

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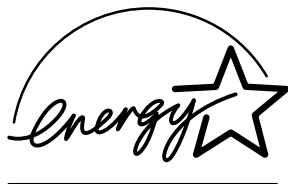
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ENERGY STAR Program

ENERGY STAR®



As an ENERGY STAR Partner, we have determined that this machine model meets the ENERGY STAR Guidelines for energy efficiency.

The ENERGY STAR Guidelines intend to establish an international energy-saving system for developing and introducing energy-efficient office equipment to deal with environmental issues, such as global warming.

When a product meets the ENERGY STAR Guidelines for energy efficiency, the Partner shall place the ENERGY STAR logo onto the machine model.

This product was designed to reduce the environmental impact associated with office equipment by means of energy-saving features, such as Low-power mode.

- **Low-Power mode and Off mode or Sleep mode**

This product automatically lowers its power consumption when it is not operated for a fixed time (standard setting time: 1 minute). This is called "Off mode" with a single function copying machine and "Sleep mode" with a multiple function machine equipped with optional facsimile and printing functions.

Off mode: Equivalent to the condition when the operation switch is turned off.

Sleep mode: Equivalent to the condition when the operation switch is turned off. Receiving fax messages and printing from a computer are possible.

If you want to operate this product while it is in either of these modes, do one of followings:

-Turn on the operation switch.

-Place an original in the document feeder (ADF) tray.

-Lift and lower the exposure glass cover or the document feeder (ADF).

The default interval before entering Off mode or Sleep mode can be adjusted.

To change it, see ⇒ p.77 "Timer Setting".

The ENERGY STAR Program establishes two modes which lower the power consumption of the product when it is not operated for a fixed time. These modes are the Low-Power mode and the Off mode or Sleep mode. This product has only one mode, the Off mode or Sleep mode. This mode meets the requirements of both the Low-Power mode and Off mode or Sleep mode. In this manual, the Off mode is called the Auto Off mode.

- Duplex Priority
The ENERGY STAR Program recommends use of the Duplex function. By conserving paper resources this function is less of a burden to the environment. For applicable machines, duplex function (one-sided originals→ two-sided copies) can be selected preferentially when the operation switch or the main power switch is turned on, the **[Energy Saver]** key is pressed, or the machine resets itself automatically. To change the settings of the Duplex Priority mode, see “Duplex Mode Priority” in the Copy Reference manual.

◆ **Specification**

Low- Power mode, Auto Off Mode	Power consumption	7 W
	Default interval	1 minute
	Recovery time	10 seconds or less
Duplex Priority		1 Sided→2 Sided

Recycled Paper

In accordance with the ENERGY STAR Program, we recommend use of recycled paper which is environment friendly. Please contact your sales representative for recommended paper.

How to Read this Manual

Symbols

In this manual, the following symbols are used:

WARNING:

This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in the Safety Information section in the Copy Reference manual.

CAUTION:

This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in the Safety Information section in the Copy Reference manual.

* The statements above are notes for your safety.

Important

If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation

This symbol indicates the prior knowledge or preparations required before operating.

Note

This symbol indicates precautions for operation or actions to take after misoperation.

Limitation

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference

This symbol indicates a reference.

[]

Keys that appear on the machine's display panel.

[]

Keys built into the machine's control panel.

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Manuals for this Machine

This is a multi-functional machine combining copier, facsimile, printer and scanner functions. This manual describes procedures common to these functions. Each function's reference describes the operational procedures for that functions. Please consult the manual that suits your needs.

❖ **System Settings (this manual)**

Provides an overview of the machine. This manual introduces the functions of the machine. It also introduces the options that allow you to use additional functions and describes how to access the system user tools to make the machine easier to use.

❖ **When using as a copier**

- **Copy Reference**
Describes the various copying functions from basic copying to more advanced functions such as reducing/enlarging copies or combining originals into one copy.

❖ **When using as a facsimile**

- **Facsimile Reference (option)**
Describes the operational procedures and functions to use the machine as a facsimile.

❖ **When using as a printer**

- **Printer Reference (option)**
Describes the system settings, procedures and functions for using this machine as a printer.

❖ **When using as a scanner**

- **Scanner Reference (option)**
Describes the system settings, procedures and functions for using this machine as a scanner.

Machine Types

This machine comes in two models which vary in copy speed. To make sure which model you have, see the inside front cover.

	Type 1	Type 2
Copy speed	22 copies/minute (A4, 8 ¹ / ₂ " × 11")	27 copies/minute (A4, 8 ¹ / ₂ " × 11")

Additional Functions Provided by Internal Options

You can expand the capabilities of this machine to include fax functions. When you want to add a function, contact your sales or service representative.

Copy Mode

In copy mode you can make basic copies and also copy using more sophisticated techniques, such as reduction/ enlargement or combining several originals onto one copy. You can install optional expansion memory for storage of document images, thereby making the best use of memory with various copy functions.

Facsimile Mode (Option)

You can send and receive fax messages in facsimile mode. Installation of optional expansion memory allows more functions to be used and more data to be stored.

Printer Mode (Option)

Installation of optional expansion memory allows more data to be stored.

Scanner Mode (Option)

You can use this machine as a scanner.

! Limitation

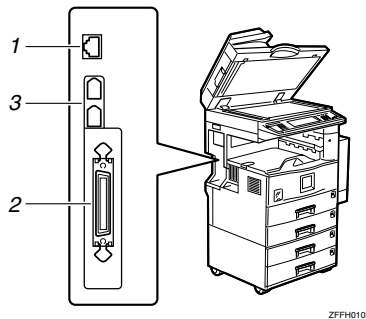
- The following functions require the optional Hard Disk Unit:
 - Document server
 - File transfer
 - Sample print
 - Locked print

Connecting the Machine

Make sure that the shape and the position of the connector are as shown in the illustration.

Note

- ❑ The Ethernet Board (for Ethernet interface) and the IEEE1394 Board (for IEEE1394 interface) cannot be installed in the machine at the same time. The illustration below shows all interface connectors for explanatory purposes only.



1. 10BASE-T/100BASE-TX (option)

3. IEEE 1394 ports (option)

2. Parallel port

Reference

For more information about the parallel port and IEEE1394 interface connections, see "Connecting the Machine" in the Printer Reference.

Requirements

Requirements

Before using this machine, make sure that all the environmental and electrical requirements have been met. Connect the machine to the host computer using the parallel port, Network Interface Board, or both.

Make sure that all the cables, connectors, and electrical outlets necessary to attach the machine to the host computer or network are present.

Important

- The interface cable is not supplied. It is your responsibility to provide the interface cable appropriate for the computer that you are using.

Reference

For more information about using the parallel port, see the Printer Reference.

For more information about using a network, see p.6 “Network cable requirements”.

Network cable requirements

The Network Interface Board can be installed to allow direct connection to an Ethernet network.

The Network Interface Board supports 10BASE-T or 100BASE-TX connections.

You can use the machine in the following network environments:

- Using the appropriate network management software and printer driver
- Attaching the machine to a network computer set up as a server

Client	Windows 95/98/Me, Windows 2000, Windows NT 4.0 ^{*1} , Mac OS ^{*2} (optional PostScript 3 Unit Type 1027 is required), UNIX
Driver	PCL 6/5e, RPCS™, PostScript 3
File Server	NetWare 3.x, NetWare 4.x, NetWare 5/5.1
Protocol	TCP/IP, IPX/SPX, NetBEUI ^{*3} , AppleTalk

^{*1} Under Windows NT 4.0, only x 86 CPU is supported.

^{*2} For information about usable versions of the Mac OS, see the “PostScript Supplement”.

^{*3} Under Windows 95/98/Me, Windows 2000 and Windows NT 4.0 only. Only for Peer-Peer Printing.

In a mixed network environment, the protocol switches automatically.

Reference

For more information about network connection settings, see p.61 “User Tools (System Settings)”.

Note

- Consult your network administrator before connecting the machine to a network.
- Make sure to use a properly shielded and grounded cable (UTP, STP, Category/Type5) for the connection to the host computer (and/or HUB) in order to meet FCC and EMC Directive 89/336/EEC emission guidelines.

1

Connecting the Network Cable to the Network

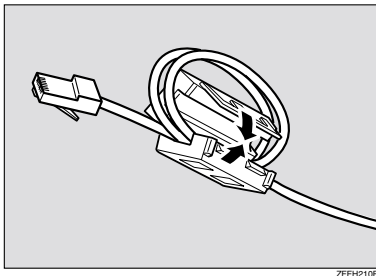
Limitation

- The IEEE1394 Board and the Network Interface Board cannot be installed at the same time.

1 Turn off the main power switch.

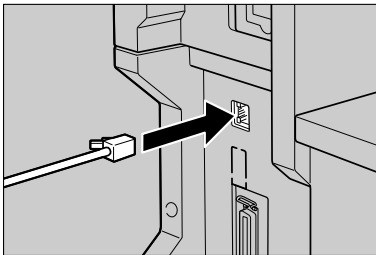
2 Loop the network cable twice. The loops should be about 10cm (4") from the end of the cable closest to the printer.

3 Attach the ferrite core to the loops.



ZFFH210E

4 Attach the network cable to the jack on the board.



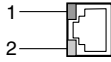
ZFFH030E

5 Connect the other end of the network cable to the network.

6 Turn on the main power switch.

Indicators on Network Interface Board

1



ZFFH020E

1. Indicator (green)

Turns green while the machine is connected to the network correctly.

2. Indicator (yellow)

Turns yellow while 100 BASE-TX is operating.

Turns off while 10 BASE-T is operating.

Turning On the Power

To turn the machine on, press the operation switch.

Note

- This machine automatically enters Energy Saver mode or turns itself off if you do not use the machine for a while. ⇒ p.77 “Timer Setting”.

Power switches

This machine has two power switches.

❖ Operation switch (right side of the control panel)

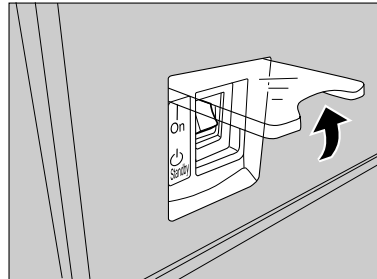
Press this switch to activate the machine. When the machine has warmed up, you can make copies.

❖ Main power switch (left side of the machine)

When the machine is not to be used for an extended period of time, turn off the main power switch.

Turning On the Main Power

- 1** Make sure that the power cord is firmly plugged into the wall outlet.
- 2** Open the switch cover and turn on the main power switch (make sure that the Main Power indicator goes on).



ZFFH110N

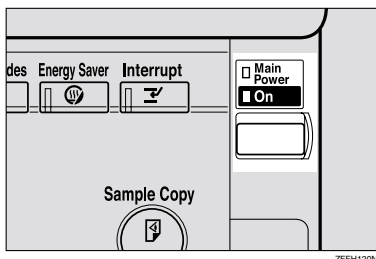
Important

- Do not switch off the main power immediately after it has been switched on. Failure to observe this may result in damage to the hard disk or memory, leading to malfunctions.

Turning On the Power

- 1 Press the operation switch to make the On indicator go on.

The display panel will come on.



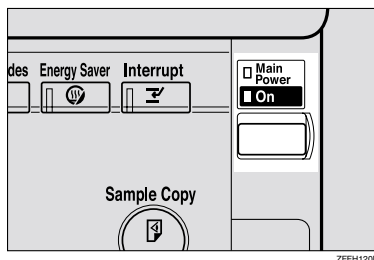
Note

- If the power is not turned on when the operation switch is pressed, check if the main power switch is on. If off, turn it on.
- The machine will be ready for use within 10 seconds of being turned on.
- If the user code dialog box appears on the display panel instead of the copier display, enter a registered user code, and then click the [#] key. See p.86 "User Code".

Turning Off the Power

- 1 Make sure that the exposure glass or the document feeder is in the right position.

- 2 Press the operation switch to make the On indicator go off.



Note

- Even if you press the operation switch, the indicator does not go off and blinks in the following cases:
 - When the exposure glass or the document feeder is open
 - When communication is in progress with external equipment
 - When the hard disk is operating

Turning Off the Main Power

Preparation

Usually keep the main power switch turned on.

Before you turn it off, be sure to read the "Important" information below and take the following procedural steps:

- 1** Make sure that the On indicator is off.
- 2** Turn off the main power switch to make the Main Power indicator go off.

Important

- Do not turn off the main power switch when the On indicator is on or blinking. Failure to observe this may result in damage to the hard disk or memory.
- Pull out the power plug after you turn off the main power switch. Failure to observe this may result in damage to the hard disk or memory.
- If the main power switch is turned off, or the power plug is disconnected, any documents stored in fax memory will be lost after approximately one hour.

Configuring the Network

1

Configuring the Network

Preparation

To connect the machine to a network, you must first install the optional Network Interface Board Type 1027 and at least 64MB of memory in the machine.

Network Interface Board Type 1027 comes packaged with Printer Controller Type 1027 and Printer/Scanner Controller Type 1027.

Mode	Network Setting
Distribute received fax documents ^{*1}	IP Address, Subnet Mask, Gateway Address, Delivery Server IP Address, Fax RX File Transmission, Effective Protocol (TCP/IP)
Scanner (Network Twain Scanner) ^{*2}	IP Address, Subnet Mask, Gateway Address, Effective Protocol (TCP/IP)
Scanner (Network Delivery Scanner) ^{*3}	IP Address, Subnet Mask, Gateway Address, Effective Protocol (TCP/IP), Delivery Server IP Address, Number of Recalls, Recall Interval time
Printer (TCP/IP) ^{*4}	IP Address, Subnet Mask, Gateway Address, Network Boot, Effective Protocol
Printer (NetWare) ^{*5}	Effective Protocol, NW Frame Type

^{*1} To use this function, you'll need Scan Router V2 Lite (packaged with optional Printer/Scanner Controller Type 1027 or Scan Router V2 Professional). In addition to the network settings, you must set the "Delivery Server IP Address" and "Fax RX File Transmission" for file transfer.

^{*2} You will need to specify the settings for a network TWAIN scanner and network delivery scanner when using the scanner function.

^{*3} When you use this function, you need to have an optional network interface board and 64MB of memory, or Scan Router V2 Lite which bundled with the Printer/Scanner Controller Type 1027. If you need to have Scan Router V2 Professional, see the "Scanner Reference".

^{*4} Make the necessary settings for your network environment. For details about settings, see the "Printer Reference".

^{*5} Configure the TCP/IP when you use pure IP of NetWare 5/5.1.

This section describes the basic operation procedure. For more information about the settings, see p.68 "Settings You Can Change with the User Tools".

For a network environment that uses TCP/IP, you can use SmartNetMonitor to configure IP addresses for Admin and the web browser packaged with Printer Controller Type 1027 or Printer/Scanner Controller Type 1027.

Reference

For details about SmartNetMonitor, see the "Network Printing Guide".

Configuring the Network with the Operation Panel

This section describes the basic procedures. Please make the settings appropriate for the network you are using.

Important

- These settings should be made by your systems administrator or after consulting with your systems administrator.

The following table shows the operation panel settings and their default settings. These are included in "TCP/IP Menu" of the "Network" menu.

◆ Interface Settings/Network

Setting Name	Value	
IP Address	011.022.033.044	
Subnet Mask	000.000.000.000	
Gateway Address	000.000.000.000	
Access Control	000.000.000.000	
Access Mask	000.000.000.000	
Network Boot	None	
NW Frame Type	Auto Select	
Effective Protocol	TCP/IP	<input type="radio"/> *1
	NetWare	<input type="radio"/> *1
	NetBEUI	<input type="radio"/> *1
	AppleTalk	<input type="radio"/> *1
Ethernet Speed	Auto	

*1 means that this protocol is active.

◆ File Transfer Settings

Setting Name	Value	
Delivery Server IP Address	000.000.000.000	
Fax RX File Transmission	Setting per Line	<ul style="list-style-type: none"> • Port 1: Do not Deliver. • Port 2: Do not Deliver. • Port 3: Do not Deliver.
	Print at Delivery	No
	Files to Deliver	All Files
	Delivery Failure File	—
Recall Interval Time	300 seconds	
Number of Recalls	No	

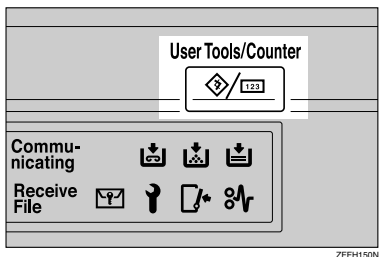
Note

- The file transfer function requires the optional Hard Disk Unit.

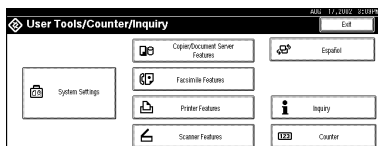
Network Settings

The following describes the settings required to use the machine in a network. For more information about the settings, see p.68 “Settings You Can Change with the User Tools”.

- 1 Press **[User Tools/Counter]**.



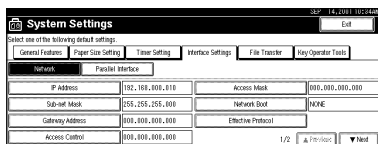
The “User Tools Main Menu” appears.



- 2 Press **[System Settings]**.

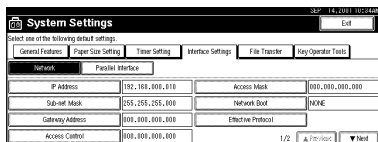
- 3 Press **[Interface Settings]**.

The following screen appears on the panel display.

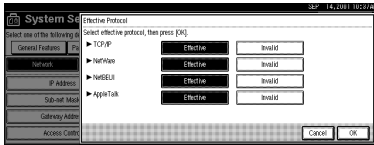


- 4 Make sure that the **[Network]** key is selected.

The following screen appears on the panel display.



5 Click [Effective Protocol].

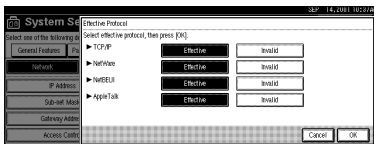


Note

- Consult the network administrator for help with these settings.
- You must configure IP Address for using TCP/IP protocol. You don't have to configure it if Networkboot is DHCP.
- Press **[Invalid]** for protocols that you don't use.
- Press **[Effective]** for TCP/IP protocol when you use pure IP of NetWare 5/5.1.

Limitation

- You need to have PostScript 3 module for AppleTalk.
- 1 Make sure that the **[Effective Protocol]** key is pressed.
- 2 Select **[Invalid]** or **[Effective]** for each protocol.

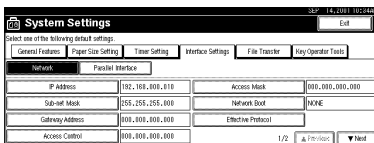


3 Press [OK].

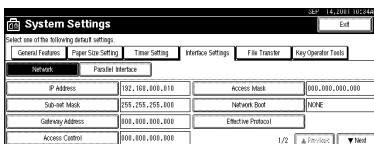
The following operation will be different, according to each protocol.

When Using TCP/IP

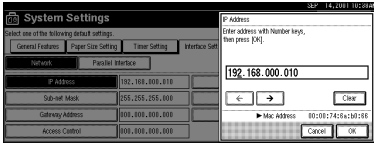
1 Make sure that the [Network] key is pressed.



2 Press [IP Address].



3 Use the number keys to enter the IP address.



Note

- Press the [←] and [→] keys to move to the next entry field.
- If you enter the wrong IP address, press [Clear] and re-enter the IP address.

4 Press [OK].

5 Make the [Sub-net Mask], [Gateway Address], [Access Control], and [Access Mask] settings. For each item, click the corresponding button on the screen shown in step 2, and then perform the same procedure as described in steps 3 and 4.

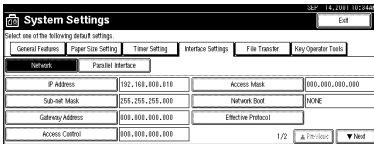
Acquiring the IP Address from the DHCP Server

To use the DHCP server to acquire the IP address, select [DHCP] from [Network Boot].

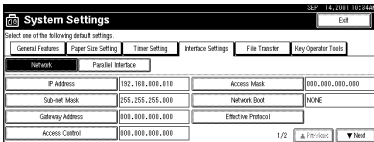
Note

- You need to change the settings when you use DHCP.
- To always assign the same IP address to the machine, reserve the IP address for the machine on the DHCP server.
- Use the default IP address.

1 Make sure that the [Network] key is selected.



2 Press [Network Boot].



3 Press **[DHCP]**, and then press **[OK]**.



1

When using NetWare

To use the machine on NetWare, be sure to select the type of **[NW frame]**.

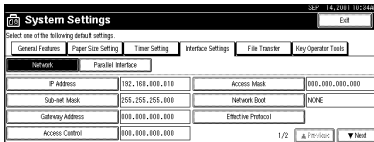
You can select the following frame types:

- Auto select (Default)
- Ethernet II
- Ethernet 802.2
- Ethernet 802.3
- Ethernet SNAP

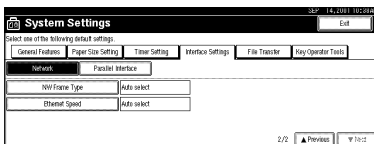
Note

- Select File server which connection must be same as the frame type.
- To use the machine in a pure IP environment on NetWare 5/5.1, select **[Effective]** for TCP/IP in step **5**.

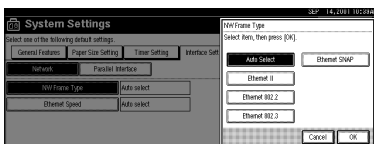
1 Make sure that the **[Network]** is selected, and then press **[▼Next]**.



2 Press **[NW Frame Type]**.



3 Select the Frame Type, and then press **[OK]**.

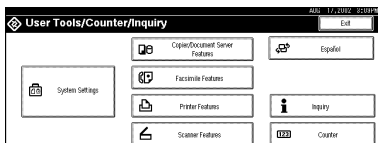
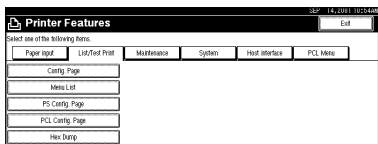


6 Press **[Exit]**.

Returns to the **[User Tools/Counter]** display.

7 Press **[List/Test Print]** to print out the settings.**Note**

- Skip this step and go to step **8** if your machine is not equipped with the printer and scanner functions.

1 Press **[Printer Features]**.**2** Press **[List/Test Print]**.**3** Press **[Config. Page]**.

The configuration Page will be printed.

Reference

For details about List/Test Print refer to the Printer Reference.

8 Press **[User Tools/Counter]** key.**Note**

- The settings become effective and back to display.

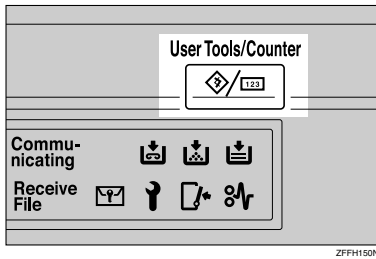
File Transfer Settings

Preparation

The file transfer function requires the optional Hard Disk Unit.

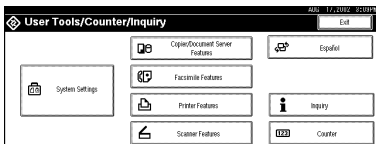
The following describes the file transfer settings required for sending received facsimile files and the scanner function. For more information about the settings, see p.68 "Settings You Can Change with the User Tools".

1 Press [User Tools/Counter].

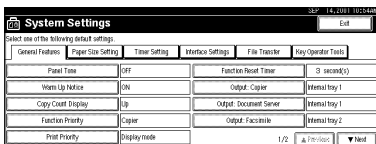


The [User Tools Main Menu] appears.

2 Click [System Settings].



3 Click [File Transfer].

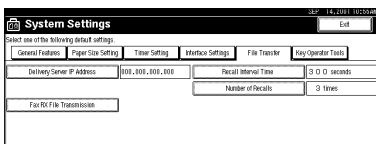


Assigning a Delivery Server IP Address

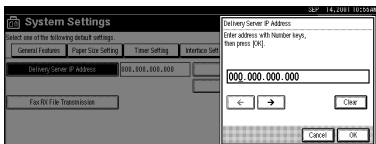
Note

- You must also set the delivery server IP address on ScanRouter V2 Lite/Professional. The relevant setting on the machine will be overwritten by the delivery server IP address set on ScanRouter V2 Lite/Professional.

1 Click [Delivery Server IP Address].



2 Use the number keys to enter the delivery server IP address.



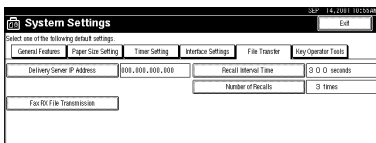
Note

- Press the [←] or [→] key to move to the adjacent entry field.
- To correct the delivery server IP address entered, press **[Clear]**, and then enter the correct delivery server IP address.

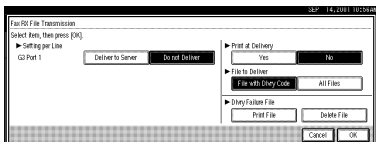
3 Click [OK].

Making Settings to Transmit Received Facsimile Files

1 Click [Fax RX File Transmission].



2 Make the following settings as required:

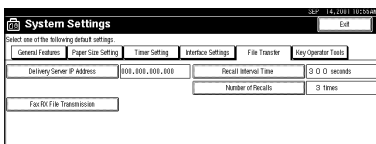


- Setting per Line
- Print at Delivery
- File to Deliver
- Delivery Failure File

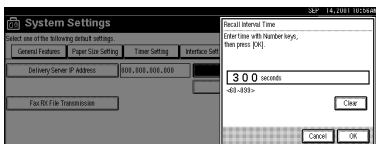
3 Click [OK].

Setting the Recall Interval Time

1 Click [Recall Interval Time].



- 2 Use the number keys to enter the recall interval time.



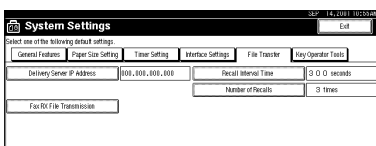
Note

- To correct the recall interval time entered, press **[Clear]**, and then enter the correct recall interval time.

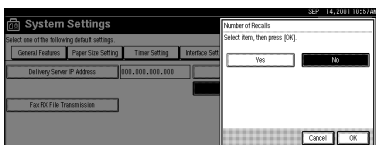
- 3 Click **[OK]**.

Setting the Number of Recalls

- 1 Click **[Number of Recalls]**.



- 2 To resend files to the delivery server, press **[Yes]**.

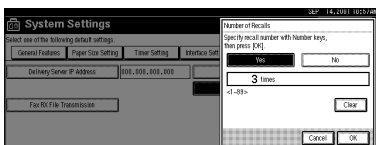


The menu to specify the number of recalls appears.

Note

- To not resend files, press **[No]** and go to step 4.

- 3 Use the number keys to enter the number of recalls.



Note

- To correct the entered number of recalls, press **[Clear]**, and then enter the correct number of recalls.

- 4 Click **[OK]**.

- 4 Click **[Exit]**.

5 Press **[User Tools/Counter]**.

The new settings become effective and the display returns to the main function menu.

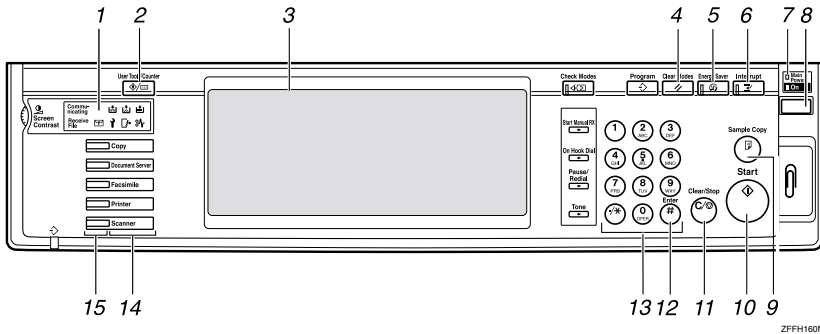
1

 **Note**

- You can also click the **[Exit]** key on the [User Tools Main Menu] to return to the main function menu.

2. Combined Function Operations

Control Panel



1. Indicators

Show errors and machine status.

2. [User Tool/Counter] key

- User Tools
Press to change the default settings and conditions to meet your requirements. ⇒ p.68 "Settings You Can Change with the User Tools"
- Counter
Press to check or print the total number of copies made.
- Inquiry
Press to check where to contact for machine repairs and ordering toner.

3. Display panel

Shows operation status, error messages, and function menus.

4. [Clear Modes] key

Press to clear the previously entered copy job settings.

5. [Energy Saver] key

Press to switch to and from Energy Saver mode.

6. [Interrupt] key

Press to make interrupt copies during a copy run.

7. Main power indicator and power indicators

The main power indicator goes on when you turn on the main power switch.

The power indicator blinks when the power is on.

Important

- ❑ Do not turn off the power while the power indicator is blinking. Doing so may damage the hard disk.

8. Operation switch

Press this switch to turn the power on (the **On** indicator goes on). To turn the power off, press this switch again (the **On** indicator goes off).

Note

- ❑ The operation switch is ineffective during a system setting operation.

9. [Sample Copy] key

Press to make a single set of copies or prints to check for poor copying or printing before making multiple sets of copies or prints.

10. [Start] key

Press to start copying, scanning, or printing documents stored on the Document Server.

11. [Clear/Stop] key

- Clear
Press to delete a number entered.
- Stop
Press to stop a copy job in progress.

12. [#] key

Press to enter a value.

13. Number keys

Use to enter the desired number of copies and data for selected modes.

14. Function keys

Press the appropriate key to choose any of the following functions:

- Copy
- Document Server
- Facsimile
- Printer
- Scanner

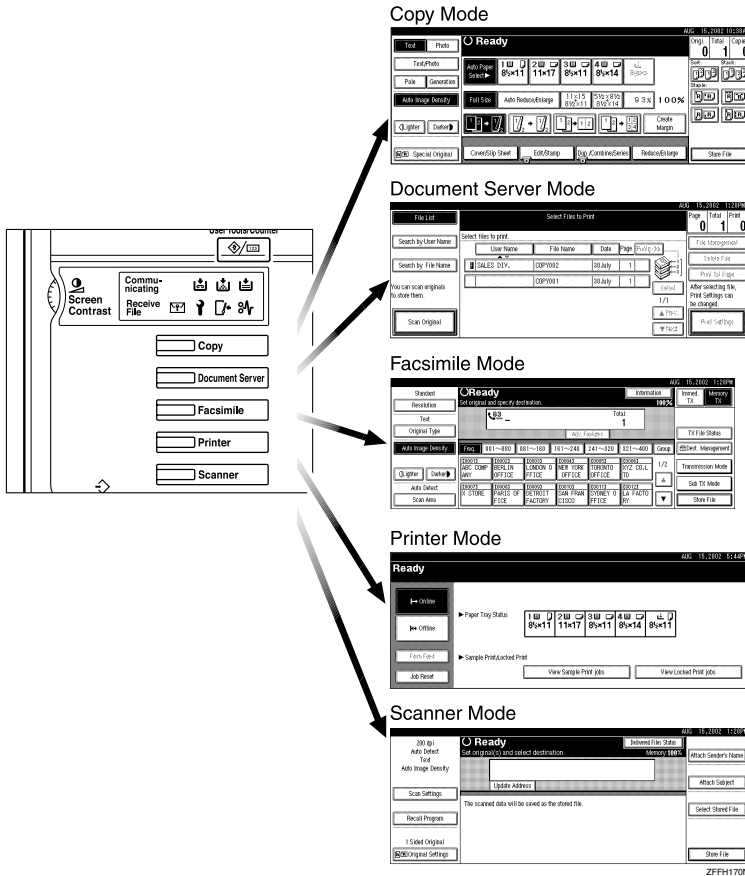
15. Function Status indicator

These show the status of the above functions:

- Yellow: the function is selected.
- Green: the function is active.
- Red: the function has been interrupted.

Changing Modes

You can use this machine not only as a copier, but optionally as a fax, printer and scanner machine as well. Press the **[Copy]**, **[Document Server]**, **[Facsimile]**, or **[Printer]**, **[Scanner]** key to use each function.



Limitation

❑ You cannot switch modes in any of the following cases:

- When scanning in a fax message for transmission
- During immediate transmission
- When accessing the user tools
- During interrupt copying
- During on hook dialing for fax transmission
- While scanning an original

Copy Mode

You can make basic copies, and enlarge/reduce, combine, or use various other copy functions to make copies. You can also add options to further increase the number of functions. For more details, refer to "Options" in the Copy Reference manual.

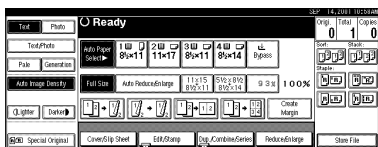
2

Changing to Copy Mode

You can always make a copy when the machine isn't printing or scanning originals for faxes.

1 Press the **[Copy]** key.

The copier display appears on the panel display.



Reference

For details, see the "Copy Reference".

Interrupt copying to make urgently needed copies

You can interrupt the current job to make a copy.

Note

- The display may differ depending on the settings described on p.68 "Function Priority" and p.84 "User Code Management".

Limitation

- You cannot use the interrupt copy function in the following cases:
 - during fax immediate transmission
 - while scanning an original for memory transmission
 - during interrupt copying

1 Press the **[Interrupt]** key.

If the machine is scanning originals, it will immediately stop the scanning job. On the other hand, if the machine is performing a copy or print job, it will still continue the job until you press the **[Start]** key after pressing the **[Interrupt]** key. When the current job stops, the interrupt copy display appears on the panel display.

Note

- When you interrupt a copying job, remove the previous original.

2 Make your copies.

Important

- If the remaining memory space is 0%, the machine fails to receive fax data. Wait until the machine completes printing a received fax, then start making copies.

Note

- While copying, a received fax document is stored in memory and the Receive File indicator is lit.

3 After interrupt copying is completed, remove the original and delivered copies.

4 Press the **[Interrupt]** key again.

The machine resumes the printing job of the received fax document.

Resuming the interrupted copying job

1 Reset the previous original.**2** Press the **[Start]** key.

The machine resumes the interrupted copy run.

Copying and Multi-accessing

If you want to make copy while using another function, follow the procedure below.

1 Press the **[Interrupt]** key.

The interrupt display appears on the panel display.

2 Place originals, and then press the **[Start]** key.

The machine interrupts the job that is printing and starts copying your originals.

3 When copying is complete, remove your originals and the copies.**4** Press the **[Interrupt]** key again.

The previous job settings will be restored and the machine will continue from where it left off.

 **Note**

- Machine operations are different depending on the "Print Priority" settings (⇒ p.68 "General Features 1/2") or the "User Code Management" (⇒ p.68 "General Features 1/2") settings.

 **Reference**

⇒ p.35 "Multi-Access"

❖ When "Print Priority" = "Fax", "Printer", or "Display" (default)

The machine completes the operation of the function set by Print priority before performing the operation of another function.

! Limitation

- While the machine is performing two-sided printing in fax mode, you cannot make two-sided copies until the printing ends.

❖ When "Print Priority" = "Interleave"

The machine performs the operations in the order in which they are initiated. If another function is initiated during operation, the machine completes the current operation before performing the operation of the function initiated.

Document Server Mode

You can store files in the Document Server.

Limitation

- ❑ The Document Server function requires the optional Hard Disk Unit.

Note

- ❑ If you want to re-send fax documents, go back to the Facsimile display.
- ❑ For details about this function and its operation to the Copy Reference.

Reference

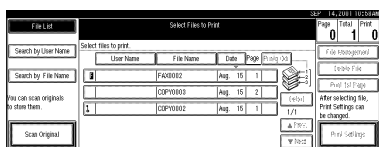
For more information about the Document Server, see p.39 “Document Server”.

Copying by Using the Document Server

You can print from the Document Server while using other functions.

- 1** Press the **[Document Server]** key.

The Document Server display appears on the panel display.



- 2** Select the desired documents, and then press **[OK]**.

Note

- ❑ When the optional Internal Tray, Internal Shift Tray, Finisher 500, or Finisher 1000 is installed on the machine, you can specify an output tray to which documents are to be delivered. For more information about how to specify an output tray for each function, see the following descriptions:
 - p.70 “Output: Copier”
 - p.70 “Output: Document Server”
 - p.70 “Output: Facsimile”
 - p.71 “Output: Printer”

Storing Documents in the Document Server

Storing Documents in the Document Server

- 1** Place originals.
- 2** Press the **[Document Server]** key.
The Document server display appears on the panel display.
- 3** Press the **[Scan Original]** key.
- 4** Press the **[Start]** key.
Documents are stored for the copier function.

Storing Documents while Copying

You can copy while storing files.

- 1** Place originals.
- 2** Press the **[Copy]** key.
The Copier display appears on the panel display.
- 3** Press **[Store File]**, and then press **[OK]**.
Both copying and storing documents will be started.
- 4** Press the **[Start]** key.

Storing Documents from the Fax display

You can select to store and transmit documents at the same time or store documents only.

- 1** Place originals.
- 2** Press the **[Facsimile]** key.
The facsimile display appears on the panel display.
- 3** Press the **[Store File]** key.
- 4** Press **[Store&Transmit]** or **[Store Only]**, and then press the **[OK]** key.
- 5** If you selected **[Store&Transmit]**, input the dial numbers. If you selected **[Store Only]**, go to step **6**.
- 6** Press the **[Start]** key.
If you selected **[Store&Transmit]**, the machine starts storing documents and transmitting them. If you selected **[Store Only]**, the machine starts storing documents.

Reference

For details about this function, refer to the "Facsimile Reference".


Storing Documents from Printer

If you want to store files from the printer, use this function from the printer driver.

Interrupt the Operating Function and Start Storing

Even if another function is operating, you can use the Document Server. Refer to the following procedure.

While Copying

- 1** Press the **[Clear/Stop]** key.
The copy job will be interrupted.
 - 2** Remove the originals.
 - 3** Press the **[Document Server]** key.
The Document Server display appears on the panel display.
 - 4** Place originals to be stored.
 - 5** Press the **[Scan Original]** key.
The machine starts storing documents.
-  **Note**
- If you want to go back to the copier function, press **[Copy]**.

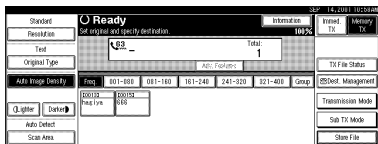
Facsimile Mode

Changing to Facsimile Mode

You can always use the machine as a facsimile when you are not copying.

1 Press the **[Facsimile]** key.

The facsimile display appears on the panel display.



Note

- The Memory Transmission/Reception function is performed automatically even when another function is being used. You need not switch the display. When data is received in memory, the Receive File indicator is lit.

Reference

For details, see the “Facsimile Reference”.

Printing a Received Fax

When you are not copying, a received fax is printed automatically. You do not need to switch to Facsimile mode. If you wish to print a received fax while copying, see below.

Preparation

Machine operations are different depending on the “Print Priority” settings (⇒ p.68 “General Features 1/2”) or “User Code Management” (⇒ p.84 “Key Operator Tools 1/2”).

Reference

⇒ p.35 “Multi-Access”

Printing a received fax while copying

❖ When “Print Priority” = “Fax” or “Display” (default)

The machine interrupts the copying and receives a fax. Upon completing the fax reception, it resumes the interrupted copying job.

❖ When “Print Priority” = “Interleave”

The machine performs the operations in the order in which they are initiated. If another function is initiated during operation, the machine completes the current operation before performing the operation of the function initiated.

❖ Printing a received fax in a hurry

Press the **[Facsimile]** key to switch to the facsimile display. The copying job is interrupted and the machine starts printing the received fax automatically. After printing the fax, press the **[Copy]** key and do the previous job again.

Sending a Fax

Sending a fax while printing a received fax

Scanning originals for memory transmission

The machine can scan your originals for memory transmission even while printing a received fax.

- 1 Complete the usual operations for sending a fax, then press the **[Start]** key.

Sending a fax while copying

- 1 Press the **[Facsimile]** key to switch to the facsimile display.
You can send a fax while copying.

 **Note**

- Remove any originals from your copy job.

- 2 Complete the usual operations for sending a fax, and then press the **[Start]** key.
- 3 After the transmission has finished, press the **[Copy]** key.
- 4 Reset the copy job originals, and then press the **[Start]** key.

The machine resumes the interrupted copy run.

Sending a fax while printing

- 1 Press the **[Facsimile]** key to switch to the fax display.

Printing is interrupted.

- 2 Complete the usual operations for sending a fax, and then press the **[Start]** key.

After the transmission has finished, printing re-starts.

When Scanning Other Jobs

- 1 You cannot scan originals to be sent by fax when scanning originals for another job.

Printer Mode

2

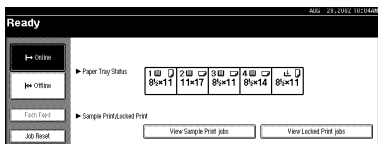
Changing to Printer Mode

To print from an application being run on a personal computer, you need not switch to printer mode on this machine. You must switch to printer mode, however, to perform the following operations:

- Form feeding
- Job reset
- Sample print
- Locked print

1 Press the **[Printer]** key.

The printer display appears on the panel display.



Reference

For details, see the “Printer Reference”.

Printing

The machine can receive print data while another mode is functioning.

1 Print the job from your computer.

Printing starts.

Reference

For details, see the “Printer Reference”.

Note

- If user codes have been set for the printer function as described on p.84 “User Code Management”, you must enter your user code from the Printer Driver.

Scanner Mode

Changing to Scanner Mode

This scanner unit has two scanner functions: “Network TWAIN Scanner” and “Network Delivery Scanner”.

Reference

To configure the function priority, see the “Scanner Reference”.

Limitation

- In the following cases, the machine cannot be used as a scanner.
 - While scanning originals for copying
 - While scanning a fax message for transmission
 - During immediate fax transmission
 - While scanning an original

Storing Documents in Memory

- 1** Place originals.
- 2** Press the **[Scanner]** key.
The scanner display appears on the panel display.
- 3** Press the **[Store File]** key.
- 4** The machine prepares to store the document.
- 5** Press the **[Start]** key.

Using the Network TWAIN Scanner

- 1** Place originals.
- 2** Configure the scan options using the computer.
- 3** Start the scan.

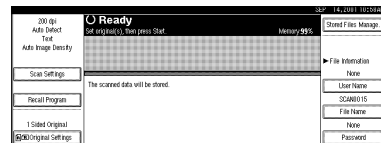
Reference

For more information, see the “Scanner Reference”.

Using the Network Delivery Scanner

- 1** Place originals.
- 2** Press the **[Scanner]** key.

The screen for the scanner mode appears.



- 3** Set the scan options, address and sender.
- 4** Press the **[Start]** key.

Reference

For more information, see the “Scanner Reference”.

Interrupting scanning

If you want to scan while copying or faxing, follow the procedure below.

Scanning while copying

Usually, you cannot use this machine as a scanner until it finishes copying.

 **Preparation**

Select Function Reset Timer to set "Instant". ⇒ p.69 "Function Reset Timer"

1 Press **[Clear/Stop]** key.

Copying is interrupted.

2 Remove the originals.

3 Press **[Reset]** key.

4 Start the scan.

 **Note**

- When the scan is completed, press the **[Copy]** key and restart copying.

Scanning while scanning a fax message for memory transmission

Usually, you cannot use the scanner function until scanning a fax message for memory transmission is completed.

 **Preparation**

Select Function Reset Timer to set "Instant". ⇒ p.69 "Function Reset Timer"

1 Press **[Clear/Stop]** key.

The fax message scan is interrupted.

 **Note**

- When using quick memory delivery, previously scanned originals will be delivered. For more information, see "Facsimile Reference".

2 Remove the originals.

3 Start the scan.

 **Note**

- When the scan is completed, press the **[Facsimile]** key and restart faxing.

Scanning while doing an Immediate Fax Transmission

Usually, you cannot use the scanner function while it is doing immediate fax transmissions.

 **Preparation**

Select Function Reset Timer to set "Instant". ⇒ p.69 "Function Reset Timer"

1 Press **[Clear/Stop]** key.

The immediate fax transmission is interrupted.

 **Note**

- Previously scanned originals will be delivered.

2 Remove the originals.

3 Start the scan.

 **Note**

- When the scan is completed, press **[Facsimile]** key and restart faxing.

Scanning while printing

You can scan without interrupting printing.

Multi-Access

You can carry out another job using a different function while the current job is being performed.

This allows you to handle your jobs efficiently regardless of how the machine is being used. For example:

- While making copies, you can scan documents to store in the Document Server.
- While printing documents saved in the Document Server, the machine can receive print data.
- You can make copies while receiving fax data.
- While printing print data, you can make operations for copying.

Performing multiple functions simultaneously like this is called Multi-accessing.

Note

- The chart below shows sample operations with "Print priority" set to "Interrupt" (⇒ p.68).
- : Operation is enabled when the relevant function key is pressed and remote switching (of the scanner) is done.
- : Operation is enabled when the [Interrupt] key is pressed to interrupt the preceding operation.
- : Operation is performed automatically after the preceding operation ends.
- ×: The operation must be started after the preceding operation ends. (Simultaneous operations are not available.)
- When the optional Internal Tray, Internal Shift Tray, Finisher 500, or Finisher 1000 is installed on the machine, you can specify an output tray to which documents are to be delivered. For more information about how to specify an output tray for each function, see the following descriptions:
 - p.70 "Output: Copier"
 - p.70 "Output: Document Server"
 - p.70 "Output: Facsimile"
 - p.71 "Output: Printer"

Sample operations

This chart is based on the following conditions:

- When “Print priority” is set to “Interrupt” (⇒ “Print Priority” on p.69 “Print Priority”)
- For details on operations under other conditions, contact your service representative.

2

		Mode after you select		Copy		Facsimile		Printer	
		Operations for Copying	Stapling	Sort	Operations for Copying	Transmission	Reception	Print	Scanner
		Mode before you select		Interrupt Copying		Facsimile Reception		Printer	
Copy	Operations for Copying	×	○	×	○	×	○	×	○
	Stapling	×	○	×	○	×	○	×	○
Interrupt Copying	Sort	×	○	×	○	×	○	×	○
	Operations for Copying	×	○	×	○	×	○	×	○
Facsimile Reception	Transmission Operation/Manual Reception Operation	●	●	○	○	×	×	○	○
	Scanning an original for Memory Transmission	×	×	×	×	×	×	○	○
	Memory Transmission	○	○	○	○	○	○	○	○
	Immediate Transmission	×	×	×	×	×	×	○	○
	Memory Reception	○	○	○	○	○	○	○	○
	Printing Received Data	○	○	○	○	○	○	○	○
Printer	Data Reception	○	○	○	○	○	○	○	○
	Printing	○	○	○	○	○	○	○	○
	Stapling	○	○	○	○	○	○	○	○
	Operations for Scanning	○	○	○	○	○	○	○	○
	Scanning	○	○	○	○	○	○	○	○
	Operations for Document Server	○	○	○	○	○	○	○	○
	Document Server	○	○	○	○	○	○	○	○
	Scanning a Document to Store in Document Server	○	○	○	○	○	○	○	○
	Printing from Document Server	○	○	○	○	○	○	○	○
	Printing from Document Server	○	○	○	○	○	○	○	○
	Sending a Facsimile from Document Server	○	○	○	○	○	○	○	○

	Mode before you select	Mode after you select		Copy			Facsimile				Printer		Scanner		Document Server		DeskTopBinder V2 Professional/Lite		
		Operations for Copying	Stapling	Sort	Operations for Copying	Copy	Transmission	Reception	Printing Received Data	Data Reception	Printing	Stapling	Operations for Scanning	Scanning	Operations for Document Server	Scanning a Document to Store in Document Server	Printing from Document Server	Printing from Document Server	Sending a Facsimile from Document Server
Printer Print	Data Reception	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Sort Print	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Stapling	○	↓	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Scanner	Operations for Scanning	●	●	●	○	○	●	●	○	○	○	○	○	○	○	○	○	○	○
	Scanning	×	×	×	×	×	×	×	○	○	○	○	○	○	○	○	○	○	○
Document Server	Operations for Document Server	●	●	●	○	○	●	●	○	○	○	○	○	○	○	○	○	○	○
	Scanning a Document to Store in Document Server	●	×	×	○	○	●	×	○	○	○	○	○	○	○	○	○	○	○
	Printing from Document Server	●	○ ^{*4}	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
DeskTopBinder V2 Professional/Lite	Printing from Document Server	○	○ ^{*4}	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Sending a Facsimile from Document Server	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○

^{*1} Simultaneous operations are only available after the preceding job documents are all scanned and the [Next Job] key appears.

^{*2} You can scan a document after the preceding job documents are all scanned.

^{*3} Simultaneous operations are only possible with an additional line installed and when the facsimile function is not using the line given line priority in the facsimile settings.

^{*4} During stapling, printing automatically starts after the current job.

^{*5} Stapling is not available.

^{*6} Simultaneous operations become available after you press the [Next Job] key.

^{*7} If you are making stapled copies with paper larger than A4, 8¹/₂" × 11" using the operational 1000 sheet finisher, subsequent operations using the finisher shift tray are suspended until the current job is finished.

^{*8} If you scan a document during printing, the scanning speed might be slow.

^{*9} During parallel receptions, any subsequent job is suspended until the receptions are completed.

! **Limitation**

- Stapling cannot be used at the same time for multiple functions.

 **Note**

- A machine with the Finisher 500 installed cannot accept other jobs while printing with the stapling operation.
- A machine with the Finisher 1000 installed, that is printing with the stapling operation on paper larger than A4, 8¹/₂" × 11" size starts the subsequent job (for which Internal Shift Tray is specified as the output tray) only after the current print job finishes.
- While printing is in progress, the scanning of a document using another function may take more time.



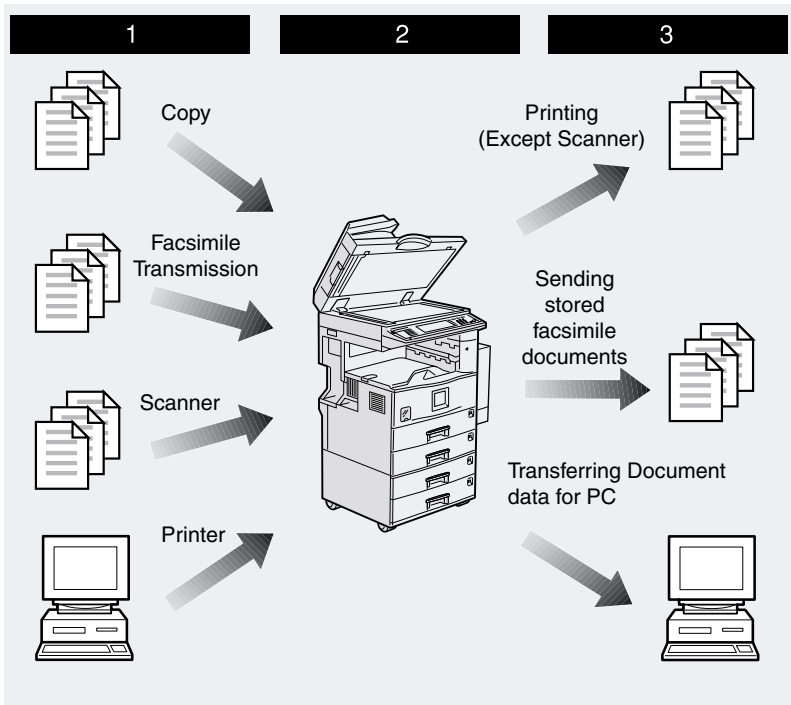
3. Document Server

Overview

The Document Server enables you to save documents in the machine memory and then edit and print them as you want.

You can save the following:

- Data from documents scanned using the document feeder
- Data from documents scanned using the exposure glass
- Data sent from a computer



Process

1 Prepare the documents you want to save.

2 Save the documents.

- The documents are saved in the machine memory.

3 Print the documents, send faxes, and transfer the documents and the data to a PC.

- You can print saved documents with any settings you desire at any time.
- Scanned document data can be transferred to a PC.
- You can resend saved documents you desire at any time.

Important

- Do not turn off the main power switch when the Operation Switch is on or the On indicator is lit. If you turn it off during an operation, the memory or hard disk might be damaged.
- Avoid any strong shocks to the machine. This could damage the hard drive or delete stored files. For precautionary reasons, files should be copied to another local computer.
- If trouble occurs in the internal hard disk unit of the machine, data saved on the hard disk may be lost. Therefore, the user should avoid using the internal hard disk as a recording and storage medium for important data. We assume no responsibility for any damage suffered by the user due to loss of data.

Limitation

- The Document Server function requires the optional Hard Disk Unit.
- Data for documents in the Document Server function list that were scanned in using the Scan function are not displayed.
- The documents stored by scanning are not available to print.
- You can fax documents stored using the facsimile feature.
- Optional Desk Top Binder V2 Professional or Desk Top Binder V2 Lite are required for transferring data to your computer.

Relationship between Document Server and Other Functions

The following table lists the relationship between the Document Server and other machine functions.

Function name	How to issue storage instructions	Displaying a list	Printing documents	Sending documents
Copy	Copy/ Document Server	Enabled	Enabled	Disabled
Printer	Personal computer	Enabled	Enabled	Disabled
Facsimile	Facsimile	Enabled	Enabled	Enabled
Scanner	Scanner	Disabled	Disabled	Disabled

Features and Benefits

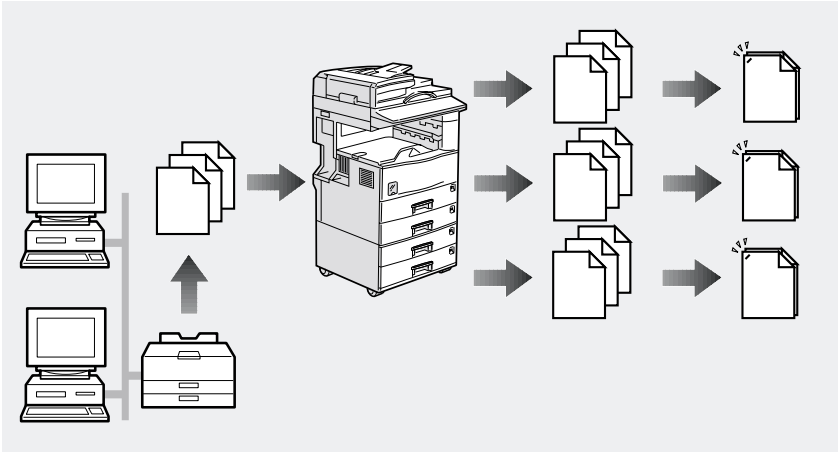
On Demand Printing

Use to print any saved document as required.

❖ **Your current situation might be...**

- When you need to print multiple sets of documents 2-sided and stapled together, you normally print the originals, make duplex copies and then staple them together manually.

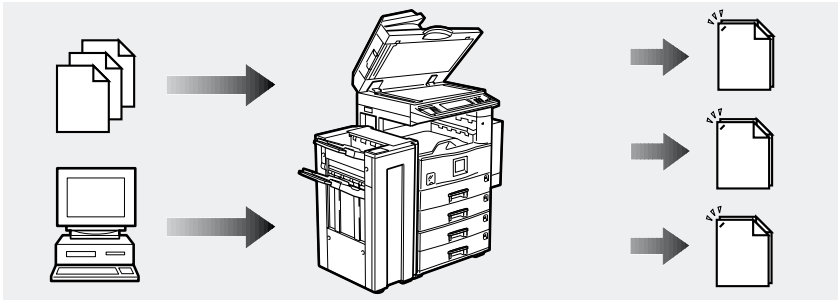
3



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❖ **With the Document Server**

If you save your document in the Document Server, you can print it out at any time with the necessary print settings, such as duplex and stapling. You can store fax documents and document data so that you can print them whenever necessary.



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Note

- Stapling and punching require the installation of the optional finisher.
- You can use a password to prevent others from printing saved documents.

File Merge Printing

You can combine multiple scanned documents to print them in one set.

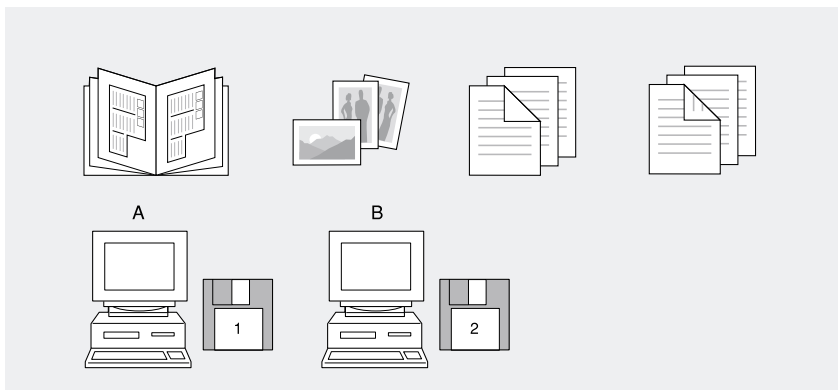
❖ Your current situation might be...

You want to combine several originals that are different in density, size, and paper weight.

You can merge documents that were created with different applications or that were created separately on different computers.

You can merge documents that were sent from a computer with paper originals that have been scanned such as the following:

- Scrapped and pasted originals
- Photo originals
- One sided originals
- Two sided originals



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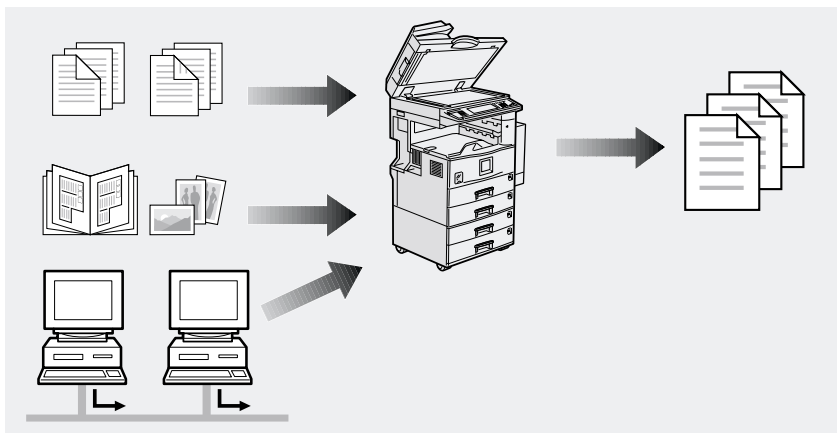
◆ With the Document Server

Set the print order to print documents together.

Merge and print fax documents, document data sent, and originals that have been scanned.

Merge documents created with different applications or created on different computers.

Store electronic originals created by a computer on the network and originals that have been scanned using the document feeder.



📌 Note

- ❑ You can check the print result by printing a sample set before making a large print run by pressing the **[Sample Copy]** key. If you are not satisfied with the print result of some pages of the set, you can scan that part again.

Facsimile Resend

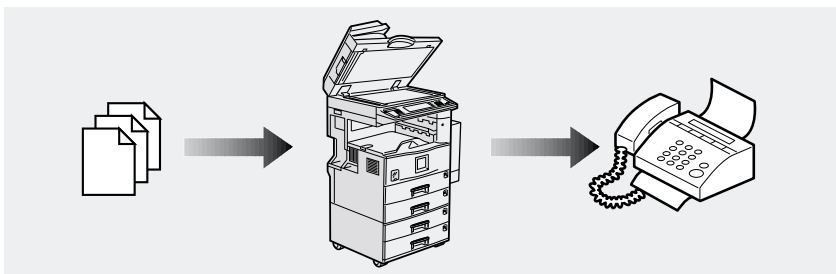
You can print or resend a sent document received by fax. This is useful when you want to send a large document that needs to be sent several times, since you do not have to scan the document each time.

❖ **You current situation might be...**

- When you need to retransmit multiples sets of the same documents, you have to scan them again and again.

❖ **With the Document Server**

You can send the original data stored in memory whenever necessary. You can merge and send data stored from a previous fax with additional scanned originals.



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Operation from a Computer

If you install Desk Top Binder V2 Professional or Desk Top Binder V2 Lite on your computer you can check the contents of the stored documents, print copies for confirmation and perform other operations. You can also delete data stored in the Document Server. In addition, you can also export documents stored in the Document Server to your computer as a file.

You can also perform tasks on data stored in the Document Server from your computer, rather than from the machine.

3

Note

- You can perform the following operations from your computer:
 - Search by File Name and User Name
 - Indicate easily the 1 st page of your documents
 - Display the document information, change the file name and the password
 - Delete documents
 - Copy documents to your computer
 - Print documents
 - Send the stored facsimile documents
- Optional Network Interface board and 64 MB memory or the Printer Scanner unit are required for operations from your computer. Desk Top Binder V2 Professional or Desk Top Binder V2 Lite must be installed on your computer.

Reference

For more detailed information, refer to Desk Top Binder V2 Professional/Lite manuals.

Scanning Originals

You can scan the originals you want to save in the Document Server using the control panel of the machine. The originals can be either on the exposure glass or in the document feeder.

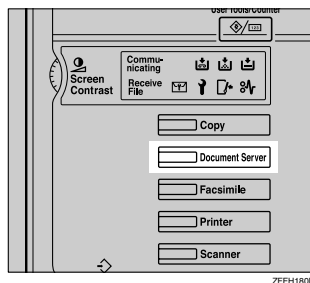
The saved documents will automatically be named in the order of scanning as “COPY0001”, “COPY0002”

Note

- ❑ Based on the factory settings, the machine automatically deletes documents from the Document Box one day (24 hours) after each document was saved. The user can disable the automatic deletion of documents or change the automatic deletion period, for example, to several days. For details, see p.99 “Auto Delete File”.
- ❑ You can change the file names that are assigned automatically.
- ❑ You can use a password to prevent others from printing saved documents.

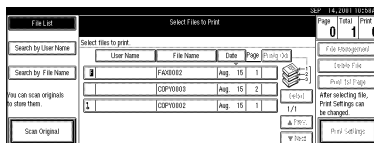
Scanning in Document Server Mode

- 1 Press the **[Document Server]** key.

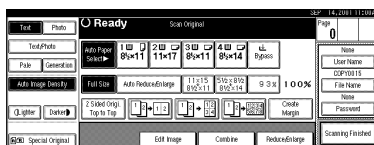


The “Select Files to Print” display appears.

- 2 Press the **[Scan Original]** key.



The “Scan Original” display appears.



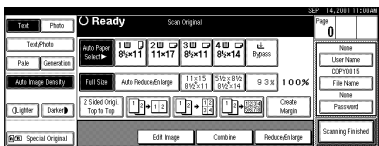
- 3 Enter a file name, user name, or password if necessary.

Note

- ❑ If you do not wish to register a file name, go to step 3.
- ❑ If you do not register a file name, one is automatically assigned.

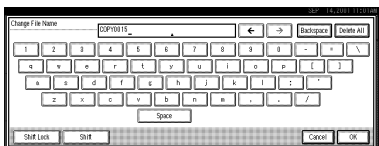
To change the file name

- 1 Press the [File Name] key.



The "Change File Name" display appears.

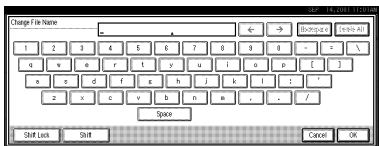
- 2 Press the [Delete All] key to delete the old file name.



Note

- You can also use the [Backspace] key to delete unnecessary characters.

- 3 Enter a new file name.



Note

- A string of up to 10 characters can be entered as a file name. Note that only eight characters of each file name are displayed in the document list.

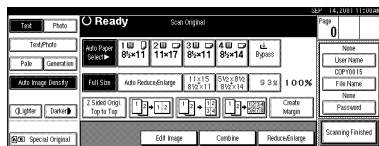
Reference

For more information about how to enter characters, see p.100 "Entering Text".

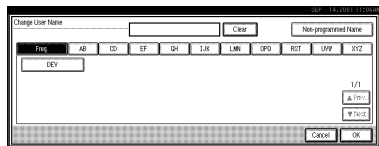
- 4 Click [OK].

To register or change the user name

- 1 Press the [User Name] key.

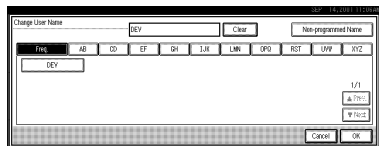


If user names have already been registered, the "Change User Name" display appears.



If user names have not been registered, go to step 4.

- 2 To change your user name to a registered user name, select a registered user name from the list, and then click [OK].

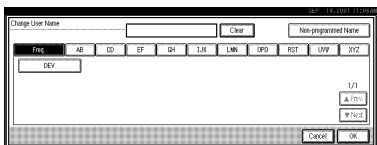


To change your user name to an unregistered user name, go to the next step.

Reference

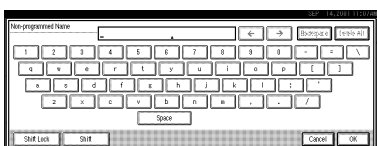
For more information about how to register users, see p.87 "To Register the New User Code".

- 3 To enter an unregistered user name, press the [Unregistered Name] key.



The screen used to enter the user name appears.

- 4 Enter the new user name.



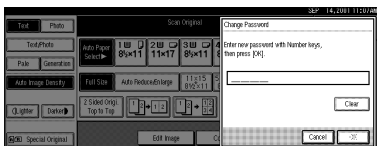
Reference

For more information about how to enter characters, see p.100 "Entering Text".

- 5 Click [OK].

To set or change the password

- 1 Press the [Password] key.
- 2 Enter the password using the number keys (4 digits).



Note

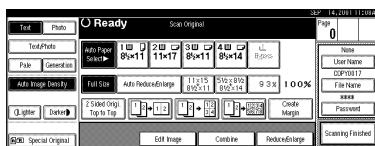
- To change the number entered, press the [Clear] or [Clear/Stop] key and enter a new number.
- 3 Press the [OK] or [#] key.

- 4 Place your originals either on the exposure glass or in the document feeder.

Reference

For more information about how to place the types of originals that can be placed, see the Copier Reference.

- 5 Make any desired settings.



Note

- Press the [Scanning Finished] key to cancel the file name, password, or print settings and return to the "Select Files to Print" display.

Reference

For details, see the explanations of each function in this manual.

- 6 Press the [Start] key.

The document is saved in the Document Server. The saved documents are displayed on the "Select Files to Print" display.

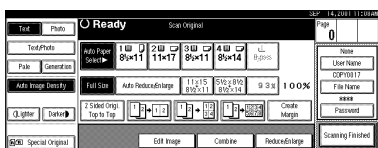
Note

- If you have placed your originals in the document feeder, the "Select Files to Print" display appears automatically after all originals have been scanned.
- If you have placed your originals on the exposure glass, press the [Scanning Finished] key after all originals have been scanned. The "Select Files to Print" display appears.
- To stop scanning, press the [Clear/Stop] key.

- ❑ To resume the paused scanning job, press the **[Resume]** key in the confirmation dialog box. To delete the saved images and cancel the job, press the **[Cancel]** key.
- ❑ When a password is stored, **1** appears on the left side of the file name.

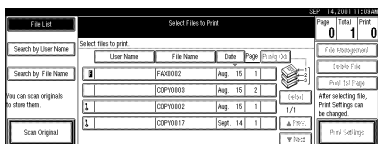
The line for the selected document is highlighted.

7 Press the **[Scanning Finished]** key.

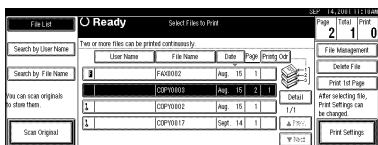


To change the file name, user name, or password

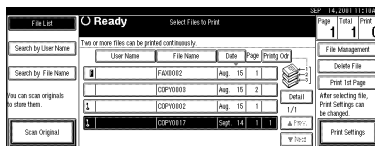
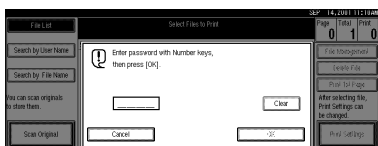
1 Select the document for which the user name, file name, or password is to be changed.



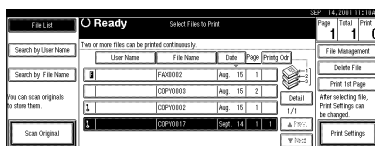
- If no password is set for the document, the line for the selected document is highlighted.



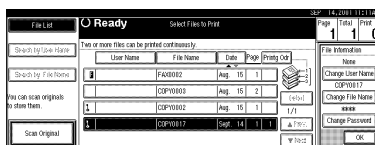
- If a password has already been set for the document, the password entry dialog box appears. Enter the password, and then click **[OK]**.



2 Press the **[File Management]** key.



3 Press the **[Change File Name]**, **[Change User Name]**, or **[Change Password]** key.



4 Enter the new file name, user name, or password using the letter keys or number keys.

Reference

For more information about changing the file name, see p.48 "To change the file name".

For more information about changing the user name, see p.48 "To register or change the user name".

For more information about changing the password, see p.49 "To set or change the password".

5 Press the **[OK]** key.

Printing Saved Documents

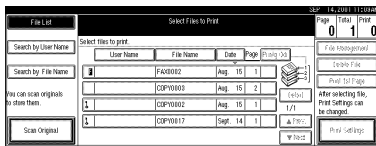
You can print any of the documents saved in the Document Server.

Follow these steps to select a document and print it out.

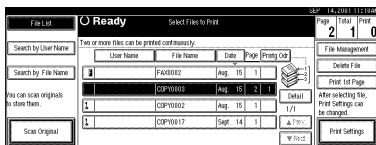
1 Press the **[Document Server]** key.

The “Select Files to Print” display appears.

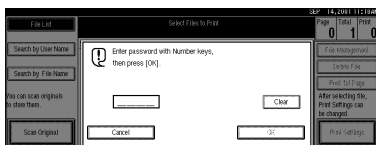
2 Press the line for the document you want to print.



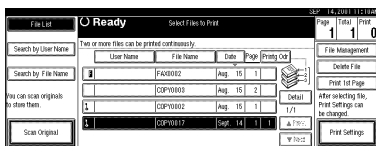
- If no password is set for the document, the line for the selected document is highlighted.



- If a password has been set for the document, the password entry dialog box appears. Enter the password, and then click **[OK]**.



The selected line is highlighted.



Note

- You can search for the document you desire by the file name or the user name. ⇒ p.58 “To Search by File Name”
- You can sort the files in order of **[User Name]**, **[File Name]**, or **[Date]**. Press the key you want to sort by.
- If the desired file name is not shown, see the next or previous screen using the **[▼ Next]** and **[▲ Prev.]** keys.
- If you cannot find the desired document using the names, you can print the first page of a document to check its contents. Press the line for the desired document, and press the **[Print 1st Page]** key followed by the **[Start]** key.
- Press the selected line again to cancel the print job.
- If you select a document which requires a password, the “Input the Password” window appears. Enter your password using the number keys, then press the **[OK]** key. To delete the value entered, press the **[Clear]** or **[Clear/Stop]** key. To cancel a selected document, press the **[Cancel]** key.

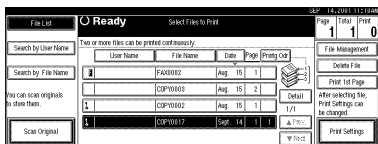
3 To print more than one document, repeat step 2 to select the desired documents in the order you want to print them out.

The selected order is shown in the priority column next to the selected document(s).

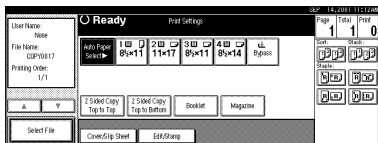
Note

- Up to 30 documents can be selected for printing.
- To change the print order, press the highlighted lines to cancel their selection, and then select them again in the order you want to print.
- Press the **[Clear Modes]** key to cancel all the settings.
- If you press the **[Print Odr]** key, the selected documents are displayed in printing order.

4 If you need to change any of the print settings, press the **[Print Settings]** key.



The "Print Settings" display appears.



Note

- The print settings made for printing in copier or printer mode are stored in the machine after printing and applied to the next printing. The print settings made in facsimile mode, however, are not stored.
- The print settings remain in the machine after printing.
- The print setting items are listed below. For more information about the print results according to each setting, see the Copy Reference.

◆ Binding format

- 2-Sided Copy Top to Top
- 2-Sided Copy Top to Bottom
- Booklet
- Magazine

◆ Cover handling

- Cover/Slip Sheet
- Edit/Stamp

◆ Finish

- Sort
- Stack
- Staple

- The print settings of the document you select first are applied to the merged documents.
- When multiple documents are printed at the same time, the print settings made for the document printed first are applied to all other documents.
- If you select multiple files, you can confirm the file names or print order of the files you selected in step 3 by scrolling through the list with the **[▼]** and **[▲]** keys.
- Press the **[Select File]** key to return to the "Select Files to Print" display.
- "Booklet", "Magazine", and "Stamp" cannot be set for documents saved in facsimile mode.
- "Booklet" and "Magazine" cannot be set for documents saved under multiple functions.

🔍 Reference

For details, see the explanations of each function in this manual.

5 Enter the required number of prints using the number keys.

 **Note**

- Up to 99 can be entered.
- To change the value entered, press the **[Clear/Stop]** key and enter the new value.
- If you print more than one set using the Sort function, you can check the print result by printing out only the first set. ⇒ p.54 “Sample Copy”.

6 Press the **[Start]** key.

The machine starts printing.

 **Note**

- To pause the print job, press the **[Clear/Stop]** key. In the confirmation dialog box, press the **[Resume]** key to resume it, or press the **[Cancel]** key to cancel it.

Stopping printing

You can stop printing in progress.

1 Press the **[Clear/Stop]** key.

The following confirmation dialog box appears.



2 Press the **[Yes]** key.

The printing operation stops.

 **Note**

- To cancel printing from being stopped, click the **[Print]** key in the confirmation dialog box. Printing then continues for the remaining part of the document.

Changing the number of copies during printing

You can change the number of copies during printing.

 **Limitation**

- The number of copies can only be changed with the Sort function selected in the print settings.

1 Press the **[Clear/Stop]** key.

The following dialog box appears.

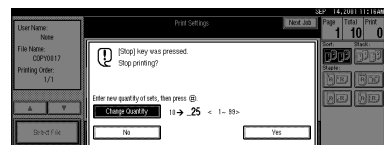


2 Click the **[Change Set Qty.]** key.

3 Use the number keys to enter a new number of copies.



4 Click the **[#]** key.



5 Click the **[Print]** key.

Printing restarts.

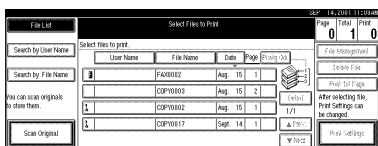
Sample Copy

If you print multiple sets using the Sort function, you can check if the print order or the print settings are correct by printing out only the first set using the **[Sample Copy]** key.

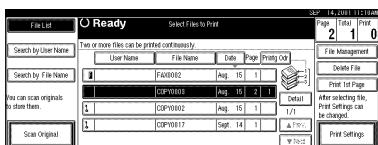
Limitation

- This function can be used only when the Sort function has been turned on.

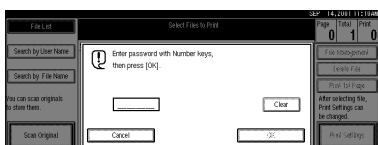
1 Select the document to be printed.



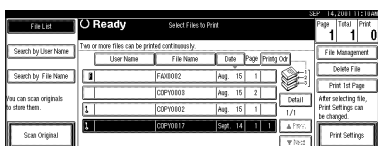
- If no password is set for the document, the line for the selected document is highlighted.



- If a password has been set for the document, the password entry dialog box appears. Enter the password, and then click **[OK]**.



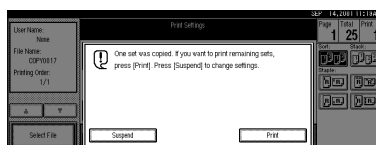
The selected line is highlighted.



Note

- You can search for a desired document by user or file name by using the **[Search by User Name]** or **[Search by File Name]** keys, respectively. ⇒ p.84 “User Code Management”
- You can sort document names in the list by the user names, file names, or dates. To sort the documents, click the **[User Name]**, **[File Name]**, or **[Date]** key.
- You can scroll up or down the file names listed by using the **[Prev.]** or **[Next]** key, respectively.
- To cancel a document selection, press the highlighted line for the selected document.

2 Press the **[Sample Copy]** key.



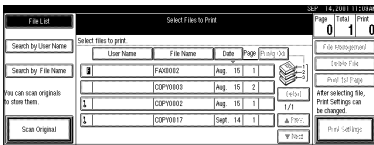
- 3 After the first set is printed out, press the **[Print]** key to print the rest of the print job. Press the **[Suspend]** key to cancel printing and return to the “Print Settings” menu for changing the settings.

Print First Page

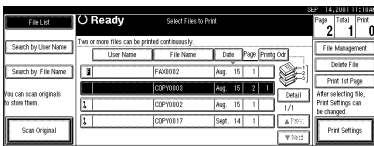
You can print the first page of the document selected in the “Select Files to Print” display to check the contents.

If more than one document is selected, the first page of each document is printed.

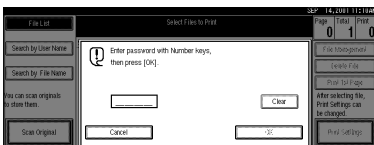
1 Select the document to be printed.



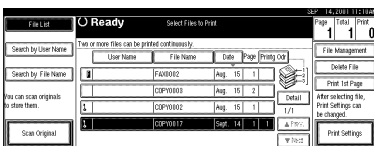
- If no password is set for the document, the line for the selected document is highlighted.



- If a password has been set for the document, the password entry dialog box appears. Enter the password, and then click [OK].



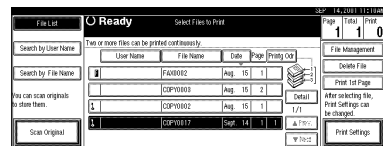
The selected line is highlighted.



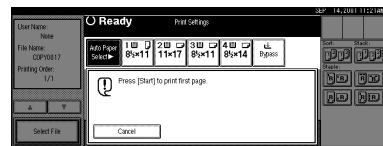
Note

- ❑ You can search for a desired document by the user or file name, using the [Search by User Name] or [Search by File Name] keys, respectively. ⇒ p.84 “User Code Management”
- ❑ You can sort document names in the list by the user names, file names, or dates. To sort the documents, click the [User Name], [File Name], or [Date] key.
- ❑ You can scroll up or down the file names listed by using the [Prev.] or [Next] key, respectively.
- ❑ To cancel a document selection, press the highlighted line for the selected document.

2 Click the [Print 1st Page] key.



The following confirmation dialog box appears.



3 Press the [Start] key.

The first page is printed out.

Note

- ❑ To cancel printing of the first page, click the [Cancel] key.

Deleting Saved Documents

All unnecessary documents should be deleted.

This section describes how to delete saved documents.

Important

- ❑ You can save up to 3,000 documents in the Document Server. No more documents can be saved when there are 3,000 documents in the Document Server. You should delete unnecessary documents.
- ❑ You can set the timer to delete the documents stored in the Document Server with the User Tools. ⇒ p.99 “Auto Delete File” in “Key Operator Tools 2/2”.

Note

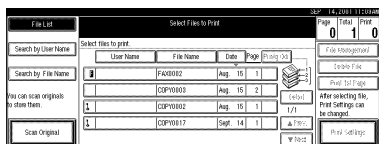
- ❑ You can delete all the saved documents at a time with the User Tools. ⇒ p.99 “Delete All Files” in “Key Operator Tools 2/2”.

Follow these steps to delete saved documents.

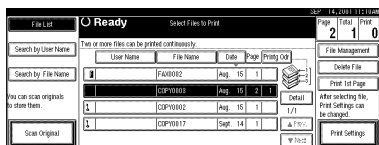
1 Press the **[Document Server]** key.

The “Select Files to Print” display appears.

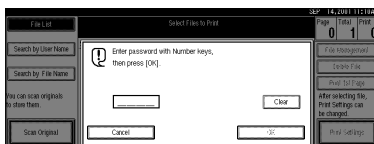
2 Select the document to be deleted.



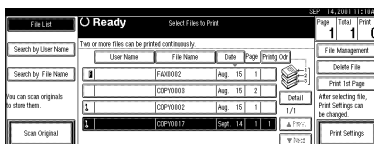
- If no password is set for the document, the line for the selected document is highlighted.



- If a password has been set for the document, the password entry dialog box appears. Enter the password, and then click **[OK]**.



The selected name is highlighted.



Note

- ❑ You can search for the document you desire by the file name or the user name. ⇒ p.58 “To Search by File Name”
- ❑ You can sort the files in order of **[User Name]**, **[File Name]**, or **[Date]**. Press the key you want to sort by.
- ❑ If the desired file name is not shown, see the next or previous screen using the **[▼ Next]** and **[▲ Prev.]** keys.
- ❑ If you cannot find the desired document using the names, you can print the first page of a document to check its contents. Press the line for the desired document, and press the **[Print 1st Page]** key followed by the **[Start]** key.
- ❑ Press the selected line again to cancel the print job.

- ❑ If you select a document which requires a password, the “Input the Password” window appears. Enter your password using the number keys, and press the **[OK]** key. To delete the value entered, press the **[Clear]** or **[Clear/Stop]** key. To cancel a selected document, press the **[Cancel]** key.

3 Repeat step 2 if you want to select more than one document.

4 Press the **[Delete File]** key.

A confirmation dialog box appears.

5 Press the **[Delete]** key to delete the document.



Note

- ❑ To cancel the delete operation, press the **[Do not Delete]** key.

Searching Saved Documents

You can use either the **[Search by File Name]** or **[Search by User Name]** key to search for documents stored on the Document Server. You can also list the stored documents in the order you prefer. If you install Desk Top Binder V2 Professional or Desk Top Binder V2 Lite on your computer, you can search and rearrange the documents from your computer.

❖ Search by File Name

You can search the documents stored in the Document Server by the file name.

❖ Search by User Name

You can search the documents stored in the Document Server by the user name.

To Search by File Name

This searches for documents on the Document Server that match a file name.

- 1 Press the **[Document Server]** key.
- 2 Press the **[Search by File Name]** key.
- 3 Enter the file name using the letter keys.

🔍 Reference

For details on entering characters, refer to p.100 "Entering Text".

- 4 Press the **[OK]** key.

Only the files beginning with the name entered appear in the "Select Files to Print" display.

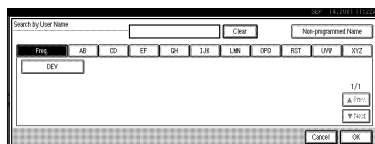
📝 Note

- ☐ To display all the files saved in the Document Server, press the **[All the files]** key.

To Search by User Name

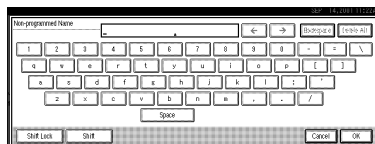
This searches for documents on the Document Server that match a user name.

- 1 Press the **[Document Server]** key.
- 2 Press the **[Search by User Name]** key.
- 3 To specify a registered user name, select the user name from the displayed list, and then click **[OK]**.



To specify an unregistered user name, follow the procedure below.

- 4 To specify an unregistered user name, click the **[Unregistered Name]** key. The entry dialog box below appears. Enter the unregistered user name in the entry dialog box, and then click **[OK]**.

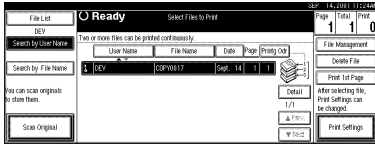


🔍 Reference

For more information about how to enter characters, see p.100 "Entering Text".

5 Press the [OK] key.

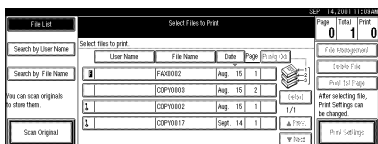
Only the files beginning with the name entered appear in the “Select Files to Print” display.

**Note**

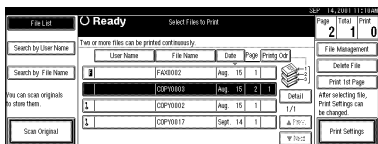
- To display all the files saved in the Document Server, press the [All the files] key.

To Check the Details of Stored Documents

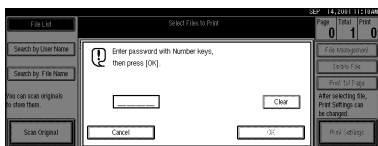
1 Select the document for which you want detailed information.



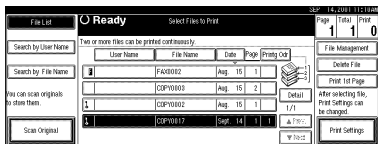
- If no password is set for the document, the line for the selected document is highlighted.



- If a password has been set for the document, the password entry dialog box appears. Enter the password and click [OK].



The selected name is highlighted.

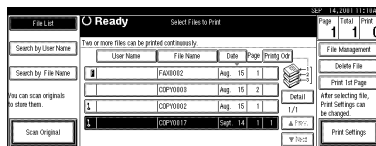


Note

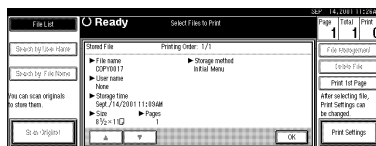
- You can search for a desired document by the user or file name, using the [Search by User Name] or [Search by File Name] keys, respectively. ⇒ p.84 "User Code Management"

- You can sort document names in the list by the user names, file names, or dates. To sort the documents, click the [User Name], [File Name], or [Date] key.
- You can scroll up or down the file names listed by using the [▲Prev.] or [▼Next] key, respectively.
- If you cannot determine the contents of a desired document by its file name, you can print just the first page of the document for checking purposes. To do this, select the document to be checked, and then click the [Print 1st Page] key.
- To cancel document selection, press the highlighted line for the selected document.

2 Press the [Detail] key.



The detailed information about the document is displayed.



Note

- If you have selected several documents, use the [▲] [▼] keys to view the details of each document.
- Click [OK]. The "Select Files to Print" display appears.

4. User Tools (System Settings)

Accessing the User Tools (System Settings)

This section is for the key operators in charge of this machine. You can change or set the machine's default settings.

Preparation

After using the User Tools, be sure to exit from the User Tools.

The selected key is highlighted.

Any changes you make with the User Tools remain in effect even if the main power switch or operation switch is turned off, or the **[Energy Saver]** key is pressed.

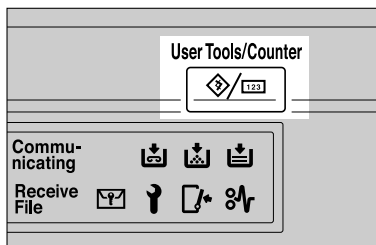
Reference

For information on the User Tools (Copy/Document Server Features), see the Copy Reference manual.

Changing the Settings

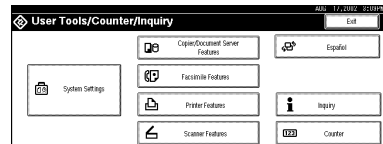
1 Press the **[User Tools/Counter]** key.

The User Tools Main Menu appears.

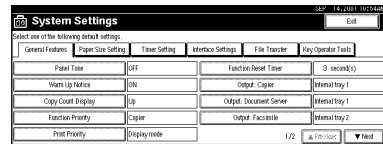


2 Press the **[System Settings]** key.

The System Settings menu appears.



3 Select the desired menu and press the desired key.



4 Change the settings by following the instructions on the display panel. Then press the **[OK]** key.

Note

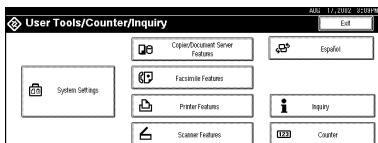
- [OK]**: Press to set the new settings and return to the previous menu.
- [Cancel]**: Press to return to the previous menu without changing any data.
- To cancel the changes made to settings and return to normal the function display, press the **[User Tools/Counter]** key.

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Exiting from the User Tools

- 1 After changing the User Tools settings, press the [Exit] key on the User Tools Main Menu.

Changing the User Tools is finished, and the machine is ready for copying.



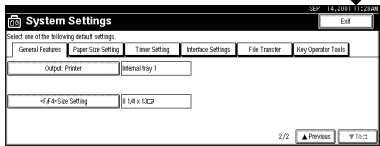
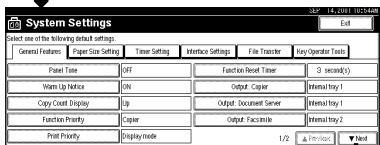
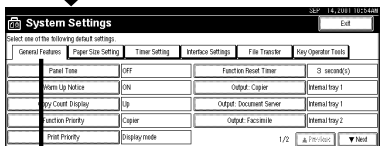
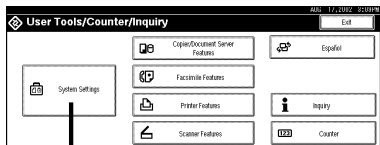
4

Note

- ❑ To exit from changing the machine's default settings and return to Copy mode, press the **[User Tools/Counter]** key.
- ❑ You can also exit from the User Tools by pressing the **[User Tools/Counter]** key.

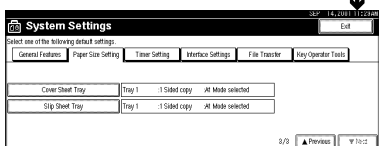
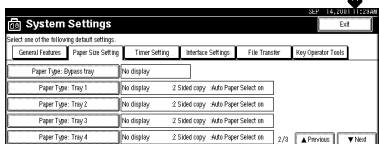
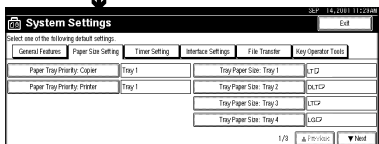
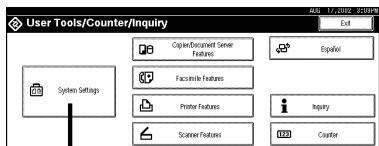
User Tools Menu (System Settings)

❖ “General Features ¹/₂” ⇒ p.68, “General Features ²/₂” ⇒ p.71



4

- ◆ “Paper Size Settings $1/3$ ” ⇒ p.72, “Paper Size Settings $2/3$ ” ⇒ p.74, “Paper Size Settings $3/3$ ” ⇒ p.75



4

❖ “Timer Setting” ⇒ p.77

The sequence shows three screenshots of the system settings interface:

- User Tools/Counter/Inquiry**: A menu with 'System Settings' highlighted. Other options include Copier/Document Server Features, Facsimile Features, Printer Features, Scanner Features, Inquiry, and Counter.
- System Settings**: The 'Timer Setting' tab is selected. The interface shows various timer settings:

Panel Tone	OFF	Function Reset Timer	0 seconds
Warm Up Notice	ON	Output Copier	Interval Tray 1
Copy Count Display	Up	Output Document Server	Interval Tray 1
Function Priority	Copier	Output Facsimile	Interval Tray 2
Print Priority	Display mode		
- System Settings**: The 'Timer Setting' tab is selected, showing more detailed timer settings:

Auto Off Timer	0 0 minutes	Scanner Auto Reset Timer	0 0 seconds
Panel Off Timer	0 0 minutes	Set Date	08/14/2001
System Reset Timer	0 0 seconds	Set Time	11:29:59AM
Copier/Document Server Auto Reset Time	0 0 seconds		
Facsimile Auto Reset Time	0 0 seconds		

❖ “Interface Settings/Network 1/2—2/2” ⇒ p.79

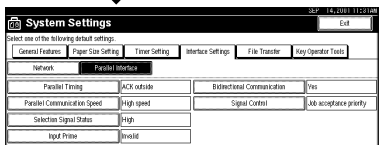
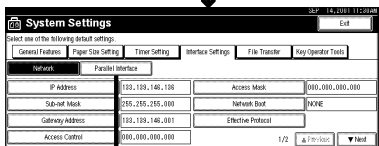
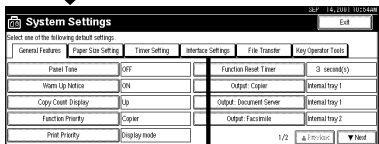
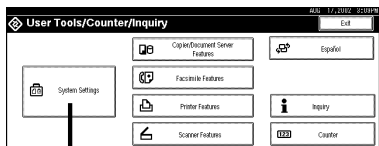
The sequence shows three screenshots of the system settings interface:

- User Tools/Counter/Inquiry**: A menu with 'System Settings' highlighted. Other options include Copier/Document Server Features, Facsimile Features, Printer Features, Scanner Features, Inquiry, and Counter.
- System Settings**: The 'Interface Settings' tab is selected. The interface shows various interface settings:

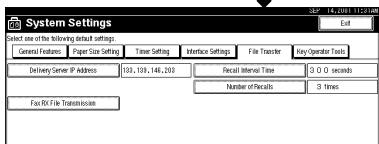
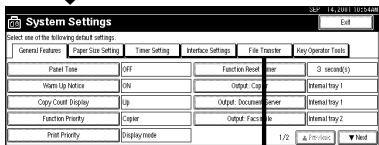
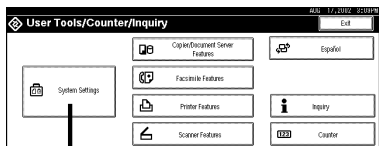
Panel Tone	OFF	Function Reset Timer	0 seconds
Warm Up Notice	ON	Output Copier	Interval Tray 1
Copy Count Display	Up	Output Document Server	Interval Tray 1
Function Priority	Copier	Output Facsimile	Interval Tray 2
Print Priority	Display mode		
- System Settings**: The 'Network' sub-tab is selected. The interface shows network settings:

IP Address	193.193.146.100	Access Method	000.000.000.000
Subnet Mask	255.255.255.000	Network Baud	1920K
Gateway Address	193.193.146.001	Effective Protocol	
Access Control	000.000.000.000		

◆ “Interface Settings/Parallel Interface” ⇒ p.81

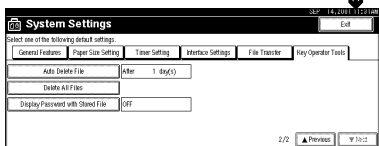
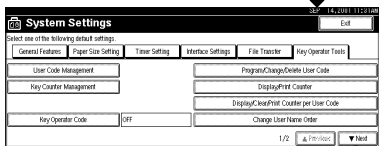
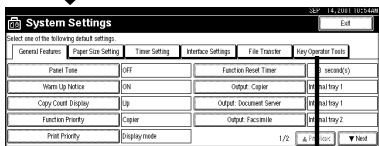
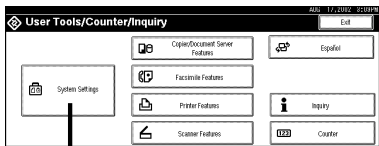


◆ “File Transfer” ⇒ p.82



4

◆ “Key Operator Tools 1/2” ⇒ p.84, “Key Operator Tools 2/2” ⇒ p.99



Settings You Can Change with the User Tools

Reference

For how to access the User Tools, see p.61 “Accessing the User Tools (System Settings)”.

General Features ¹/₂

❖ Panel Tone

The beeper (key tone) sounds when a key is pressed.

Note

Default: *ON*

❖ Warm Up Notice

Specify whether the beeper sounds when the machine becomes ready for copying after Energy Saver mode is deactivated or the power is turned on.

Note

If the “Panel Tone” setting is “Off”, the beeper does not sound irrespective of the “Warm Up Notice” setting.

Default: *ON*

❖ Copy Count Display

The copy counter can be set to show the number of copies made (count up) or the number of copies remaining to be made (count down).

Note

Default: *Up (count up)*

❖ Function Priority

You can specify the mode to be displayed immediately after the operation switch is turned on or System Reset mode is turned on.

Note

Default: *Copier*

❖ Print Priority

Set print priority for each mode.

- "Display mode"
Print priority is given to the mode displayed on the display.
- "Copier"
Print priority is given to the copy function.
- "Document Server"
Print priority is given to the Document server.
- "Facsimile"
Print priority is given to the fax function.
- "Printer"
Print priority is given to the printer function.
- "Interleave"
Prints jobs in the order in which they are initiated regardless of mode/function. Output from each function might be mixed. If you want to avoid such mixing, specify an independent tray for each feature using "Output". When using different functions, attaching internal tray 2 allows you to specify an independent tray for each function. If you want to attach one, contact your local dealer.

Note

- Default: *Display mode*
- When the optional Internal Tray, Internal Shift Tray, Finisher 500, or Finisher 1000 is installed on the machine, you can specify an output tray to which documents are to be delivered. For more information about how to specify an output tray for each function, see the following descriptions:
 - p.70 "Output: Copier"
 - p.70 "Output: Document Server"
 - p.70 "Output: Facsimile"
 - p.71 "Output: Printer"

Reference

⇒ p.35 "Multi-Access" or "Output" on ⇒ p.68 "General Features ¹/₂"

❖ Function Reset Timer

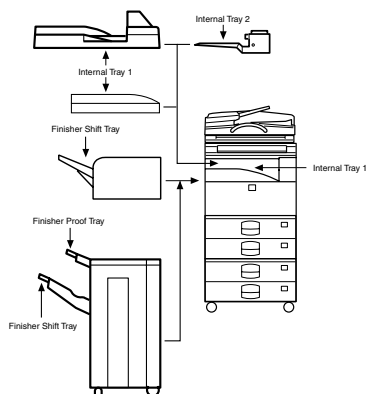
The length of time the machine waits before changing modes when using the multi-access function. This is useful if you make many copies where you have to change the settings for each copy. If you set a large value, you can prevent jobs from other functions interrupting the copy job. This setting is ignored if "Interleave" is set for "Print Priority".

Note

- Default: *Set Time*
- The Function Reset Timer setting is ignored if "Interleave" is set for "Print Priority" (⇒ p.69).
- When you select "Set Time", enter the time (3–30 seconds by 1 second steps) with the number keys.
- The default time setting is 3 seconds.

❖ Output: Copier

You can specify a tray to which documents are delivered.



- *Internal Tray 1*
- Internal Tray 2
- Finisher Proof Tray
- Finisher Shift Tray

❖ Output: Document Server

You can specify a tray to which documents are delivered.

- *Internal Tray 1*
- Internal Tray 2
- Finisher Proof Tray
- Finisher Shift Tray

Note

For details about output trays, refer to p.70 “Output: Copier”.

❖ Output: Facsimile

You can specify a tray to which documents are delivered.

- *Internal Tray 1*
- Internal Tray 2
- Finisher Proof Tray
- Finisher Shift Tray

Note

For details about output trays, refer to p.70 “Output: Copier”.

General Features ²/₂

❖ Output: Printer

You can specify a tray to which documents are delivered.

- *Internal Tray 1*
- Internal Tray 2
- Finisher Proof Tray
- Finisher Shift Tray

Note

- The output trays set on the Printer Driver have priority over the output tray specified above.
- For details about output trays, refer to the illustration in p.70 "Output: Copier".

❖ Prepare Stapling

Perform a test staple after replacing staples or removing jammed staples.

Note

- Press [OK] to prepare stapling.

❖ <F/F4> Size Settings

Currently three types of F size are available: 8¹/₂"×13", 8¹/₄"×13", and 8"×13". The document feeder or exposure glass sensor cannot distinguish these three types of originals. This function sets the F size for the document feeder or exposure glass sensor. Auto Paper Select or Auto Reduce/Enlarge can be used for F size originals based on this setting. You'll find it very convenient to use the machine with the F size setting.

Note

- Default: 8¹/₂"×13"

Output tray settings

Limitation

- You cannot interrupt the current job with a job of a different function that specifies stapling or sorting.
- You can interrupt the current job with an ordinary copy job or facsimile reception. The output tray used when the job is interrupted varies depending on the type of finisher shift tray and output tray specified for interruption.

❖ **When Finisher 500 is the finisher shift tray:**

- When the output tray specified for the interrupting job is the finisher tray, the interrupting job will be delivered to Internal Tray 1.
- When the output tray specified for the interrupting job is not the finisher tray, the interrupting job will be delivered to the specified output tray.

❖ **When Finisher 1000 is the finisher shift tray:**

- When the output tray specified for the interrupting job is the finisher tray, the interrupting job will be delivered to the Finisher Proof Tray.
 - When the output tray specified for the interrupting job is not the finisher tray, the interrupting job will be delivered to the specified output tray.
- When the Finisher 500 or Finisher 1000 is installed and stapling is specified for a job, the job will be delivered to the finisher shift tray regardless of the output tray specified.

Paper Size Settings ¹/₃

❖ **Paper Tray Priority (Copier)**

You can specify the output tray for delivery.

 **Note**

- Default: *Tray 1*

❖ **Paper Tray Priority (Printer)**

You can specify the output tray for delivery.

 **Note**

- Default: *Tray 1*

❖ **Tray Paper Size: (Tray 1–4)**

Select the size of the copy paper set in the paper tray.

❖ **The paper sizes you can set for trays 1, 3 and 4 are as follows:**

- A3 , B4 , A4 , A4 , B5 , B5 , A5
- 11"×17" , 8¹/₂"×14" , 8¹/₂"×11" , 8¹/₂"×11" , 5¹/₂"×8¹/₂" , 7¹/₄"×10¹/₂" , 7¹/₄"×10¹/₂" , 8"×13" , 8¹/₂"×13" , 8¹/₄"×13" , custom size (140-297 mm (5.46"-11.58") wide x 182-432 mm (7.09"-16.8") long)

◆ The paper sizes you can set for tray 2 are as follows:

- A3, B4, A4, A4, B5, B5, A5, A5, B6, A6, C5, C6, DL Env
- 11"×17", 8¹/₂"×14", 8¹/₂"×11", 8¹/₂"×11", 5¹/₂"×8¹/₂", 7¹/₄"×10¹/₂", 7¹/₄"×10¹/₂", 8"×13", 8¹/₂"×13", 8¹/₄"×13", 4¹/₈"×9¹/₂", 3⁷/₈"×7¹/₂", custom size (100-297 mm (3.9"-11.58") wide x 148-432 mm (5.77"-16.8") long)

 **Reference**

Copy Reference "Changing the Paper Size".

 **Important**

- If the specified paper size differs from the size of paper actually set in the paper tray, a paper misfeed might occur because the paper size is not detected correctly.

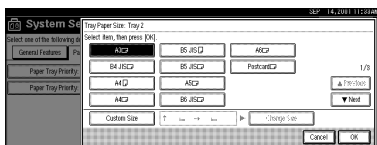
 **Note**

- The tray fence for the optional large capacity tray (LCT) is fixed. If you need to change the paper size, contact your service representative.
- If the paper size set for the dial in paper tray 1 and 2 is different to the paper size for this setting, the paper size of the dial has priority.
- If you load paper in tray 1 or 2 that is not available on the paper size dial, set the dial to "*".
- Default:
 - Tray 1: LT
 - Tray 2: DLT
 - Tray 3:
 - For optional paper-feed table: LT
 - For large capacity tray (LCT): LT
 - Tray 4: LG

Specifying a custom paper size

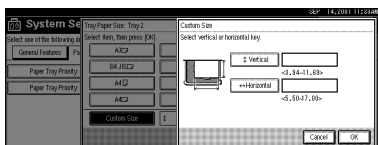
To use paper of a custom size, follow the procedure below to specify the custom paper size.

- 1** Click the [Custom Size] key on the "Tray Paper Size" display.



The "Custom Size" dialog box appears.

- 2** Press the [Vertical] or [Horizontal] key to specify the vertical or horizontal size, respectively. Then enter the size with the number keys, and then click the [#] key.



Note

- To correct the entered value, click the [Clear] key, and then enter the correct value.

4

- 3** Click [OK].

The specified custom size is then set and the "Tray Paper Size" display appears.

Paper Size Settings ²/₃

◆ **Paper Type (Bypass Tray)**

Sets the display so you can see what type of paper is loaded in the bypass tray.

◆ **The paper types you can set for the bypass tray are as follows:**

- Plain paper, Recycled paper, Special paper, Color paper, Letterhead, OHP, Label paper, Thick Paper, Thin paper

Note

- Default: *No display*

◆ **Paper Type (Tray1-4)**

Sets the display so you can see what type of paper is loaded in each of the paper trays. This information is used by the print function to automatically select the paper tray.

◆ **The paper types you can set for trays 1, 3 and 4 are as follows:**

- Plain paper, Recycled paper, Special paper, Color paper, Letterhead

❖ **The paper types you can set for tray 2 are as follows:**

- Plain paper, Recycled paper, Special paper, Color paper, Letterhead, OHP, Label paper, Thick Paper, Thin paper

 **Note**

Default:

- Paper Type: *No display*
- Copying Method: 2 Sided Copy
- Apply Auto Paper Select: Yes

- A key mark is displayed next to the paper tray if No is selected.

 **Limitation**

- Auto paper select can only be selected for the Copy function if No display and Recycled paper are selected. However, auto paper select is not used if No is selected.

Paper Size Settings ³/₃

❖ **Paper Type (LCT)**

Sets the display so you can see what type of paper is loaded in the large capacity tray.

❖ **The paper types you can set for LCT are as follows:**

- Plain paper, Recycled paper, Special paper, Color paper, Letterhead

 **Note**

Default

- Paper Type: No display
- Copying Method in Duplex: 2 Sided Copy
- Apply Auto Paper Select: Yes

- A key mark is displayed next to the paper tray if No is selected.

 **Limitation**

- Auto paper select is only selected for the Copy function if No display and Recycled paper are selected. However, auto paper select is not used if No is selected.

❖ Cover Sheet Tray (for Copy/Document Server function only)

Allows you to specify and display the paper tray to set cover sheets. After selecting the paper tray, you can also specify the display timing and copy method for two-sided copying.

 Note

- Default:
 - Tray to program: NONE
- The functions that use the Cover Sheet Tray setting are the front cover function and both covers function.
- When Mode Selected is selected, the cover settings options are only displayed when the cover function or slip sheet function is selected.
- You can only set the Copying Method in Duplex setting when At Mode selected is selected.

❖ Slip Sheet Tray (for Copy/Document Server function only)

Allows you to specify and display the paper tray to set slip sheets. After selecting the paper tray, you can also specify the display timing and copy method for two-sided copying.

 Note

- Default:
 - Tray to program: NONE
- When you use the Slip Sheet function, you can use the output tray specified in the Slip Sheet Tray setting.
- When At Mode selected is selected, the options are only displayed when the cover function or slip sheet function is selected.

 Reference

Copy Reference "Cover/Slip Sheet"

Timer Setting

When entering Set Time mode, if a key operator code has been set, you must enter the code (up to 8 digits). ⇒ p.86 “User Code”

◆ Auto Off Timer

The machine turns off automatically to conserve energy after a specified amount of time has past after a job. This function is called "Auto Off".

The machine status after the Auto Off operation is called "Off mode" or "Sleep mode". For the Auto Off Timer, specify the time to elapse before the Auto Off function is activated.

The Time can be set from 10 seconds to 240 minutes.

Note

- Default: 1 minute
- Enter numbers with number keys
- Use the [←] and [→] keys to switch between minutes and seconds.
- When in Off or Sleep mode, the machine can be ready for use within 10 seconds.
- Auto off may not work while an error is displayed.

◆ Panel Off Timer

Set the amount of time the machine waits before switching the panel off after copying has finished or the last operation is performed.

Note

- The default setting is the same time interval as the Auto Off Timer default setting, so the Panel Off Timer is not used. This setting is only used if the Auto Off Timer setting is set to a longer interval than the Panel Off Timer setting.
- The warm up time for making a copy from standby mode is three seconds.
- The default: 1 minute
- Enter a time interval between 10 seconds and 240 minutes with the number keys.
- Press the [←] or [→] keys to move the cursor between minutes and seconds.

◆ System Reset Timer

The System Reset setting is a setting that automatically switches to the screen for the function set in Function Priority. This happens if no operations are performed or when an interrupted job is cleared. This setting sets the system reset interval.

Note

- Default: Yes, 60 seconds
- The time can be set from 10 to 999 seconds.

❖ Copier/Document Server Auto Reset Timer

Specifies the time to elapse before the copier and Document Server functions are reset.

 Note

- If No is selected, the machine will not automatically switch to the user code entry screen, and you will not be able to limit who uses the machine.
- Default: Yes, 60 seconds
- The time can be set from 10 to 999 seconds.

❖ Facsimile Auto Reset Timer

Specifies the time to elapse before the facsimile function is reset.

 Note

- Default: 30 seconds
- The time can be set from 30-999 seconds.

❖ Scanner Auto Reset Timer

Specifies the time to elapse before the scanner function is reset.

 Note

- If No is selected, the machine will not automatically switch to the user code entry screen, and you will not be able to limit who uses the machine.
- Default: Yes, 60 seconds
- The time can be set from 10-999 seconds.

❖ Set Date

Set the date for the copier's internal clock.

 Note

- To change among year, month and day, press the [←] and [→] keys.

❖ Set Time

Set the time for the copier's internal clock.

 Note

- To change between minutes and seconds, press the [←] and [→] keys.

Interface Settings/Network ¹/₂—²/₂

❖ IP Address

Before using this machine with the network environment, you must configure the IP address.

Note

- Default: *011.022.033.044*
- Do not use an IP address that has been used for another machine. To get the addresses, contact your network administrator.
- Press the [**←**] or [**→**] key to move between each group of three numbers.
- Press [**Clear**] if you enter the wrong number.

❖ Sub-net Mask

A number used to mathematically "mask" or hide an IP address on the network by eliminating those parts of the address that are alike for all the machines on the network.

Note

- Default: *000.000.000.000*
- Press the[**←**] or [**→**] key to move between each group of three numbers.
- Press [**Clear**] if you enter the wrong number.

❖ Gateway Address

A gateway is a connection or interchange point that connects two networks. Configure the gateway address for the router or host computer used as a gateway.

Note

- Default: *000.000.000.000*
- To get the address, contact your network administrator.

❖ Access Control and Access Mask

You can control the client access. Access control and Access mask should be set together.

Note

- Default: *000.000.000.000*
- If you do not want to set any limitation for this machine, use the default settings.
- Press [**Clear**] if you enter the wrong number.
- If you set access control as 192.168.15.16, clients addresses might be assigned as follows:

Address for access mask	Client Address
000.000.000.000	xxx.xxx.xxx.xxx
255.000.000.000	192.xxx.xxx.xxx
255.255.000.000	192.168.xxx.xxx
255.255.255.000	192.168.15.xxx
255.255.255.255	192.168.15.16

❖ Network Boot

Select how to set an IP address from a client.

Note

- Default: *NONE*
- For details about settings, consult your network administrator.

❖ Effective Protocol

Select the protocol, to use in the network.

Note

- Default: *TCP/IP:Effective, NetWare:Effective, NetBEUI:Effective, AppleTalk:Effective*

❖ NW Frame Type

Select the frame type when you use NetWare.

Note

- Default: *Auto select*

❖ Ethernet Speed

Set the access speed for networks.

Select a speed that matches your network environment. "Auto Select" should usually be specified.

Note

- Default: *Auto select*

Interface Settings/Parallel Interface

❖ Parallel Timing

Specifies the timing setting for the parallel interface. Under normal circumstances, you will not need to change this setting.

Note

Default: *ACK outside*

❖ Parallel Communication Speed

Specifies the communication speed for the parallel interface. If the communication speed is set too fast, data transfers may not flow smoothly. If this occurs, change the setting to "Standard".

Note

Default: *High speed*

❖ Selection Signal Status

Specifies the level for the select signal setting of the parallel interface.

Note

Default: *High*

❖ Input Prime

Specifies whether the prime signal is active or inactive when an input prime signal is sent. Under normal circumstances, you will not need to change this setting.

Note

Default: *Invalid*

❖ Bidirectional Communication

Specifies the printer's response mode and so forth for a status request when using the parallel interface. If you experience problems when using other manufacturers printers, set this to "Off". However, if this is set to "Off", asynchronous functions will not work.

Note

Default: *Yes*

❖ Signal Control

Specifies the error processing settings for when an error occurs when printing from a computer or sending faxes. Under normal circumstances, you will not need to change this setting.

Note

Default: *Job acceptance priority*

File Transfer

Make these settings as required when using ScanRouter V2 Lite/Professional.

 **Note**

- The file transfer function requires the optional Hard Disk Unit.
- The optional ScanRouter V2 Professional is required for distributing received fax documents.

❖ **Delivery Server IP Address**

Specifies the IP address of the ScanRouter V2 Lite delivery server for distributing documents or data from the machine.

 **Note**

- Default: 000.000.000.000
- Press the [←] or [→] key to move between each group of three numbers.
- If you make a mistake, press and enter the correct number.
- You must also set the delivery server IP address on ScanRouter V2 Lite/Professional. The relevant setting on the machine will be overwritten by the delivery server IP address set on ScanRouter V2 Lite/Professional.

❖ **Fax RX File Transmission**

- **Setting per Line**
Specifies whether or not received fax documents should be sent to ScanRouter V2 Professional for each of the fax lines.

 **Note**

- Default: *G3 Port 1/Do not Deliver, G3 Port 2/Do not Deliver, G3 Port 3/Do not Deliver*

- **Print at Delivery**
Specifies whether or not received fax documents that are sent to ScanRouter V2 Professional should also be printed by the machine at the same time.

 **Note**

- Default: *No*

- **File to Deliver**
Specifies whether all received fax documents or only received fax documents that include delivery codes (documents with an ID and F code) should be sent to ScanRouter V2 Professional.

 **Note**

- Default: *File with Dlvry Code*

- **Delivery Failure File (Dlvry Failure File)**
If a received fax document cannot be sent to ScanRouter V2 Professional, the document is stored in the machine's memory. To print this stored data, select "Print File"; to delete the data, select "Delete File".

 **Note**

- If the machine can send data to ScanRouter V2 Professional, data is sent automatically.
- If you delete the data, you will not be able to distribute or print the data.

◆ **Recall Interval Time**

Specifies the interval the machine waits before resending data or a document, if it could not be sent to ScanRouter V2 Professional.

 **Note**

- Default: *300 Seconds*
- Enter an interval within the range of "60 -999 seconds" (in one second intervals) with the number keys.
- This setting is for the Scanner function. The distribution of received fax documents will still be performed.

◆ **Number of Recalls**

 **Note**

- Default: *No*
- Enter the number of times within the range of "1 to 99" with the number keys.
- This setting is for the Scanner function. The distribution of received fax documents will still be performed.

Key Operator Tools ¹/₂

If an access code has been set, you cannot use the Key Operator Tools unless you enter the access code (max. 8 digits). ⇒ p.84 “Key Operator Code”

Reference

For details about user codes, ⇒ p.86 “User Code”

◆ User Code Management

Allows you to control who uses the machine by setting user codes for users. To use function with "User Code Management" set to "ON", you must enter a registered user code. User codes must be registered for user code management. For more information about user codes, see p.86 “User Code”.

Note

- Default: *Copier/OFF, Document Server/OFF, Facsimile/OFF, Scanner/OFF, Printer/Auto Program*
- By using “Auto Registration” for the printer, you can keep a print log for each user code entered from the driver.

◆ Key Counter Management

Use the key counter to specify whether users are limited or not.

Note

- Default: *Copier/OFF, Document Server/OFF, Facsimile/OFF, Scanner/OFF, Printer/OFF*

◆ Key Operator Code

Important

- The administrator must properly manage the key operator codes set for the machine.

This specifies whether or not to use passwords (max. 8 digits) to control use of the “Timer Setting” or “Key Operator Tools” settings for the access codes.

Note

- Default: *OFF*
- If you select “ON”, enter the access code (max. 8 digits) with the number keys, and then select “Partial” or “All Initial Settings” to set the access limit.
 - If you selected “Partial”
 - An access code is only required for the “Timer Setting”, “Key Operator Tools” initial settings and for “Key Operator Tools” for the fax initial settings. “MENU PROTECT” will be set for “CHANGE/CONTROL” in the printer initial settings.

- If you selected “All Initial Settings”
An access code will be required to access all the items in the System Settings, Copier/Document Server Features, Facsimile Features, Printer Features, and Scanner Features.
- If you select “All Initial Settings”, you will need to enter the access code to access the Key Operator Code screen.

◆ Program/Change/Delete User Code

Adds, changes or deletes user codes (max 8 digits).

Note

- You can register up to 100 user codes. If you add the optional extension module, you can register up to 500 user codes.
- You can also register user codes from SmartNetMonitor for Admin (printer option required).
- Even if you change the user codes, the counter values are not cleared.
- If you clear a user code, the counter values associated with it are also automatically cleared.
 - **[Program/Change]**
This registers new user codes and changes the functions that can be used with user codes and user names.
 - **[Delete]**
Deletes a user code.
 - **[Delete All]**
Deletes all the user codes.

◆ Display/Print Counter

Allows you to view and print the various counters.

- **Display/Print Counter**
Displays counters for each functions (Total, Copier, Facsimile, and Printer).
- **Print Counter List**
Prints out a list of counters for all functions (Total, Copier, Facsimile, Printer, A3/DLT, 2-Sided Copy and Staple).
 - ① If you want to print Counter List, press **[Print Counter List]**, and then press start.

Note

- If you do not want to print, then press **[Cancel]**.
- ② Press **[Exit]**

❖ Display/Clear/Print Counter per User Code

Allows you to view and print the various counters accessed with user codes and to set the values to 0.

Important

- If you use "Delete All" for the user codes, the user code names (Fax function), counter values, and communication settings will also be deleted. Be sure to print the list of these settings before pressing the "OK" key.

Note

- Press the [▲] and [▼] keys to show all counters.
 - Print Counter per User Code
Prints the counter values for each of the user codes.
 - Clear Counter per User Code
Sets the counter value for each of the user codes to 0.

❖ Change User Name Order

Changes the order of the registered user codes.

Note

- You can rearrange the order of items on the same page, but you cannot move the items to another page. For example, you cannot move an item from "PLANNING" to "DAILY".
- Select the user code you want to move and press the [←], [↑], [↓], and [→] keys to change its position. To move it to the end, press "To End".

User Code

By registering user codes, you can limit the users of each function and check their use of each function. By installing an optional key card in the machine, you can summarize and manage the use data on each function and manage the users of each function in more detail.

The management and control items for each function are as follows:

❖ Copier

Limits the users who can use the Copy function and manages the use of each user code.

Note

- Specify "ON" for "Copier" in the User Code Management settings (⇒ p.84).

❖ Document Server

Limits the users who can use the Document Server function and manages the use of each user code.

Note

- Specify "ON" for "Document Server" in the User Code Management settings (⇒ p.84).

◆ Facsimile

Limits the users who can use the Fax function and manages the use of each user code.

Note

- Specify "ON" for "Facsimile" in the User Code Management settings (⇒ p.84).

◆ Printer

Limits the users who can use the Printer function and manages the use of each user code.

Note

- Specify "ON" for "Printer" in the User Code Management settings (⇒ p.84).

◆ Scanner

Limits the users who can use the Scanner function and manages the use of each user code.

Important

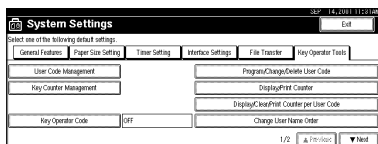
- The functions associated with each user code are the same. If you change or delete user codes, the management data and limits associated with that user code will become invalid.

Note

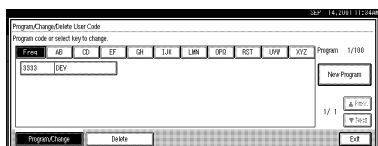
- Specify "ON" for "Scanner" in the User Code Management settings (⇒ p.84).

To Register the New User Code

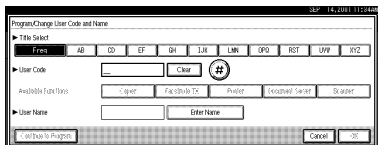
- 1** Press the **[User Tools/Counter]** key.
- 2** Press the **[System Settings]** key.
- 3** Press the **[Key Operator Tools]** key.
- 4** Press the **[Program/Change/Delete User Code]** key.



- 5** Press **[New Program]** key.



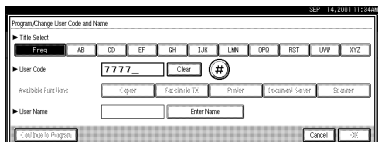
6 Press the key for the classification you want to use from “Title Select”.



Note

- The keys you can select are as follows.
 - **[Freq.]**... Added to the page that is displayed first.
 - **[AB], [CD], [EF], [GH], [IJK], [LMN], [OPQ], [RST], [UVW], [XYZ]**,... Added to the list of items in the title selected.
- You can only select one page for “Title Select”.

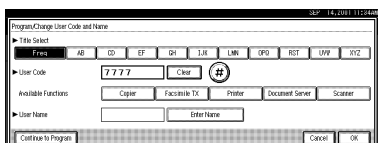
7 Enter the user code (8 digits max), and then press the [#] key.



Note

- If you make a mistake, press the **[Cancel]** or **[Clear/Stop]** key, and then enter the code again.

8 Select the functions to be used with the user code from “Available Functions”.

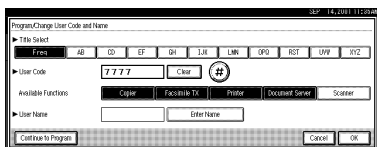


Note

- The functions that can be selected are as follows.
 - **[Copier], [Facsimile TX], [Printer], [Document Server], [Scanner]**
- Select “Yes” for each function of the user code. ⇒ p.84 “User Code Management”

4

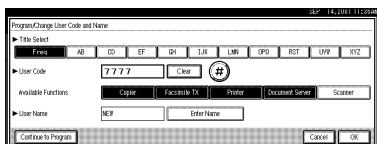
- 9** Press [Enter Name], and then enter the name for the user code.



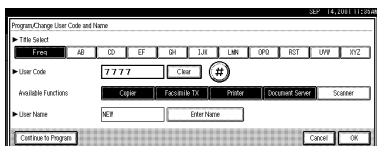
Note

- For details on how to enter the name for the user code, see p.100 “Entering Text”.
- This can be used to attach the user name to documents in the Document Server. You do not need to enter a user code for this. → Functions, Document Server, in the Copy Reference manual.

- 10** To continue registering user codes, press [Continue to Program], and then repeat the procedures from step **6**.

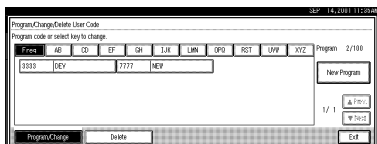


- 11** Press the [OK] key.



- 12** Press the [Exit] key.

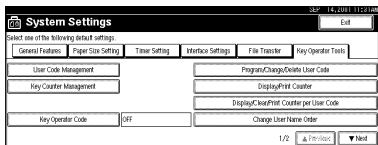
The display returns to the initial settings screen.



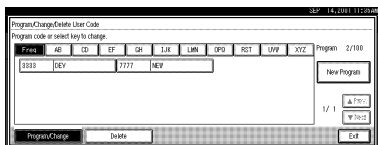
Changing the User Code

- 1** Press the [User Tools/ Counter] key.
- 2** Press the [System Settings] key.
- 3** Press the [Key Operator Tools] key.

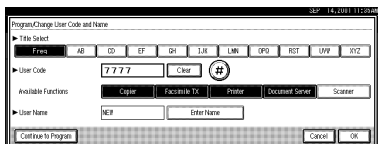
4 Press the [Program/Change/Delete User Code] key.



5 Select the user code you want to change.



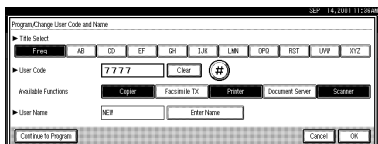
6 Enter the new information for the item that you want to change.



Note

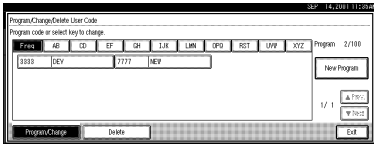
- To change a user code, select the [Clear] key, enter a new user code with the number keys, and then select the [#] key.
- For "Available Functions", highlighted buttons indicate the currently available functions. To disable an available function, select the corresponding button so that it is not highlighted. To enable an unavailable function, select the corresponding button to highlight it.
- To change a user name, select the [Enter Name] key, and then enter a new user name in the input dialog box. For more information about how to enter characters, see p.100 "Entering Text".

7 Press the [OK] key.



8 Press the [Exit] key.

The display returns to the initial settings screen.



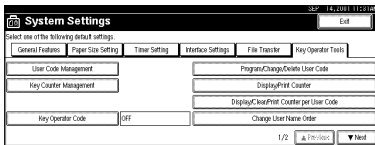
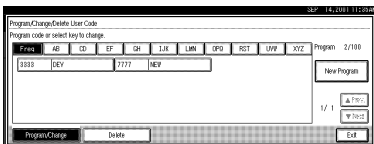
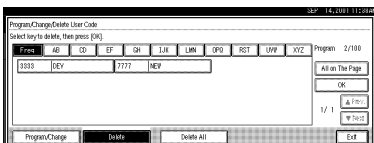
Clearing the User Code

Important

- This operation also deletes a user code registered for multiple functions. Current be specific using the deleted user code will be disabled.

4

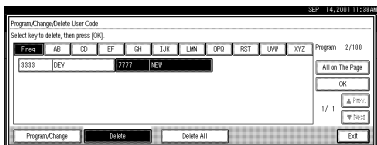
To clear a user code

1 Press the [User Tools/ Counter] key.**2** Press the [System Settings] key.**3** Press the [Key Operator Tools] key.**4** Press the [Program/Change/Delete User Code] key.**5** Press the [Delete] key.**6** Select the user code you want to delete.

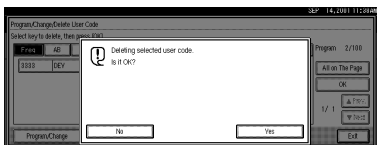
Note

- Press [All on The Page] when you want to select all the user codes displayed on the page.

7 Press the [OK] key.



8 Press [Yes] in the confirmation screen.

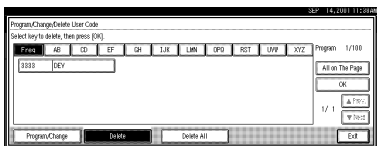


Note

- If you don't want to quit deleting, press [No].

9 Press the [Exit] key.

The display returns to the initial settings screen.



To delete all user codes

Using “Print Counter”, you can check the user code for each print job for the Copy/Document Server function, Printer function, and Facsimile function.

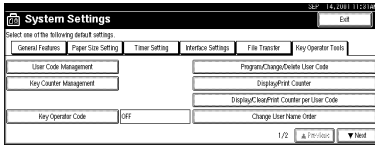
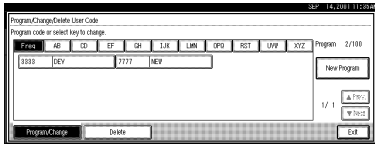
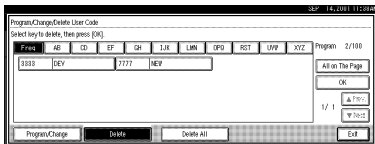
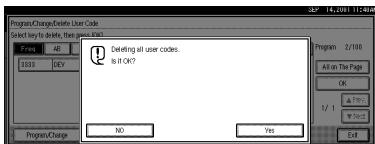
Important

- Using [Print Counter], you can check the user code for each print job for the Copy/Document Server function, Printer function, and Facsimile function.

1 Press the [User Tools/ Counter] key.

2 Press the [System Settings] key.

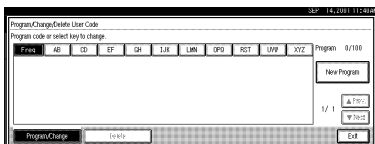
3 Press the [Key Operator Tools] key.

4 Press the [Program/Change/Delete User Code] key.**5** Press the [Delete] key.**6** Press the [Delete All] key.**7** Press [Yes] in the confirmation screen.**Note**

- If you don't want to quit deleting, press [No].

8 Press the [Exit] key.

The display returns to the initial settings screen.



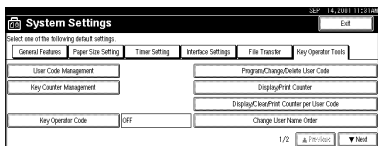
To display the counter for each user code

Using “Print Counter”, you can check the user code for each print job for the Copy/Document Server function, Printer function, and Facsimile function.

Using “Transmission Counter” you can check the number of pages sent by fax and the charge for each fax sent.

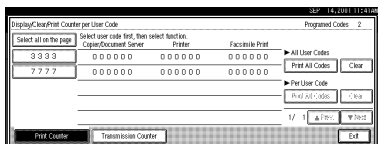
- 1** Press the **[User Tools/ Counter]** key.
- 2** Press the **[System Settings]** key.
- 3** Press the **[Key Operator Tools]** key.
- 4** Press the **[Display/Clear/Print Counter per User Code]** key.

4



- 5** Press the **[Print Counter]** key or **[Transmission Counter]** key.

The individual function counters for each user code are displayed.

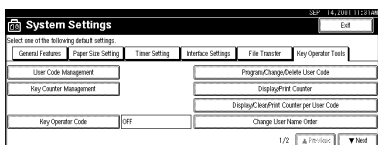


Printing the Counter

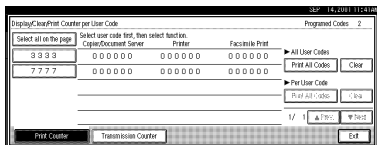
Printing the Number of Prints (Counter) for Each User Code

You can print out how many prints were used for Copier/Document Server, Printer, and Fax for each user code.

- 1** Press the **[User Tools/Counter]** key.
- 2** Press the **[System Settings]** key.
- 3** Press the **[Key Operator Tools]** key.
- 4** Press the **[Program/Change/Delete User Code]** key.



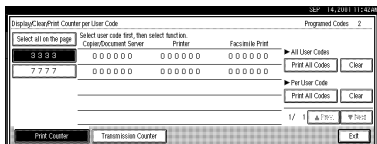
5 Select a User Code from the left side of the display.



Note

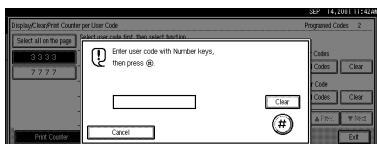
- Press **[All on The Page]** if you want to select all user codes on the page.

6 Press **[Print All Codes]** of Per User Code.

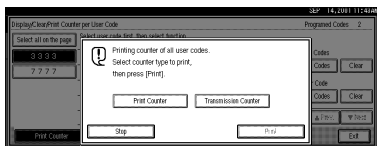


Note

- When "ON" is specified for the relevant function in the User Code Management settings (⇒ p.84), the user code input dialog box appears. Enter a registered user code, and then click the **[#]** key.



7 Press either **[Print Counter]** or **[Transmission Counter]**.



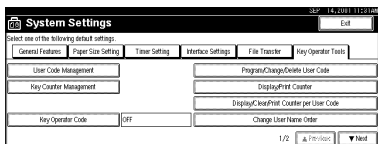
Note

- You can select both **[Print Counter]** and **[Transmission Counter]** at the same time.

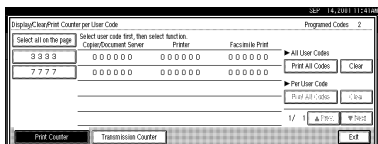
8 Press **[Print]**.

Printing the Number of Prints (Counter) for All User Codes

- 1** Press the **[User Tools/Counter]** key.
- 2** Press the **[System Settings]** key.
- 3** Press the **[Key Operator Tools]** key.
- 4** Press the **[Display/Clear/Print Counter per User Code]** key.



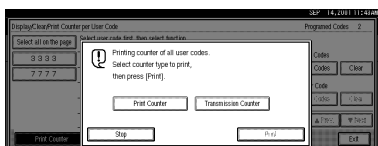
- 5** Press **[Print All Codes]** of **All User Code**.



Note

- If **[User Code Management]** is set to **[ON]**, enter the code.

- 6** Press either **[Print Counter]** or **[Transmission Counter]**.



Note

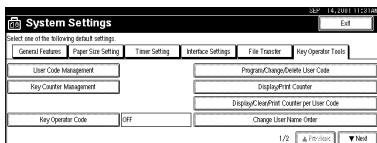
- You can select both **[Print Counter]** and **[Transmission Counter]** at the same time.

- 7** Press **[Print]**.

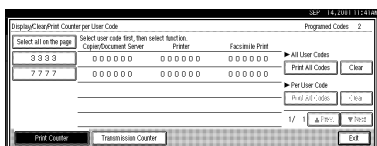
Clearing the Counter

Clearing the Number of Prints (Counter) for Each User Code

- 1 Press the [User Tools/Counter] key.
- 2 Press the [System Settings] key.
- 3 Press the [Key Operator Tools] key.
- 4 Press the [Display/Clear/Print Counter per User Code] key.



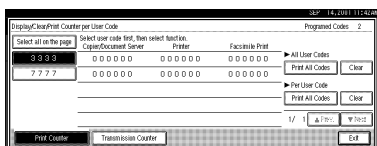
- 5 Select a User Code from the left side of the display.



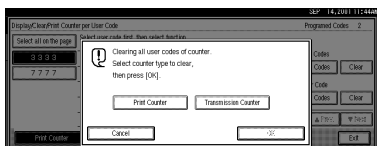
Note

- Press [All on The Page] if you want to select all user codes on the page.

- 6 Press [Clear] for Per User Code.



- 7 Press either [Print Counter] or [Transmission Counter].

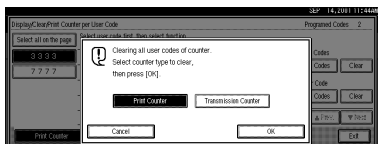


Note

- You can select both [Print Counter] and [Transmission Counter] at the same time.

8 Press [OK].

The user code counter will be clear.



Note

- If you want to cancel the operation, press [Cancel].

Clearing the Number of Prints (Counter) for All User Codes

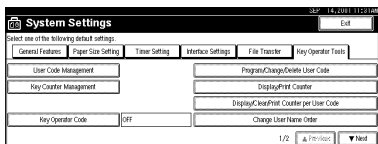
4

1 Press the [User Tools/Counter] key.

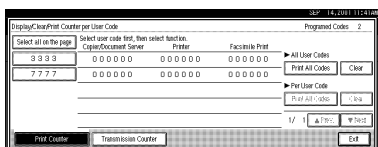
2 Press the [System Settings] key.

3 Press the [Key Operator Tools] key.

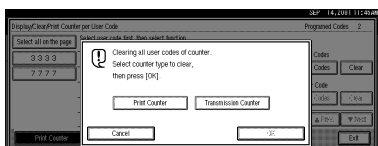
4 Press the [Display/Clear/Print Counter per User Code] key.



5 Press [Clear] for All User Codes.



6 Press either [Print Counter] or [Transmission Counter].

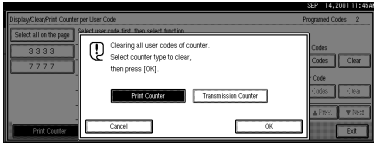


Note

- You can select both [Print Counter] and [Transmission Counter] at the same time.

7 Press **[OK]**.

All user code counters will be clear.

**Note**

- If you want to cancel the operation, press **[Cancel]**.

Key Operator Tools ²/₂

4

◆ Auto Delete File

You can select whether the files on the Document Server will be deleted after a specified amount of time or not.

Note

- Default: *No*
- When "Yes" is selected for "Auto Delete File", the Auto Delete File function applies to the files stored after the "Yes" setting is made.
- When "No" is selected for "Auto Delete File", files stored on the Document Server are not deleted.
- If you select **[Yes]**, you can set the time interval from 1 to 180 days by one day steps.
- The factory setting for the time interval is "1 Day". With this factory setting, documents are deleted one day (24 hours) after being stored on the Document Server.

◆ Delete All Files

You can delete all stored files on the Document Server.

Note

- You can delete stored files even if a password is set for a file.
- A confirmation dialog box appears. To delete all stored files, click **[OK]**.

◆ Display Password with Stored File

You can select whether the documents which have passwords will be temporarily displayed or not.

Note

- If you forget the password, press **[Yes]**. After checking your password, be sure to press **[No]**.

Entering Text

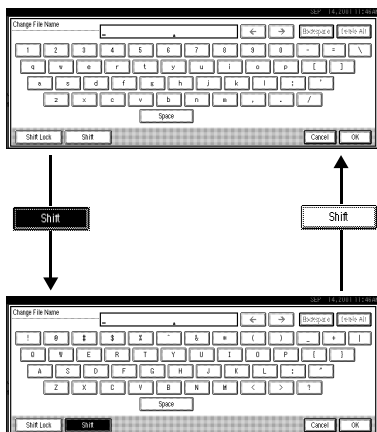
This section describes how to enter characters. When you enter a character, it is shown at the position of the cursor. If there is a character at the cursor position, the entered character is shown before the character.

Available Characters

- Alphabetic characters
ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz
- Symbols
- Numerals
012345689

4

Keys



Note

- When entering uppercase or lowercase continuously, use the **[Shift Lock]** to lock the case.

How to Enter Text

Entering letters

- 1** Press the [Shift] to switch between uppercase and lowercase.
 - 2** Press the letter you want to enter.
-

Deleting characters

- 1** Press [Backspace] or [Delete All] to delete characters.

Other Functions

Inquiry

The inquiry functions lets you confirm the telephone numbers where to contact to have the machine repaired or to order toner. Be sure to contact your service engineer before entering the following:

❖ Consumables

- Telephone No. for ordering
- Toner

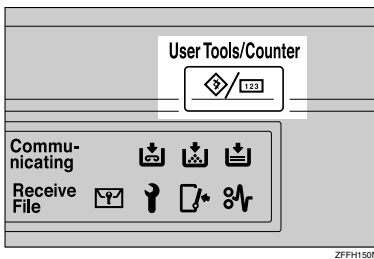
❖ Diagnostics

- Telephone No. for ordering
- Machine No.

❖ Service office

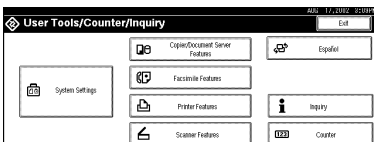
- Telephone No.

1 Press the [User Tools/Counter] key.

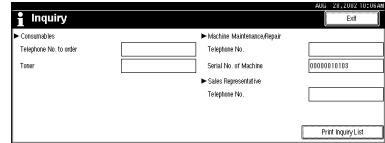


The User Tools Main Menu appears.

2 Press the [Inquiry] key.



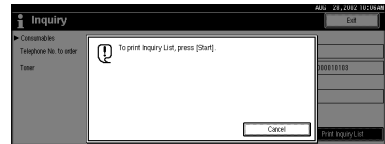
Inquiry information is displayed.



Printing inquiry information

1 Press the [Print Contact Information] key.

A confirmation dialog box appears.



2 Press the [Start] key.

Inquiry information is printed.

Note

- ❑ Press the [Cancel] key to cancel printing and return to the "Inquiry" display.

3 Press the [Exit] key.

The User Tools Main Menu appears.

4 Press the [Exit] key.

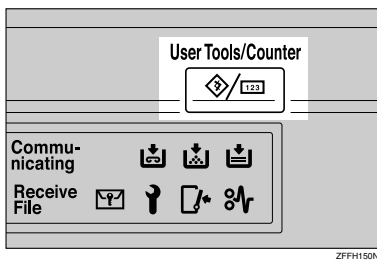
Note

- ❑ You can also end the operation by pressing the [User Tools/Counter] key.

Changing the Display Language

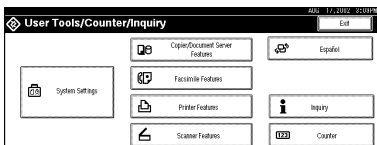
You can change the language used on the display. The default setting is English.

- 1 Press the **[User Tools/Counter]** key.



The User Tools Main Menu appears.

- 2 Press the **[Español]** key.

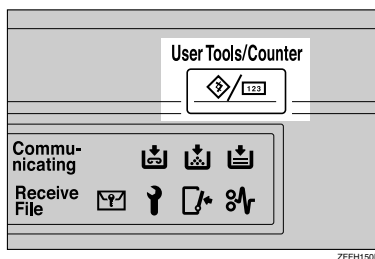


The display language is changed to Spanish.

Displaying the Total Counter

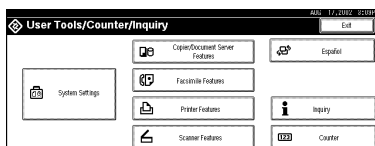
You can display the total number of sheets used for all functions and total number of sheets used for copying.

- 1 Press the **[User Tools/Counter]** key.

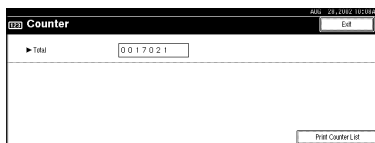


The User Tools Main Menu appears.

- 2 Press the **[Counter]** key.

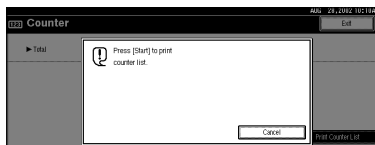


The totals are displayed.



- 3 To print a counter list, press the **[Print Counter List]** key.

A confirmation dialog box appears.



- 4 Press the **[Start]** key.

A counter list is printed.

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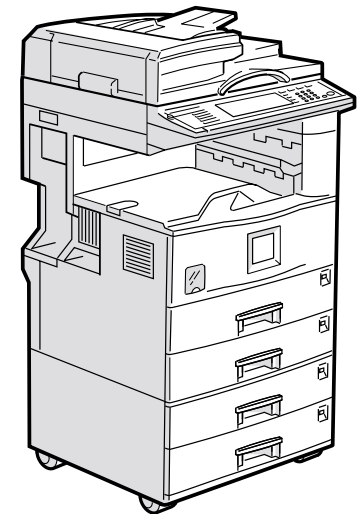
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Printer Controller Type 1027

Operating Instructions Printer Reference 1



Read this manual carefully before you use this product and keep it handy for future reference.
For safety, please follow the instructions in this manual.

Printer Controller Type 1027 Operating Instructions Printer Reference 1

Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information in the Copy Reference manual before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Important

Parts of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Trademarks

Microsoft®, Windows® and Windows NT® are registered trademarks of Microsoft Corporation in the United States and/or other countries.

Adobe®, PostScript®, Acrobat® and PageMaker® are registered trademarks of Adobe Systems Incorporated.

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IPS-PRINT™ Printer Language Emulation® Copyright 1999-2000, XIONICS DOCUMENT TECHNOLOGIES, INC., All Rights Reserved.

Ethernet® is a registered trademark of Xerox Corporation.

Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights in those marks.

Notes:

Some illustrations might be slightly different from your machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

Note:

The proper names of the Windows operating systems are as follows:

- Microsoft® Windows® 95 operating system
- Microsoft® Windows® 98 operating system
- Microsoft® Windows® Millennium Edition (Windows Me)
- Microsoft® Windows® 2000 Professional
- Microsoft® Windows® 2000 Server
- Microsoft® Windows NT® Server operating system Version 4.0
- Microsoft® Windows NT® Workstation operating system Version 4.0

Note to users in the United States of America

Notice:

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 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.

Warning

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

Caution (in case of 100BaseTX environment):

Network interface cable with ferrite core must be used for RF interference suppression.

Note to users in Canada

Note:

This Class B digital apparatus complies with Canadian ICES-003.

Remarque concernant les utilisateurs au Canada

Avertissement:

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

Manuals for This Machine

The following manuals describe the operational procedures and maintenance of this machine.

To enhance safe and efficient operation of this machine, all users should read and follow the instructions carefully.

- ❖ **Copy Reference**

Describes the procedures and functions for using this machine as a copier.

- ❖ **System Settings**

Describes the system settings of this machine.

- ❖ **Printer Controller Type 1027 Printer Reference 1**

Describes the system settings, procedures and functions for using this machine as a printer (this manual).

- ❖ **Printer Controller Type 1027 Printer Reference 2**

Describes the procedures and provides necessary information about using this machine as a printer. This manual is included as a PDF file on the CD-ROM labeled "Operating Instructions for Printer".

- ❖ **Network Printing Guide Operating Instructions**

Describes the procedures and provides necessary information about setting up and using the printer under the network environment. We recommend this manual as your first choice to read, and it is included as a PDF file on the CD-ROM labeled "Operating Instructions for Printer" .

- ❖ **PostScript 3 Unit Type 1027 Operating Instructions Supplement**

Describes the menus and features you can set using the PostScript 3 printer driver. This manual is provided as a PDF file on the CD-ROM labeled "Operating Instructions for Printer".

- ❖ **UNIX Supplement**

Provides information about setting up and using the printer in a UNIX environment. Concerning UNIX printing information, please visit our web site or consult your authorized reseller.

How to Read This Manual

Symbols

In this manual, the following symbols are used:

WARNING:

This symbol indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

CAUTION:

This symbol indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

* The statements above are notes for your safety.

Important

If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation

This symbol indicates the prior knowledge or preparations required before operating.

Note

This symbol indicates precautions for operation, or actions to take after misoperation.

Limitation

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference

This symbol indicates a reference.

[]

Keys that appear on the machine's panel display.

Keys and buttons that appear on the computer's display.

[]

Keys built into the machine's control panel.

Keys on the computer's keyboard.

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1. Getting Started

Features of This Machine

This machine is designed especially for office workgroups, both for shared usage within a network environment, and for one-to-one usage connected directly to a computer.

◆ **Standard compatibility with Windows 95/98/Me, Windows 2000 and Windows NT 4.0**

As the printer drivers for the above operating systems are included, it is possible to print to the maximum capacity by using the special features of this machine.

◆ **Network Connectivity**

This machine can be used as a network printer.

It can print from any environment as it supports at the same time NetWare (TCP/IP, IPX/SPX), Windows 95/98/Me, (TCP/IP, NetBEUI), Windows 2000, (TCP/IP, NetBEUI), Windows NT 4.0 (TCP/IP, NetBEUI), UNIX (TCP/IP), and Macintosh (AppleTalk).

If you register the user code by using the client, you can manage the amount of each printing job.

◆ **Use the Network Utilities included at your own convenience.**

When you use the network utilities “SmartNetMonitor for Client” and “SmartNetMonitor for Admin”, you can parallel print, which allows you to scatter large amounts of print sets via multiple printers, or alternative print, which allows you to use another printer when you can not access the network printer you are trying to use. Also, while at your workstation, the machine will notify you, when the print job has been completed.

◆ **Complete Paper Handling Option**

When the finisher (option) is connected, not only can you collate, but also staple and punch.

Moreover, when the mailbox (option) is connected, you can choose the destination of the printout by using the client.

◆ **Using the Document Server**

The document server is a function where sent files are stored in the hard disk (option) of the machine. Later, the conditions can be configured and the files printed. You can assign a password to each file, even when this machine is used as a network printer. This provides a high level of security. Also, you can combine and print files scanned by this machine.

● **Limitation**

- You must install at least 64 MB of memory (option) to use the printer function.

Printer Drivers for This Machine

Printing requires installation of a printer driver for your operating system. The following drivers are included on the CD-ROM labeled "Printer Drivers and Utilities" that comes with the printer option or printer/scanner option of this machine.

Operating system	Printer Language	PCL 6	PCL 5e	RPCS™	PostScript 3
Windows 95 *1		√	√	√	√ *8
Windows 98 *2		√	√	√	√ *8
Windows Me *3		√	√	√	√ *8
Windows 2000 *4		√	√	√	√ *8
Windows NT 4.0 *5		√	√	√	√ *7 *8
Mac OS *6					√ *8

*1 Microsoft Windows 95 operating system

*2 Microsoft Windows 98 operating system

*3 Microsoft Windows Millennium Edition

*4 Microsoft Windows 2000 professional

Microsoft Windows 2000 Server

*5 Microsoft Windows NT Server operating system version 4.0, Microsoft Windows NT Workstation operating system version 4.0 in a computer using x86 processors.

*6 Versions 8.6 to 9.1 of the Mac OS can be used. With Mac OS X, the machine operates in Classic mode.

*7 Requires Service Pack 4 or later.

*8 The Adobe PostScript 3 printer drivers and PostScript 3 Printer Description (PPD) files are included on the CD-ROM labeled "Printer Drivers and Utilities".

◆ PCL printer drivers

Printer drivers allow the computer to communicate with the printer via a printer language. Two kinds of PCL printer drivers, PCL6 and PCL 5e, are provided with this machine. We recommend PCL 6 as your first choice.

📌 Note

☐ Some of your applications might require the installation of the PCL 5e printer driver. In this case, you can install PCL 5e in addition to PCL 6.

⇒ p.23 "Windows 95/98/Me - Installing the PCL 6/5e Printer Driver"

⇒ p.24 "Windows 2000 - Installing the PCL 6/5e Printer Driver"

⇒ p.25 "Windows NT 4.0 - Installing the PCL 6/5e Printer Driver"

◆ RPCS™ printer driver

This printer driver allows the computer to communicate with the printer via a printer language. The preset type user interface is provided in addition to the conventional one.

⇒ p.26 "Windows 95/98/Me - Installing the RPCS™ Printer Driver"

⇒ p.27 "Windows 2000 - Installing the RPCS™ Printer Driver"

⇒ p.28 "Windows NT 4.0 - Installing the RPCS™ Printer Driver"

◆ Adobe PostScript 3 Printer Drivers and PPD files

The Adobe PostScript 3 printer drivers and the PPD files are included on the CD-ROM that comes with the printer option or printer/scanner option of this machine. Adobe PostScript 3 printer driver allows the computer to communicate with the printer via a printer language. The PPD files allow the printer driver to enable the printer specific functions.

⇒ p.30 "Windows 95/98/Me - Installing the PostScript 3 Printer Driver"

⇒ p.32 "Windows 2000 - Installing the PostScript 3 Printer Driver"

⇒ p.34 "Windows NT 4.0 - Installing the PostScript 3 Printer Driver"

⇒ p.38 "Macintosh"

Software and Utilities Included on the CD-ROM

1

There are CD-ROMs that come with the printer option or printer/scanner option of this machine. One is labeled “Operating Instructions for Printer” and the other is “Printer Drivers and Utilities”. The following items are included on the two CD-ROMs.

❖ **SmartNetMonitor for Admin**

This utility is for the system administrator to manage printers on the network.

Reference

See SmartNetMonitor for Admin online Help for more information about using the SmartNetMonitor for Admin.

❖ **SmartNetMonitor for Client**

This utility is for users to manage their own print status on the network.

Reference

See SmartNetMonitor for Client online Help for more information about using the SmartNetMonitor for Client.

❖ **LAN-Fax Driver**

This utility enables you to fax documents directly from your PC.

❖ **Address Book**

This utility enables you to easily store and recall names and numbers for use with the LAN-Fax utility.

❖ **Agfa Font Manager 2000**

Helps you to install new screen fonts, or organize and manage fonts already installed on the system.

❖ **Utility 1394**

This utility is for the IEEE 1394 board. For more information, see the Readme file or the manual that comes with the IEEE 1394 option.

❖ **Acrobat Reader**

This utility allows you to read PDF (Portable Document Format).

Note

- Documentation about using the machine is included on the CD-ROM in PDF format. See Acrobat Reader online Help for more information about using Acrobat Reader.

❖ **Printer Utility for Mac**

This utility allows users to download and manage a variety of fonts as well as to manage their printers. For more information about this utility, see the PostScript 3 Unit Type 1027 Operating Instructions Supplement which is provided as a PDF file on the CD-ROM labeled “Operating Instructions for Printer”.

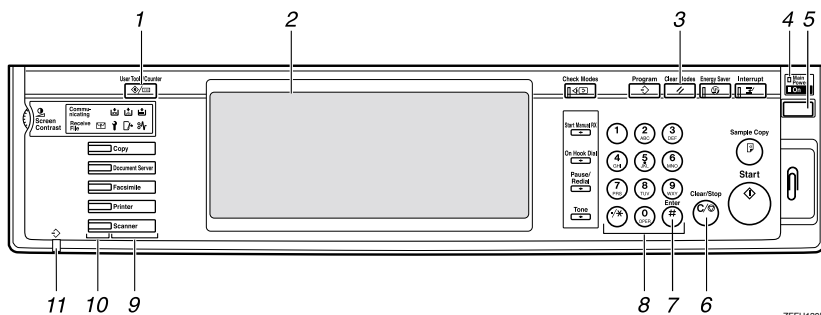
 **Important**

- If you upgrade to Windows 2000 from Windows 95/98/Me or Windows NT 4.0, the software and utilities must be uninstalled prior to installing Windows 2000. Reinstall them in the Windows 2000 environment.

Guide to This Machine

1

Control Panel



1. [User Tools/Counter/Inquiry] key

- **User Tools**
Press to change the default settings and conditions to meet your requirements.
- **Counter**
Press to display or print the total number of copies made.
- **Inquiry**
Press to check where to contact to have the machine repaired or to order toner.

2. Display panel

Shows operation status, error messages, and function menus. ⇒ p.11 "Display Panel"

3. [Energy Saver] key

Press to switch to and from the Energy Saver mode. See "ENERGY STAR Program" in the System Settings.

Note

- This key is ineffective during system setting operations.

4. Main power indicator and power indicators

The main power indicator goes on when you turn on the main power switch. The power indicator blinks when the power is on.

Important

- Do not turn off the power while the power indicator is blinking. Doing so may damage the hard disk.

5. Operation switch

Press this switch to turn the power on (the **On** indicator goes on). To turn the power off, press this switch again (the **On** indicator goes off).

6. [Clear/Stop] key

Press to delete a number entered.

7. [#] key

Press to enter a value.

8. Number keys

Use to enter the desired number of copies and data for selected modes.


9. Function keys

Press the appropriate key to choose any of the following functions:

- Copy
- Document Server
- Facsimile
- Printer
- Scanner

10. Function status indicator

These show the status of the above functions:

- Green: the function is active.
- Red: the function has been interrupted.
-  Data In indicator
The Data In indicator shows the status of data reception from a personal computer.
 - This indicator blinks when data is being received.
 - This indicator goes on when there is data remaining to be printed.


Display Panel

The display panel shows the status of the machine, error messages and function menus.

Important

- Do not apply a strong shock or force of about 30 N (about 3 kgf) or more to the display panel. Otherwise, the display can get damaged.

Note

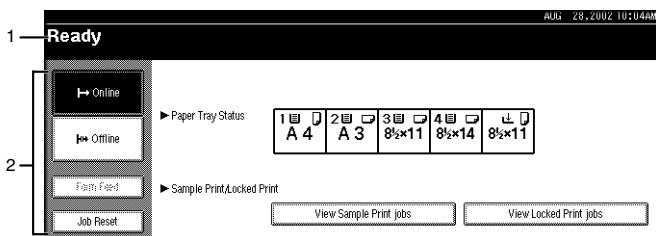
- The function items displayed serve as selector keys. You can select or specify an item by lightly pressing on it.
- When you select or specify an item on the display panel, it becomes highlighted.
- Keys lightly shaded (ex. ) cannot be used.

Displays and Key Operations

Note

- The screen displayed when the power is turned on is **[Copy]** which is the factory set default. This setting can be changed when initializing the system.
- The following illustrations are examples for the machine with the options installed. See “Options” in the Copy Reference.

◆ Initial print display



1. Operational status or messages.

2. The current settings as well as the functions which can be selected are displayed.

Note

- The item which is currently selected or specified is highlighted.

Common Key Operation

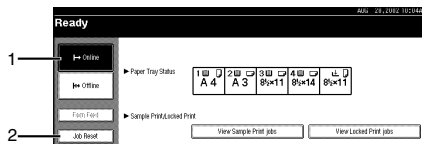
The following keys can be used in all screens.

◆ Key explanations

[OK]	Acknowledges a selected function or entered values, and then returns to the previous screen.
[Cancel]	Deletes a selected function or entered values, and then returns to the previous screen.
[▲Prev.] [▼Next.]	Moves to the previous page or the next page when all the functions cannot be displayed on one page.
[OK] [Yes]	Closes message screens.
[Clear]	Clears entered values and does not change the screen.
[Exit]	Returns to the previous screen.

Online

When the machine is online, it can receive data from the computer.



1. [Online] key

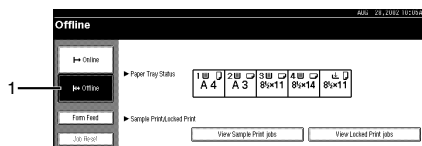
Press this key to switch the machine online. The preceding illustration shows the online status.

2. [Job Reset] key

Press this key to cancel the current print job.

Offline

When the machine is offline, it cannot receive data from the computer.



1. [Offline] key

Press this key to switch the machine offline. The preceding illustration shows the offline status.

Note

- ❑ If the machine cannot be switched to offline status, change the system setting of "Signal Control" to "Printer priority". For details about the setting, see "User Tools (System Settings)" in the System Settings manual.
- ❑ When "Job acceptance priority" is set for the system setting of "Signal Control", the machine accepts print jobs and facsimile transmissions from personal computers even when the offline status is indicated. For details about the setting, see "User Tools (System Settings)" in the System Settings manual.

Connecting the Machine

Use an interface cable to connect this machine to a personal computer.

1

Requirements

Requirements

Before using this machine, make sure that all the environmental and electrical requirements have been met. Connect the machine to the host computer using the parallel port, Network Interface Board, or both.

Make sure that all the cables, connectors, and electrical outlets necessary to attach the machine to the host computer or network are present.

Important

- The interface cable is not supplied in the box. It is your responsibility to provide the interface cable appropriate for the computer that you are using.

Reference

For more information about using the parallel port, see p.15 "Connecting the Machine to the Host Using the Parallel Cable".

For Ethernet Board connection, see "Connecting the Machine to a Network" in the System Settings manual.

Parallel cable requirements

Connect the machine to the host computer using a parallel port. This machine does not provide the parallel cable to connect the machine to the host computer. The machine's parallel interface is a standard bidirectional interface. It requires a standard 36-pin parallel cable compliant with IEEE 1284 and a parallel port available on the host computer.

Note

- Do not use a parallel cable that is longer than 3 meters (10 feet).

Connecting the Machine to the Host Using the Parallel Cable

Connect the machine to the host computer using a parallel cable compliant with IEEE 1284 (supplied by you).

Follow these steps to connect the machine to the host computer.

Important

- Before connecting an interface cable between the machine and a personal computer, make sure that the machine is not operating, and then turn off the main power switches of the machine and personal computer. For notes on turning off the main power switch of the machine, see "Turning on and off the Power" in the System Settings manual or "Turning off the Power" in the Copier Reference.
- Be sure to use the designated interface cable. Using another cable may cause radio interference.

1 Turn off the main power switch.

Important

- Before turning off the main power switch, see "Turning on and off the Power" in the System Settings manual or "Turning off the Power" in the Copier Reference.

2 Plug the 36-pin end of the parallel cable into the parallel port at the left side of the back cover of the machine.

Reference

See p.14 "Connecting the Machine" to check the position of the parallel port.

3 Squeeze the wire clips on each side of the connector together until they snap into place. The clips hold the cable securely in place.

4 Plug the other end of the parallel cable into the computer's parallel port.

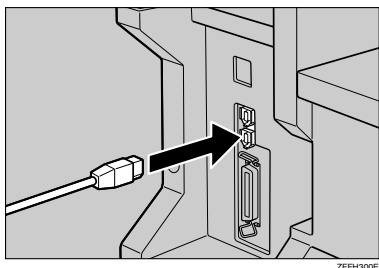
Connecting the IEEE 1394 Interface Cable to the Machine

Important

- 1**
- Before connecting an interface cable between the machine and a personal computer, make sure that the machine is not operating, and then turn off the main power switches of the machine and personal computer. For notes on turning off the main power switch of the machine, see "Turning on and off the Power" in the System Settings manual or "Turning off the Power" in the Copier Reference.
 - Be sure to use the designated interface cable. Using another cable may cause radio interference.
 - Do not loop the 1394 interface cable.
 - The IEEE 1394 interface can be used only on a personal computer that runs under the Windows 2000 operating system.
 - With Windows 2000, the 1394 Interface Unit can only be used with Service Pack 1 or later. If the Service Pack is not installed, the connectable number of devices in a 1394 bus is only one, and the client cannot access the 1394 Interface Unit without using an account that has Administrators permission.
 - Outputting is not possible with Windows 95, 98, or Me. If the "plug and play" function starts, click **[cancel]**.
 - The Ethernet Board cannot be installed on the machine together with the IEEE 1394 Board.

1 Attach the IEEE 1394 Interface cable to the ports on the board.

Both ports are available.



2 Connect the other end of the IEEE 1394 Interface cable to the computer or the other IEEE 1394 node.

Note

- The IEEE 1394 interface unit cannot receive data from more than one PC at the same time. The machine can accept data sent from other PCs, after the first print job has finished.
- Bidirectional transmissions are not supported by the IEEE 1394 interface unit.
- When the IEEE 1394 interface unit is installed successfully and the IEEE 1394 interface cable plug is connected, the machine icon automatically changes from "Use Printer Offline" to "Ready". See Help for more information on the IEEE 1394 interface unit.
- After installing the last option that you want, print a configuration page to make sure the installation has been performed correctly. If the new device is listed in the column of configuration options, then it has been properly installed. For more information about printing a configuration page, see "Printer Features Parameters" in the Printer Controller Type 1027 Printer Reference 2.

IEEE 1394 Interface Unit specification

◆ Interface Connector:

IEEE 1394 (6 pin × 2)

◆ Required cable:

IEEE 1394 Interface cable (6 pin × 4 pin, 6 pin × 6 pin)

Important

- You cannot plug devices together to create loops.
- Do not use a cable more than 4.5 meters (14.8 feet) long.

Note

- The IEEE 1394 interface unit is packaged with the following cables:
 - One IEEE 1394 interface cable (6 pin × 4 pin) (2 meters long)
 - One IEEE 1394 interface cable (6 pin × 6 pin) (2 meters long)

◆ Connectable number of devices on a bus

Maximum 63

◆ Allowed cable hops on a bus

Maximum 16

◆ Power supply

Non power supply

Cable power repeated (IEEE 1394a-2000 compliant)

2. Installing the Printer Driver and Software

This manual assumes that you are familiar with general Windows procedures and practices. If you are not, see the documentation that comes with Windows for details.

Note

- The Printer Controller Type 1027 package contains the following CD-ROMs:
 - Printer Drivers and Utilities
 - Document Management Utility
 - Operating Instructions for Printer
- The Printer/Scanner Controller Type 1027 package contains the following CD-ROMs:
 - Printer Drivers and Utilities
 - Scanner Driver and Document Management Utilities
 - Operating Instructions for Printer
- The Printer Drivers and Utilities CD-ROM is mainly used for the printer function of the machine. In this manual, "CD-ROM" refers to the Printer Drivers and Utilities CD-ROM unless specified otherwise.

Installation Method

The following table shows how to install the printer drivers and software.

	Auto Run ^{*1}			Add Printer Wizard
	Typical ^{*2}	Network ^{*3}	Custom ^{*4}	
PCL 6 printer driver	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
PCL 5e printer driver			<input type="radio"/>	
RPCS™ printer driver	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
PostScript 3 printer driver ^{*5}				<input type="radio"/>
Agfa Font Manager 2000			<input type="radio"/>	
SmartNetMonitor for Admin			<input type="radio"/>	
SmartNetMonitor for Client		<input type="radio"/>	<input type="radio"/>	
LAN-Fax Driver			<input type="radio"/>	
Address Book			<input type="radio"/>	
Utility 1394	-	-	-	-
Printer Utility for Mac ^{*5}	-	-	-	-

^{*1} Available operating systems are as follows: Windows 95/98/Me, Windows 2000, Windows NT 4.0

^{*2} Recommended for most users.

*3 Recommended for network printing users.

*4 Recommended for expert users.

*5 For information about PostScript 3 printer driver and Printer Utility for Mac, see PostScript 3 Unit Type 1027 Operating Instructions Supplement.

Reference

For more information about the printer drivers, see p.6 “Printer Drivers for This Machine”. For installing the printer drivers, see p.23 “Installing the PCL 6/5e Printer Driver”, p.26 “Installing the RPCS™ Printer Driver” or p.30 “Installing the PostScript 3 Printer Driver”.

For more information about the software and utilities, see p.8 “Software and Utilities Included on the CD-ROM”.

Important

- Before starting this installation, close all documents and applications. In a network environment, make sure that users who are logged on are disconnected.
- After installing a printer driver, you must restart the computer.

Note

- If “plug and play” is started, click **[Cancel]** in the **[New Hardware Found]**, **[Device Driver Wizard]** or **[Found New Hardware Wizard]** dialog box, and then insert the CD-ROM. The **[New Hardware Found]**, **[Device Driver Wizard]** or **[Found New Hardware Wizard]** dialog box appears depending on the system version of the Windows 95/98/Me or Windows 2000.
- Use the appropriate language on the CD-ROM folder: ENGLISH (English), DEUTSCH (German), FRANCAIS (French), ITALIANO (Italian), ESPANOL (Spanish), NEDRLNDS (Dutch), NORSK (Norwegian), DANSK (Danish), SVENSKA (Swedish), POLSKI (Polish), PORTUGUS (Portuguese), SUOMI (Finnish), MAGYAR (Hungarian), CESKY (Czech)

User Codes

User codes are eight digit codes that allow you to keep track of printing done under each code. To use this feature, the network administrator should assign user codes and inform users of them before they install the printer driver.

Use the following methods to enter a user code for registration:

- For the PCL6/5e or PostScript3 printer driver, enter the user code on the **[Statistics]** tab in the **[Printer Properties]** dialog box.
- For the PRCS printer driver, click the **[Printer Configuration...]** button on the **[Printer Settings]** tab in the **[Printer Properties]** dialog box. A window opens. Click the **[User Code]** button in the opened window. A dialog box appears. Enter the user code in the dialog box.

Note

- Once entered, the user code cannot be changed. To change an entered user code, uninstall the printer driver, reinstall it, and then enter a new user code.



 **Using the Shared Printer on Windows 2000 or Windows NT 4.0 for Windows 95/98/Me Client**

If you want to share the machine on Windows 2000 or Windows NT 4.0, install the printer driver of Windows 95/98/Me as an alternate driver.

 **Note**

- When using the “alternate driver” function with the Windows NT 4.0, use the Windows NT 4.0 Service Pack 4 or later.

For more information about installing the printer driver as an alternate driver, see p.24 “Windows 2000 - Installing the PCL 6/5e Printer Driver”, p.25 “Windows NT 4.0 - Installing the PCL 6/5e Printer Driver”, p.27 “Windows 2000 - Installing the RPCS™ Printer Driver”, and p.28 “Windows NT 4.0 - Installing the RPCS™ Printer Driver”.



Installing by Auto Run

You can install the PCL and the RPCS™ printer drivers and software, and set them up easily by using Auto Run.

Follow these steps to install the PCL and the RPCS™ printer drivers and software on Windows 95/98/Me, Windows 2000, or Windows NT 4.0.

2

Limitation

- If your system is Windows 2000 or Windows NT 4.0, installing a printer driver by Auto Run requires Administrators permission. When you install a printer driver by Auto Run, log on using an account that has Administrators permission.

Note

- Auto Run might not automatically work with certain OS settings. In this case, launch "INSTTOOL.EXE" located on the CD-ROM root directory.
- If you want to install without using Auto Run, hold down the **[SHIFT]** key (when your system is Windows 2000, hold down the left **[SHIFT]** key) while inserting the CD-ROM. Keep the **[SHIFT]** key down until the computer has finished accessing the CD-ROM.

If **[Cancel]** is pressed during installation, the installation will be stopped and the remaining software will not be installed. If **[Cancel]** has been pressed, re-install the remaining software after restarting the computer.

- 1** Close all applications that are running.
- 2** Insert the CD-ROM into the CD-ROM drive.
- 3** Follow the instructions on the screen.
- 4** Restart the computer after installation is complete.
- 5** Set up the options with the printer driver.

Installing the PCL 6/5e Printer Driver

Important

- When updating the printer driver by installing the latest version, you should uninstall the former version. See “*Uninstalling the Printer Driver and Software*” in the Printer Controller Type 1027 Printer Reference 2.

Windows 95/98/Me - Installing the PCL 6/5e Printer Driver

Installing the printer driver

Install the driver by using Auto Run. ⇒ p.22 “Installing by Auto Run”

Setting up options

Important

- If the machine is equipped with certain options (e.g. the Large Capacity Tray (LCT) or the finisher), you should set up the options with the printer driver.

Note

- When setting up options, you should access the **[Printer Properties]** dialog box from Windows. You cannot set up options by accessing the **[Printer Properties]** dialog box from an application.

1 Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.

The **[Printers]** window appears.

2 Click the icon of the machine you want to use. On the **[File]** menu, click **[Properties]**.

3 Click the **[Accessories]** tab.

4 Select options you have installed from the **[Options]** group.

5 Click **[OK]**.

Windows 2000 - Installing the PCL 6/5e Printer Driver

Installing the printer driver

Install the driver by using Auto Run. ⇒ p.22 “Installing by Auto Run”

Note

- During installation, the **[Digital Signature Not Found]** dialog box may appear. In this case, click **[Yes]** to continue the installation.
- If you want to share the machine on Windows 2000, use the **[Sharing]** tab in the Printer Properties to specify the alternate printer driver. For details, see the instructions manual for Windows 2000.
- When prompted for the Windows 95/98/Me alternate driver location, select one of the following folders on the CD-ROM:
 - PCL 6
 \ DRIVERS \ PCL6 \ WIN9X_ME \ (Language) \ DISK1 \
 - PCL 5e
 \ DRIVERS \ PCL5E \ WIN9X_ME \ (Language) \ DISK1 \

Setting up options

Limitation

- Changing the machine settings requires Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default. When you set up options, log on using an account that has Manage Printers permission.

Important

- If the machine is equipped with certain options (e.g. the Large Capacity Tray (LCT) or the finisher), you should set up the options with the printer driver.

Note

- When setting up options, you should access the **[Printer Properties]** dialog box from Windows. You cannot set up options by accessing the **[Printer Properties]** dialog box from an application.

- 1** Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.
The **[Printers]** window appears.
- 2** Click the icon of the machine you want to use. On the **[File]** menu, click **[Properties]**.
- 3** Click the **[Accessories]** tab.
- 4** Select options you have installed from the **[Options]** group.
- 5** Click **[OK]**.

Windows NT 4.0 - Installing the PCL 6/5e Printer Driver

Installing the printer driver

Install the driver by using Auto Run. ⇒ p.22 “Installing by Auto Run”

Note

- When prompted for the Windows 95/98/Me alternate printer driver location, select one of the following folders on the CD-ROM:
 - PCL 6
 \ DRIVERS \ PCL6 \ WIN9X_ME \ (Language) \ DISK1 \
 - PCL 5e
 \ DRIVERS \ PCL5E \ WIN9X_ME \ (Language) \ DISK1 \

Setting up options

Limitation

- Changing the setting of the machine requires Full Control access permission. Members of the Administrators, Server Operators, Print Operators, and Power Users groups have Full Control permission by default. When you set up options, log on using an account that has Full Control permission.

Important

- If the machine is equipped with certain options (e.g. the Large Capacity Tray (LCT) or the finisher), you should set up the options with the printer driver.

Note

- When setting up options, you should access the **[Printer Properties]** dialog box from Windows. You cannot set up options by accessing the **[Printer Properties]** dialog box from an application.

1 Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.

The **[Printers]** window appears.

2 Click the icon of the machine you want to use. On the **[File]** menu, click **[Properties]**.

3 Click the **[Accessories]** tab.

4 Select options you have installed from the **[Options]** group.

5 Click **[OK]**.

Installing the RPCS™ Printer Driver

Important

- When updating the printer driver by installing the latest version, you should uninstall the former version. See “*Uninstalling the Printer Driver and Software*” in the Printer Controller Type 1027 Printer Reference 2.

2

Windows 95/98/Me - Installing the RPCS™ Printer Driver

Installing the printer driver

Install the driver by using Auto Run. ⇒ p.22 “Installing by Auto Run”

Setting up options

Setting up options is necessary when bidirectional transmissions are not enabled. In this case, follow the procedures below. For information about bidirectional transmissions, see p.29 “The conditions of the bidirectional transmissions”.

Important

- If the machine is equipped with certain options (e.g. the Large Capacity Tray (LCT) or the finisher), you should set up the options with the printer driver.
- You must set the correct paper size and feed direction that match the tray settings on the printer driver.

Note

- When setting up options, you should access the **[Printer Properties]** dialog box from Windows. You cannot set up options by accessing the **[Printer Properties]** dialog box from an application.

1 Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.

The **[Printers]** window appears.

2 Click the icon of the machine you want to use. On the **[File]** menu, click **[Properties]**.

3 Click the **[Print Settings]** tab.

4 Click **[Printer Configuration...]**.

5 Click **[Change Accessories...]**.

6 Select options you have installed from the **[Select printer options:]** box.

- 7** Make the settings and click [OK].
- 8** Click [OK] to close the [Printer Configuration] dialog box.
- 9** Click [OK] to start printing.

Windows 2000 - Installing the RPCS™ Printer Driver

2

Installing the printer driver

Install the driver by using Auto Run. ⇒ p.22 “Installing by Auto Run”

Note

- During installation, the **[Digital Signature Not Found]** dialog box may appear. Click **[Yes]** to continue the installation.
- When prompted for the Windows 95/98/Me alternate driver location, select the following folder on the CD-ROM.
 - \DRIVERS\RPCS\WIN9X_ME\Language\DISK1\

Setting up options

Setting up options is necessary when bidirectional transmissions are not enabled. In this case, follow the procedures below. For information about bidirectional transmissions, see p.29 “The conditions of the bidirectional transmissions”.

Limitation

- Changing the machine settings requires Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default. When you set up options, log on using an account that has Manage Printers permission.

Important

- If the machine is equipped with certain options (e.g. the Large Capacity Tray (LCT) or the finisher), you should set up the options with the printer driver.
- You must set the correct paper size and feed direction that match the tray settings on the printer driver.

Note

- When setting up options, you should access the **[Printer Properties]** dialog box from Windows. You cannot set up options by accessing the **[Printer Properties]** dialog box from an application.

- 1** Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**. The **[Printers]** window appears.

- 2** Click the icon of the machine you want to use. On the [File] menu, click [Properties].
- 3** Click the [Accessories] tab.
- 4** Select options you have installed from the [Options] group.
- 5** Click [OK].

2

Windows NT 4.0 - Installing the RPCS™ Printer Driver

Installing the printer driver

Install the driver by using Auto Run. ⇒ p.22 “Installing by Auto Run”

 **Note**

- When prompted for the Windows 95/98/Me alternate printer driver location, select the following folder on the CD-ROM.
 - \DRIVERS\RPCS\WIN9X_ME\Language\DISK1\

Setting up options

Setting up options is necessary when bidirectional transmissions are not enabled. In this case, follow the procedures below. For information about bidirectional transmissions, see p.29 “The conditions of the bidirectional transmissions”.

 **Limitation**

- Changing the setting of the machine requires Full Control access permission. Members of the Administrators, Server Operators, Print Operators, and Power Users groups have Full Control permission by default. When you set up options, log on using an account that has Full Control permission.

 **Important**

- If the machine is equipped with certain options (e.g. the Large Capacity Tray (LCT) or the finisher), you should set up the options with the printer driver.
- You must set the correct paper size and feed direction that match the tray settings on the printer driver.

 **Note**

- When setting up options, you should access the [Printer Properties] dialog box from Windows. You cannot set up options by accessing the [Printer Properties] dialog box from an application.

- 1** Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.
The **[Printers]** window appears.
- 2** Click the icon of the machine you want to use. On the **[File]** menu, click **[Properties]**.
- 3** Click the **[Change Accessories]** tab.
- 4** Select options you have installed from the **[Select Printer Options:]** box.
- 5** Click **[OK]**.

2

 **The conditions of the bidirectional transmissions**

When bidirectional transmissions are enabled, the information about the paper size and feed direction settings are automatically sent to the machine by the computer. You can also check the machine's status from your computer.

- Bidirectional transmissions are supported by Windows 95/98/Me, Windows 2000 and Windows NT 4.0.
- When the bidirectional transmission is working, the machine status and information are obtained when opening the printer driver screen.

To support the bidirectional transmissions, the following conditions below are required.

❖ When connecting with a parallel cable

- The computer must support the bidirectional transmissions.
- The Interface cable must support the bidirectional transmissions.
- The machine must be connected to the computer using the standard parallel cable and the parallel connector.
- On Windows 95/98/Me, **[Enable bi-directional support for this printer]** must be selected in **[Spool Settings...]** on the **[Details]** tab.
- On Windows 2000 and Windows NT 4.0, **[Enable bi-directional support]** must be selected and **[Enable printer spooling]** must not be selected on the **[port]** tab.

❖ When connecting with the network

- SmartNetMonitor for Admin or SmartNetMonitor for Client included on the CD-ROM must be installed, and the TCP/IP protocol must be used.

Installing the PostScript 3 Printer Driver

This section describes basic instructions for installing the PostScript 3 printer driver. The actual procedure may vary depending on the operating system. Follow the appropriate procedure below.

Preparation

To use the PostScript 3 printer driver, the optional PostScript 3 Unit Type 1027 must be installed on the machine. See the PostScript 3 Unit Type 1027 Operating Instructions Supplement for details.

Important

- When updating the printer driver by installing the latest version, you should uninstall the former version. See “*Uninstalling the Printer Driver and Software*” in the Printer Controller Type 1027 Printer Reference 2.

Windows 95/98/Me - Installing the PostScript 3 Printer Driver

Installing the printer driver

Important

- Make sure to install the PPD file for Windows 95/98/Me. Be careful not to accidentally install the PPD file for Windows 2000 or Windows NT 4.0.

- 1** Close all applications that are currently running.
- 2** Click [Start] on the taskbar, point to [Settings], and then click [Printers].
The [Printers] window appears.
- 3** Double-click the [Add Printers] icon.
[Add Printer Wizard] starts.
- 4** Click [Next].
- 5** Check [Local Printer] and click [Next].
A dialog box for selecting the manufacturer and model name appears.
- 6** Click [Have Disk].
A dialog box for installing the printer driver from a disk appears.
- 7** Hold down the [SHIFT] key and insert the CD-ROM into the CD-ROM drive. Keep the [SHIFT] key down until the computer has finished accessing the CD-ROM.
If the Auto Run program starts, click [Cancel].
- 8** Click [Browse].

- 9** Use the [Drives:] list box to select the CD-ROM drive.
- 10** In the [Folders:] box, double-click [DRIVERS], [PS], [WIN9X_ME]. Then double-click the folder of the appropriate language for the operating system. Finally, click [DISK1].
- 11** Click [Open].
- 12** Click [OK].
- 13** Click to select the name of the machine whose driver you want to install, and then click [Next].
- 14** In the [Available ports:] box, click to select [Printer Port], and then click [Next].
- 15** Change the name of the machine if you want, and then click [Next].
- 16** Select whether or not you want to print a test page, and then click [Finish].
- 17** If you are asked if you want to restart Windows, select [Yes]. If you are not asked, restart Windows after completing the installation.

Setting up options

Important

- If the machine is equipped with certain options (e.g. the Large Capacity Tray (LCT) or the finisher), you should set up the options with the printer driver.

Note

- When setting up options, you should access the [Printer Properties] dialog box from Windows. You cannot set up options by accessing the [Printer Properties] dialog box from an application.

- 1** Click [Start] on the taskbar, point to [Settings], and then click [Printers].
The [Printers] window appears.
- 2** Click to select the icon of the machine you want to use.
- 3** On the [File] menu, click [Properties].
The [Printer Properties] dialog box appears.
- 4** Click the [Accessories] tab.
- 5** In the [Options] group, select the option you have installed on the machine.
- 6** Click [Apply] to apply the settings you made.
- 7** Repeat steps **5** - **6** for all options.
- 8** After making settings for all options, click [OK].

Windows 2000 - Installing the PostScript 3 Printer Driver

Installing the printer driver

Limitation

- 2** Installing a printer driver requires Manage Printers permission. Members of the Administrators, and Power Users groups have Manage Printers permission by default. When you install a printer driver, log on using an account that has Manage Printers permission.

Important

- Make sure to install the PPD file for Windows 2000. Be careful not to accidentally install the PPD file for Windows 95/98/Me or Windows NT 4.0.

Note

- During installation, the **[Digital Signature Not Found]** dialog box may appear. Click **[Yes]** to continue the installation.

1 Close all applications that are currently running.

2 Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.
The **[Printers]** window appears.

3 Double-click the **[Add Printers]** icon.
[Add Printer Wizard] starts.

4 After making sure that the **[Local Printer]** option has been selected, click **[Next]**.
A dialog box for selecting the machine port appears.

5 Select the check box of the port you want to use, and then click **[Next]**.
A dialog box for selecting the manufacturer and model name appears.

6 Click **[Have Disk]**.
A dialog box for installing the driver from a disk appears.

7 Hold down the left **[SHIFT]** key and insert the CD-ROM into the CD-ROM drive. Keep the left **[SHIFT]** key down until the computer has finished accessing the CD-ROM.
If the Auto Run program starts, click **[Cancel]**.

8 Change the drive name in the list box to the name of the CD-ROM drive, and then click **[Browse]**.

9 In the **[Folders:]** box, double-click **[DRIVERS]**, **[PS]**, **[WIN2000]**. Then double-click the folder of the appropriate language for the operating system. Finally, click **[DISK1]**.

10 Click **[Open]**.

11 Click **[OK]**.

A machine model selection dialog box appears.

12 Click to select the name of the machine whose driver you want to install, and then click **[Next]**.

A dialog box for changing the machine name appears.

13 Change the name of the machine if you want, and then click **[Next]**.

14 Click **[Next]**.

15 In the next dialog box you will be asked to print a test page. Select **[No]** and then click **[Next]**.

A confirmation dialog box appears.

16 Make sure that the settings you have set are correct, and then click **[Finish]**.

The installer copies the printer driver files from the CD-ROM to the computer's hard disk.

 **Note**

- If the **[Digital Signature Not Found]** dialog box appears, click **[Yes]** to continue the installation.

17 Set up the options with the printer driver.

18 Restart the Windows.

 **Note**

- Print a test page after completing installation.

Setting up options

 **Limitation**

- Changing the setting of the machine requires Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default. When you set up options, log on using an account that has Manage Printers permission. For details about access authority, see Help for Windows.

 **Important**

- If the machine is equipped with certain options (e.g. the Large Capacity Tray (LCT) or the finisher), you should set up the options with the printer driver.

 **Note**

- When setting up options, you should access the **[Printer Properties]** dialog box from Windows. You cannot set up options by accessing the **[Printer Properties]** dialog box from an application.

- 1** Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.
The **[Printers]** window appears.
- 2** Click the icon of the machine you want to use. On the **[File]** menu, click **[Properties]**.
- 3** Click the **[Device Settings]** tab.
- 4** Use the **[Installable Options]** group to select the options, and then select **[Installed]** or **[Not]** from the drop-down list box.
- 5** Repeat steps **4** for all options.
- 6** After making all settings you want, click **[OK]**.

Windows NT 4.0 - Installing the PostScript 3 Printer Driver

Installing the printer driver


Limitation

- Installing a printer driver requires Full Control access permission. Members of the Administrators, Server Operators, Print Operators, and Power Users groups have Full Control permission by default. When you install a printer driver, log on using an account that has Full Control permission.

Important

- The CD-ROM containing the Windows NT Server operating system version 4.0, or the Windows NT Workstation operating system is required for installing the printer driver.
- We recommend that you upgrade the Windows NT 4.0 operating system to Service Pack 4 or later before installing the printer driver. Contact your Windows retailer for more information about the latest version available.
- Make sure to install the PPD file for Windows NT 4.0. Be careful not to accidentally install the PPD file for Windows 95/98/Me or Windows 2000.

- 1** Close all applications that are currently running.
- 2** Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.
The **[Printers]** window appears.
- 3** Double-click the **[Add Printers]** icon.
[Add Printer Wizard] starts.
- 4** After making sure that the **[My Computer]** option has been selected, click **[Next]**.
A dialog box for selecting the machine port appears.

- 5** Select the check box of the port you want to use, and then click **[Next]**
A dialog box for selecting the manufacturer and model name appears.
- 6** Click **[Have Disk]**.
A dialog box for installing the driver from a disk appears.
- 7** Hold down the **[SHIFT]** key and insert the CD-ROM into the CD-ROM drive. Keep the **[SHIFT]** key down until the computer has finished accessing the CD-ROM.
If the Auto Run program starts, click **[Cancel]**.
- 8** Change the drive name in the list box to the name of the CD-ROM drive, and then click **[Browse]**.
- 9** In the **[Folders:]** box, double-click **[DRIVERS]**, **[PS]**, **[NT4]**. Then double-click the folder of the appropriate language for the operating system. Finally, click **[DISK1]**.
- 10** Click **[Open]**.
- 11** Click **[OK]**.
A machine model selection dialog box appears.
- 12** Click to select the name of the machine whose driver you want to install, and then click **[Next]**.
A dialog box for changing the machine name appears.
- 13** Change the name of the machine if you want, and then click **[Next]**.
- 14** Click **[Next]**.
- 15** In the next dialog box you will be asked to print a test page. Select **[No]** and then click **[Finish]**.
The installer copies the printer driver files from the CD-ROM to the computer's hard disk.
 **Note**
 Print a test page after completing installation.
- 16** If you are asked if you want to restart Windows, select **[Yes]**. If you are not asked, restart Windows after completing the installation.

Setting up options

Limitation

- Changing the setting of the machine requires Full Control access permission. Members of the Administrators, Server Operators, Print Operators, and Power Users groups have Full Control permission by default. When you setup options, log on using an account that has Full Control permission. For details about access authority, see Help for Windows.

Important

- If the machine is equipped with certain options (e.g. the Large Capacity Tray (LCT) or the finisher), you should set up the options with the printer driver.

Note

- When setting up options, you should access the **[Printer Properties]** dialog box from Windows. You cannot set up options by accessing the **[Printer Properties]** dialog box from an application.

1 Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.

The **[Printers]** window appears.

2 Click the icon of the machine you want to use. On the **[File]** menu, click **[Properties]**.

3 Click the **[Device Settings]** tab.

4 In the **[Installable Options]** group, select the option you have installed on the machine.

The current setting appears in the **[Change Setting]** box.

5 Use the **[Change Setting:]** list to select the appropriate setting for the selected option.

6 Repeat steps **4** - **5** for all options.

7 After making all option settings, click **[OK]**.

Using Adobe PageMaker Version 6.0 or 6.5

If you use the machine under Windows 95/98/Me, Windows 2000, Windows NT 4.0 with Adobe PageMaker, you need to copy the PPD file to the PageMaker folder.

The PPD file is the file with extension “.ppd”. It is in the folder “DRIVERS \ PS \ WIN9X_ME \ (Language) \ DISK1 \ ” on the CD-ROM.

The **[WIN9X_ME]** folder, inside the **[PS]** folder is for the Windows 95/98/Me operating system. Use the folder at this level that is appropriate for the operating system you are using.

The third folder, “(Language)” may be substituted by an appropriate language name.

Copy this file to the PageMaker folder.

For PageMaker 6.0 default installation, the folder is “C:\PM6\RSRC\PPD4”, and for PageMaker 6.5 default installation, the directory is “C:\PM65\RSRC\USENGLISH\PPD4”. The “USENGLISH” may vary depending on your language selection.

Reference

For more information about the language name, see p.19 “Installation Method”.

Macintosh

Macintosh - Installing the PostScript 3 Printer Driver

It is necessary to install a printer driver and a PPD file to print from a Macintosh.

Follow these steps to install a printer driver and a PPD file on Macintosh running the 8.6 operating system or later up to 9.1.

2

- 1** Insert the CD-ROM into the CD-ROM drive.
- 2** Double-click the CD-ROM icon.
- 3** Double-click the [PS DRIVER] folder.
- 4** Double-click the folder of the language you use.
- 5** Open [DISK1] and double-click the installer icon.
The PostScript 3 printer driver installer window appears.
- 6** Follow the instructions on the screen.
- 7** Double-click [Extensions] in [System Folder].
- 8** Double-click [Printer Descriptions].
- 9** Double-click the CD-ROM icon on the desktop.
- 10** Double-click [DISK1] in the folder of the language you use.
- 11** Drag the PPD file into [Printer Descriptions] in [Extensions] in [System Folder].
- 12** Drag the plugin file into [Printer Descriptions] in [Extensions] in [System Folder].
- 13** Restart the Macintosh.

Setting Up the PPD File

Preparation

Make sure that the machine is connected to an AppleTalk network before performing the following procedure.

- 1** On the [Apple] menu, select [Chooser].
- 2** Click the [Adobe PS] icon.
- 3** In the [Select a PostScript Printer:] list, click the name of the machine you want to use.
- 4** Click [Setup].
- 5** Click the printer description file you want to use, and then click [Select].

The PPD file is set up, and the [Adobe PS] icon appears at the left of the machine name in the list. Next, follow the procedure on p.39 "Setting Up Options" to make the option settings, or close the [Chooser] dialog box.

Setting Up Options

- 1** On the [Apple] menu, select [Chooser].
- 2** Click the [Adobe PS] icon.
- 3** In the [Select the PostScript Printer:] list, click the name of the machine you want to use, and then click [Setup].
- 4** Click [Configure].
A list of options appears.
- 5** Select the option you want to set up and select the appropriate setting for it.

Note

- If the option you want to set up is not displayed, the PPD file might not be set up correctly. Check the name of the PPD file shown in the dialog box.

- 6** Click [OK].
The list of options closes.
- 7** Click [OK].
The [Chooser] dialog box appears.
- 8** Close the [Chooser] dialog box.

Reference

For information about installing the Printer Utility for Mac, see the PostScript 3 Unit Type 1027 Operating Instructions Supplement.

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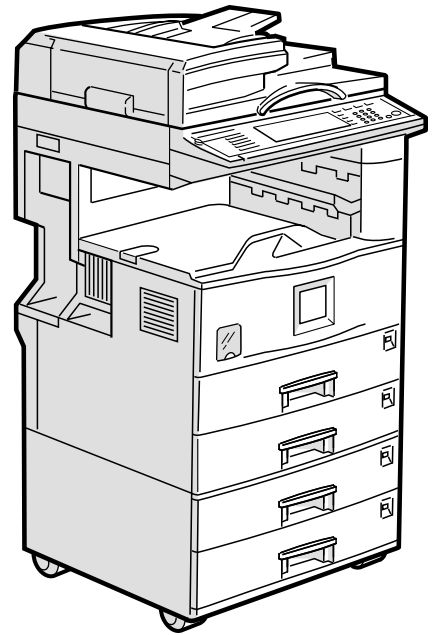
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Printer Controller Type 1027

Operating Instructions Printer Reference 2



Read this manual carefully before you use this product and keep it handy for future reference.

For safety, please follow the instructions in this manual.

Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information in the Copy Reference manual before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Important

Parts of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Trademarks

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Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights in those marks.

Notes:

Some illustrations might be slightly different from your machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

Note:

The proper names of the Windows operating systems are as follows:

- Microsoft® Windows® 95 operating system
- Microsoft® Windows® 98 operating system
- Microsoft® Windows® Millennium Edition (Windows Me)
- Microsoft® Windows® 2000 Professional
- Microsoft® Windows® 2000 Server
- Microsoft® Windows NT® Server operating system Version 4.0
- Microsoft® Windows NT® Workstation operating system Version 4.0

Manuals for This Machine

The following manuals describe the operational procedures and maintenance of this machine.

To enhance safe and efficient operation of this machine, all users should read and follow the instructions carefully.

❖ **Copy Reference**

Describes the procedures and functions for using this machine as a copier.

❖ **System Settings**

Describes the system settings of this machine.

❖ **Printer Unit Type 1027 Printer Reference 1**

Describes the system settings, procedures and functions for using this machine as a printer.

❖ **Printer Unit Type 1027 Printer Reference 2**

Describes the procedures and provides necessary information about using this machine as a printer. This manual is included as a PDF file on the CD-ROM labeled "Operating Instructions for Printer"(this manual).

❖ **Network Printing Guide Operating Instructions**

Describes the procedures and provides necessary information about setting up and using the printer under the network environment. We recommend this manual as your first choice to read, and it is included as a PDF file on the CD-ROM labeled "Operating Instructions for Printer" .

❖ **PostScript 3 Unit Type 1027 Operating Instructions Supplement**

Describes the menus and features you can set using the PostScript 3 printer driver. This manual is provided as a PDF file on the CD-ROM labeled "Operating Instructions for Printer".

❖ **UNIX Supplement**

Provides information about setting up and using the printer in a UNIX environment. Concerning UNIX printing information, please visit our web site or consult your authorized reseller.

How to Read This Manual

Symbols

In this manual, the following symbols are used:

 **WARNING:**

This symbol indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

 **CAUTION:**

This symbol indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

* The statements above are notes for your safety.

 **Important**

If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

 **Preparation**

This symbol indicates the prior knowledge or preparations required before operating.

 **Note**

This symbol indicates precautions for operation, or actions to take after misoperation.

 **Limitation**

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

 **Reference**

This symbol indicates a reference.

[]

Keys that appear on the machine's panel display.

Keys and buttons that appear on the computer's display.

[]

Keys built into the machine's control panel.

Keys on the computer's keyboard.

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1. Setting Up the Printer Driver and Canceling a Print Job

PCL 6/5e - Accessing the Printer Properties

Windows 95/98/Me - Accessing the Printer Properties

Changing the default machine settings

- 1** Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.
The **[Printers]** window appears.
- 2** Click to select the icon of the machine whose default settings you want to change.
- 3** On the **[File]** menu, click **[Properties]**.
The **[Printer Properties]** dialog box appears.
- 4** Make any settings you require and click **[OK]**.

 **Note**

- With some applications, the printer driver's settings are not used, and the application's own default settings are applied.

Making machine settings from an application

To make the machine settings for a specific application, open the **[Printer Properties]** dialog box from that application. The following example describes how to make settings for the WordPad application that comes with Windows 95/98/Me.

 **Note**

- The actual procedures you should follow to open the **[Printer Properties]** dialog box may vary depending on the application. For more information, see the documentation that comes with the application you are using.
- Any settings you make in the following procedure are valid for the current application only.

- 1** On the **[File]** menu, click **[Print]**.
The **[Print]** dialog box appears.
- 2** Select the machine you want to use in the **[Name]** list box, and then click **[Properties]**.
The **[Printer Properties]** dialog box appears.
- 3** Make any settings you require and click **[OK]**.
- 4** Click **[OK]** to start printing.

Windows 2000 - Accessing the Printer Properties

1

Changing the default machine settings - Printer Properties

 **Limitation**

- Changing the setting of the machine requires Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default. When you set up options, log on using an account that has Manage Printers permission.

1 Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.

The **[Printers]** window appears.

2 Click to select the icon of the machine whose default settings you want to change.

3 On the **[File]** menu, click **[Properties]**.

The **[Printer Properties]** dialog box appears.

4 Make any settings you require and click **[OK]**.

 **Note**

- Settings you make here are used as the default settings for all applications.

Changing the default machine settings - Printing Preferences Properties

 **Limitation**

- Changing the setting of the machine requires Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default. When you set up options, log on using an account that has Manage Printers permission.

1 Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.

The **[Printers]** window appears.

2 Click to select the icon of the machine whose default settings you want to change.

3 On the **[File]** menu, click **[Printing Preferences...]**.

The **[Printing Preferences Properties]** dialog box appears.

4 Make any settings you require and click **[OK]**.

 **Note**

- Settings you make here are used as the default settings for all applications.

Making machine settings from an application

To make the machine settings for a specific application, open the **[Print]** dialog box from that application. The following example describes how to make settings for the WordPad application that comes with Windows 2000.

Note

- The actual procedures you should follow to open the **[Print]** dialog box may vary depending on the application. For more information, see the documentation that comes with the application you are using.
- Any settings you make in the following procedure are valid for the current application only.

1 On the **[File]** menu, click **[Print...]**.

The **[Print]** dialog box appears.

2 Select the machine you want to use in the **[Select Printer]** box.

3 Make any settings you require and click **[OK]** to start printing.

Windows NT 4.0 - Accessing the Printer Properties

Changing the default machine settings - Printer Properties

Limitation

- Changing the setting of the machine requires Full Control access permission. Members of Administrators, Server Operators, Print Operators, and Power Users groups have Full Control permission by default. When you set up options, log on using an account that has Full Control permission.

1 Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.

The **[Printers]** window appears.

2 Click to select the icon of the machine whose default settings you want to change.

3 On the **[File]** menu, click **[Properties]**.

The **[Printer Properties]** dialog box appears.

4 Make any settings you require and click **[OK]**.

Note

- Settings you make here are used as the default settings for all applications.

Changing the default machine settings - Default Document Properties

Limitation

- Changing the setting of the machine requires Full Control access permission. Members of the Administrators, Server Operators, Print Operators, and Power Users groups have Full Control permission by default. When you set up options, log on using an account that has Full Control permission.

1 Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.

The **[Printers]** window appears.

2 Click to select the icon of the machine whose default settings you want to change.

3 On the **[File]** menu, click **[Document Defaults]**.

The **[Default Document Properties]** dialog box appears.

4 Make any settings you require and click **[OK]**.

Note

- Settings you make here are used as the default settings for all applications.

Making machine settings from an application

To make the machine settings for a specific application, open the **[Printer Properties]** dialog box from that application. The following example describes how to make settings for the WordPad application that comes with Windows NT 4.0.

Note

- The actual procedures you should follow to open the **[Printer Properties]** dialog box may vary depending on the application. For more information, see the documentation that comes with the application you are using.
- Any settings you make in the following procedure are valid for the current application only.

1 On the **[File]** menu, click **[Print]**.

The **[Print]** dialog box appears.

2 Select the machine you want to use in the **[Name]** list box, and then click **[Properties]**.

The **[Printer Properties]** dialog box appears.

3 Make any settings you require and click **[OK]**.

4 Click **[OK]** to start printing.

RPCS™ - Accessing the Printer Properties

Windows 95/98/Me - Accessing the Printer Properties

1

Changing the default machine settings

- 1** Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.

The **[Printers]** window appears.

- 2** Click to select the icon of the machine whose default settings you want to change.

- 3** On the **[File]** menu, click **[Properties]**.

The **[Printer Properties]** dialog box appears.

- 4** Make any settings you require and click **[OK]**.

 **Note**

- With some applications, the printer driver's settings are not used, and the application's own default settings are applied.

Making machine settings from an application

To make the machine settings for a specific application, open the **[Printer Properties]** dialog box from that application. The following example describes how to make settings for the WordPad application that comes with Windows 95/98/Me.

 **Note**

- The actual procedures you should follow to open the **[Printer Properties]** dialog box may vary depending on the application. For more information, see the documentation that comes with the application you are using.
- Any settings you make in the following procedure are valid for the current application only.

- 1** On the **[File]** menu, click **[Print]**.

The **[Print]** dialog box appears.

- 2** Select the machine you want to use in the **[Name]** list box, and then click **[Properties]**.

The **[Printer Properties]** dialog box appears.

- 3** Make any settings you require and click **[OK]**.

- 4** Click **[OK]** to start printing.

Windows 2000 - Accessing the Printer Properties

1

Changing the default machine settings - Printer Properties

 **Limitation**

- Changing the setting of the machine requires Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default. When you set up options, log on using an account that has Manage Printers permission.

1 Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.

The **[Printers]** window appears.

2 Click to select the icon of the machine whose default settings you want to change.

3 On the **[File]** menu, click **[Properties]**.

The **[Printer Properties]** dialog box appears.

4 Make any settings you require and click **[OK]**.

 **Note**

- Settings you make here are used as the default settings for all applications.

Changing the default machine settings - Printing Preferences Properties

 **Limitation**

- Changing the setting of the machine requires Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default. When you set up options, log on using an account that has Manage Printers permission.

1 Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.

The **[Printers]** window appears.

2 Click to select the icon of the machine whose default settings you want to change.

3 On the **[File]** menu, click **[Printing Preferences...]**.

The **[Printing Preferences Properties]** dialog box appears.

4 Make any settings you require and click **[OK]**.

 **Note**

- Settings you make here are used as the default settings for all applications.

Making machine settings from an application

To make the machine settings for a specific application, open the **[Print]** dialog box from that application. The following example describes how to make settings for the WordPad application that comes with Windows 2000.

Note

- The actual procedures you should follow to open the **[Print]** dialog box may vary depending on the application. For more information, see the documentation that comes with the application you are using.
- Any settings you make in the following procedure are valid for the current application only.

1 On the **[File]** menu, click **[Print...]**.

The **[Print]** dialog box appears.

2 Select the machine you want to use in the **[Select Printer]** box.

3 Make any settings you require and click **[OK]** to start printing.

Windows NT 4.0 - Accessing the Printer Properties

Changing the default machine settings - Printer Properties

Limitation

- Changing the setting of the machine requires Full Control access permission. Members of Administrators, Server Operators, Print Operators, and Power Users groups have Full Control permission by default. When you set up options, log on using an account that has Full Control permission.

1 Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.

The **[Printers]** window appears.

2 Click to select the icon of the machine whose default settings you want to change.

3 On the **[File]** menu, click **[Properties]**.

The **[Printer Properties]** dialog box appears.

4 Make any settings you require and click **[OK]**.

Note

- Settings you make here are used as the default settings for all applications.

Changing the default machine settings - Default Document Properties

Limitation

- Changing the setting of the machine requires Full Control access permission. Members of the Administrators, Server Operators, Print Operators, and Power Users groups have Full Control permission by default. When you set up options, log on using an account that has Full Control permission.

1 Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.

The **[Printers]** window appears.

2 Click to select the icon of the machine whose default settings you want to change.

3 On the **[File]** menu, click **[Document Defaults]**.

The **[Default Document Properties]** dialog box appears.

4 Make any settings you require and click **[OK]**.

Note

- Settings you make here are used as the default settings for all applications.

Making machine settings from an application

To make the machine settings for a specific application, open the **[Printer Properties]** dialog box from that application. The following example describes how to make settings for the WordPad application that comes with Windows NT 4.0.

Note

- The actual procedures you should follow to open the **[Printer Properties]** dialog box may vary depending on the application. For more information, see the documentation that comes with the application you are using.
- Any settings you make in the following procedure are valid for the current application only.

1 On the **[File]** menu, click **[Print]**.

The **[Print]** dialog box appears.

2 Select the machine you want to use in the **[Name]** list box, and then click **[Properties]**.

The **[Printer Properties]** dialog box appears.

3 Make any settings you require and click **[OK]**.

4 Click **[OK]** to start printing.

PostScript 3 - Setting Up for Printing

Windows 95/98/Me - Accessing the Printer Properties

1

Changing the default machine settings

- 1** Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.

The **[Printers]** window appears.

- 2** Click to select the icon of the machine whose default settings you want to change.

- 3** On the **[File]** menu, click **[Properties]**.

The **[Printer Properties]** dialog box appears.

- 4** Make any settings you require and click **[OK]**.

- 5** Click **[OK]**.

 **Note**

- With some applications, the printer driver's settings are not used, and the application's own default settings are applied.

Making machine settings from an application

To make the machine settings for a specific application, open the **[Printer Properties]** dialog box from that application. The following example describes how to make settings for the WordPad application that comes with Windows 95/98/Me.

 **Note**

- The actual procedures you should follow to open the **[Printer Properties]** dialog box may vary depending on the application. For more information, see the documentation that comes with the application you are using.
- Any settings you make in the following procedure are valid for the current application only.

- 1** On the **[File]** menu, click **[Print]**.

The **[Print]** dialog box appears.

- 2** Select the machine you want to use in the **[Name]** list box, and then click **[Properties]**.

The **[Printer Properties]** dialog box appears.

- 3** Make any settings you require and click **[OK]**.

- 4** Click **[OK]** to start printing.

Windows 2000 - Accessing the Printer Properties

1

Changing the default machine settings - Printer Properties

Limitation

- Changing the setting of the machine requires Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default. When you set up options, log on using an account that has Manage Printers permission.

1 Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.

The **[Printers]** window appears.

2 Click to select the icon of the machine whose default settings you want to change.

3 On the **[File]** menu, click **[Properties]**.

The **[Printer Properties]** dialog box appear.

4 Make any settings you require and click **[OK]**.

Note

- Settings you make here are used as the default settings for all applications.

Changing the default machine settings - Printing Preferences Properties

Limitation

- Changing the setting of the machine requires Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default. When you set up options, log on using an account that has Manage Printers permission.

1 Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.

The **[Printers]** window appears.

2 Click to select the icon of the machine whose default settings you want to change.

3 On the **[File]** menu, click **[Printing Preferences...]**.

The **[Printing Preferences Properties]** dialog box appears.

4 Make any settings you require and click **[OK]**.

Note

- Settings you make here are used as the default settings for all applications.

Making machine settings from an application

To make the machine settings for a specific application, open the **[Print]** dialog box from that application. The following example describes how to make settings for the WordPad application that comes with Windows 2000.

Note

- The actual procedures you should follow to open the **[Print]** dialog box may vary depending on the application. For more information, see the documentation that comes with the application you are using.
- Any settings you make in the following procedure are valid for the current application only.

1 On the **[File]** menu, click **[Print...]**.

The **[Print]** dialog box appears.

2 Select the machine you want to use in the **[Select Printer]** box.

3 Make any settings you require and click **[OK]** to start printing.

Windows NT 4.0 - Accessing the Printer Properties

Changing the default machine settings - Printer Properties

Limitation

- Changing the setting of the machine requires Full Control access permission. Members of Administrators, Server Operators, Print Operators, and Power Users groups have Full Control permission by default. When you set up options, log on using an account that has Full Control permission.

1 Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.

The **[Printers]** window appears .

2 Click to select the icon of the machine whose default settings you want to change.

3 On the **[File]** menu, click **[Properties]**.

The **[Printer Properties]** dialog box appears.

4 Make any settings you require and click **[OK]**.

Note

- Setting you make here are used as the default settings for all applications.

Changing the default machine settings - Default Document Properties

Limitation

- Changing the setting of the machine requires Full Control access permission. Members of the Administrators, Server Operators, Print Operators, and Power Users groups have Full Control permission by default. When you set up options, log on using an account that has Full Control permission.

1 Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.

The **[Printers]** window appears.

2 Click to select the icon of the machine whose default settings you want to change.

3 On the **[File]** menu, click **[Document Defaults]**.

The **[Default Document Properties]** dialog box appears.

4 Make any settings you require and click **[OK]**.

Note

- Settings you make here are used as the default settings for all applications.

Making machine settings from an application

To make the machine settings for a specific application, open the **[Printer Properties]** dialog box from that application. The following example describes how to make settings for the WordPad application that comes with Windows NT 4.0.

Note

- The actual procedures you should follow to open the **[Printer Properties]** dialog box may vary depending on the application. For more information, see the documentation that comes with the application you are using.
- Any settings you make in the following procedure are valid for the current application only.

1 On the **[File]** menu, click **[Print]**.

The **[Print]** dialog box appears.

2 Select the machine you want to use in the **[Name]** list box, and then click **[Properties]**.

The **[Printer Properties]** dialog box appears.

3 Make any settings you require and click **[OK]**.

4 Click **[OK]** to start printing.

Macintosh - Setting Up for Printing

Making paper settings from an application

- 1** Open the file you want to print.
- 2** On the [File] menu, click [Page Setup].
The [AdobePS Page Setup] dialog box appears.
- 3** Make sure that the machine you want to use is shown in the [Format for:] box.

 **Note**

- If the machine is not shown in the [Format for:] box, use the pop-up menu to display a list of available machines.

 **Reference**

The actual appearance of the Page Setup depends on the application you are using. See the documentation that comes with the Macintosh for more information.

- 4** From the [Paper:] box, select the paper size.
- 5** Make any settings you require and click [OK].

Setting up for printing from an application

- 1** Open the file you want to print.
- 2** On the [File] menu, click [Print].
The [Printer Features] dialog box appears.
- 3** Make sure that the machine is selected in the [Printer:] box.
- 4** Make any settings you require and click [Print] to start printing.

Canceling a Print Job

1

Windows 95/98/Me - Canceling a Print Job

1 Double-click the machine icon on the Windows taskbar.

A window appears, showing all the print jobs that are currently queuing to be printed. Check the current status of the job you want to cancel.

2 Select the name of the job you want to cancel.

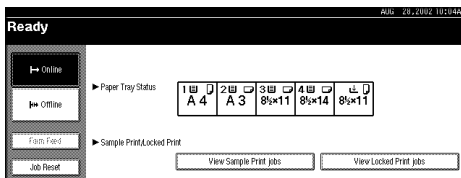
3 On the [Document] menu, click [Cancel Printing].

 **Note**

You can also open the print job queue window by double-clicking the machine icon in the [Printer] window.

4 Press the [Printer] key on the machine's control panel.

5 Press [Job Reset] on the display panel.



A message appears on the display panel indicating that the print job is being canceled.

 **Important**

- This procedure cancels the print job that is being processed by the machine. In some cases, the machine may already be processing data for the next print job following the one currently being output. In this case, the next print job is also canceled when you press [Job Reset].
- When the machine is being shared by multiple computers, be careful not to accidentally cancel someone else's print job.

 **Note**

- You cannot stop printing data that has already been processed internally by the machine. Because of this, printing may continue for a few pages after you press [Job Reset].
- A print job that contains a large volume of data may take considerable time to stop.

Windows 2000 - Canceling a Print Job

1 Double-click the machine icon on the taskbar.

A window appears, showing all the print jobs that are currently queuing to be printed. Check the current status of the job you want to cancel.

2 Select the name of the job you want to cancel.

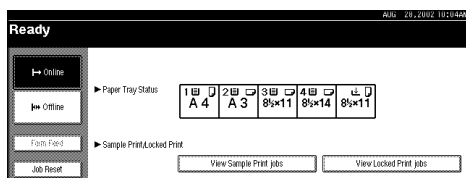
3 On the [Document] menu, click [Cancel Printing].

Note

- You can also open the print job queue window by double-clicking the machine icon in the [Printers] window.

4 Press the [Printer] key on the machine's control panel.

5 Press [Job Reset] on the display panel.



A message appears on the display panel indicating that the print job is being canceled.

Important

- This procedure cancels the print job that is being processed by the machine. In some cases, the machine may already be processing data for the next print job following the one currently being output. In this case, the next print job is also canceled when you press [Job Reset].
- When the machine is being shared by multiple computers, be careful not to accidentally cancel someone else's print job.

Note

- You cannot stop printing data that has already been processed internally by the machine. Because of this, printing might continue for a few pages after you press [Job Reset].
- A print job that contains a large volume of data might take considerable time to stop.

Windows NT 4.0 - Canceling a Print Job

1

1 Double-click the machine icon on the Windows taskbar.

A window appears, showing all the print jobs that are currently queuing to be printed. Check the current status of the job you want to cancel.

2 Select the name of the job you want to cancel.

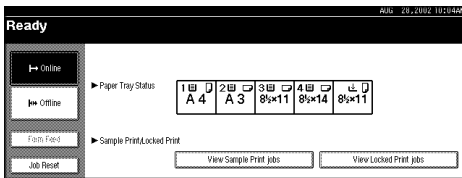
3 On the [Document] menu, click [Cancel Printing].

 **Note**

You can also open the print job queue window by double-clicking the machine icon in the [Printer] window.

4 Press the [Printer] key on the machine's control panel.

5 Press [Job Reset] on the display panel.



A message appears on the display panel indicating that the print job is being canceled.

 **Important**

The procedure cancels the print job that is being processed by the machine. In some cases, the machine may already be processing data for the next print job following the one currently being output. In this case, the next print job is also canceled when you press [Job Reset].

When the machine is being shared by multiple computers, be careful not to accidentally cancel someone else's print job.

 **Note**

You cannot stop printing data that has already been processed internally by the machine. Because of this, printing may continue for a few pages after you press [Job Reset].

A print job that contains a large volume of data may take considerable time to stop.

Macintosh - Canceling a Print Job

1 Double-click the machine icon on the desktop.

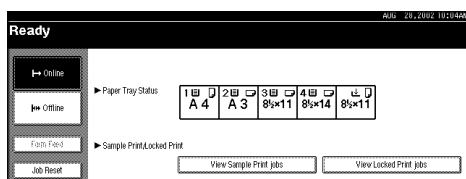
A window appears, showing all the print jobs that are currently queuing to be printed. Check the current status of the job you want to cancel.

2 Select the name of the job you want to cancel.

3 Click the pause icon, and then click the trash icon.

4 Press the [Printer] key on the machine's control panel.

5 Press [Job Reset] on the display panel.



A message appears on the display panel indicating that the print job is being canceled.

Important

- This procedure cancels the print job that is being processed by the machine. In some case, the machine may already be processing data for the next print job following the one currently being output. In this case, the next print job is also canceled when you press **[Job Reset]**.
- When the machine is being shared by multiple computers, be careful not to accidentally cancel someone else's print job.

Note

- You cannot stop printing data that has already been processed internally by the machine. Because of this, printing may continue for a few pages after you press **[Job Reset]**.
- A print job that contains a large volume of data may take considerable time to stop.

2. Uninstalling the Printer Driver and Software

Uninstalling the PCL 6/5e Printer Driver

This section describes how to uninstall the PCL 6/5e printer driver. The actual procedures may vary depending on the operating system.

Follow the appropriate procedure below.

Windows 95/98/Me - Uninstalling the PCL 6/5e Printer Driver

- 1** Close all the applications that are currently running.
- 2** Click **[Start]** on the taskbar, point to **[Settings]**, and click **[Printers]**.
The **[Printers]** window appears.
- 3** Click to select the icon of the machine you want to remove.
- 4** On the **[File]** menu, click **[Delete]**.
A confirmation dialog box appears.
- 5** Click **[Yes]** to uninstall the printer driver.

Windows 2000 - Uninstalling the PCL 6/5e Printer Driver

Limitation

- Uninstalling a printer driver requires Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default. When you uninstall a printer driver, log on using an account that has Manage Printers permission.

- 1** Close all the applications that are currently running.
- 2** Click **[Start]** on the taskbar, point to **[Settings]**, and click **[Printers]**.
The **[Printers]** window appears.
- 3** Click to select the icon of the machine you want to remove.
- 4** On the **[File]** menu, click **[Delete]**.
A confirmation dialog box appears.

5 Click **[Yes]** to uninstall the printer driver. **Note**

- You can also uninstall the printer driver using the following procedure.
 - ① In the **[Printers]** window, click **[Server Properties]** on the **[File]** menu to display **[Print Server Properties]**.
 - ② In the **[Drivers]** tab, click the driver you want to remove, and click **[Remove]**.
 - ③ Click **[Yes]**.
 - ④ Click **[OK]**.

Windows NT 4.0 - Uninstalling the PCL 6/5e Printer Driver

 **Limitation**

- Uninstalling a printer driver requires Full Control access permission. Members of the Administrators, Server Operators, Print Operators, and Power Users groups have Full Control Permission by default. When you uninstall a printer driver, log on using an account that has Full Control permission.

1 Close all applications that are currently running.**2** Click **[Start]** on the taskbar, point to **[Settings]**, and click **[Printers]**.

The **[Printers]** window appears.

3 Click to select the icon of the machine you want to remove.**4** On the **[File]** menu, click **[Delete]**.

A confirmation dialog box appears.

5 Click **[Yes]** to uninstall the printer driver.

Uninstalling the RPCS™ Printer Driver

This section describes how to uninstall the RPCS™ printer driver. The actual procedures may vary depending on the operating system.

Follow the appropriate procedure below.

Windows 95/98/Me - Uninstalling the RPCS™ Printer Driver

2

- 1** Close all the applications that are currently running.
- 2** Click [Start] on the taskbar, point to [Settings], and click [Printers].
The [Printers] window appears.
- 3** Click to select the icon of the machine you want to remove.
- 4** On the [File] menu, click [Delete].
A confirmation dialog box appears.
- 5** Click [Yes] to uninstall the printer driver.

Windows 2000 - Uninstalling the RPCS™ Printer Driver

! Limitation

- Uninstalling a printer driver requires Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default. When you uninstall a printer driver, log on using an account that has Manage Printers permission.

- 1** Close all the applications that are currently running.
- 2** Click [Start] on the taskbar, point to [Settings], and click [Printers].
The [Printers] window appears.
- 3** Click to select the icon of the machine you want to remove.
- 4** On the [File] menu, click [Delete].
A confirmation dialog box appears.

5 Click **[Yes]** to uninstall the printer driver.

 **Note**

- You can also uninstall the printer driver using the following procedure.
- ① In the **[Printers]** window, click **[Server Properties]** on the **[File]** menu to display **[Print Server Properties]**.
- ② In the **[Drivers]** tab, click the driver you want to remove, and click **[Remove]**.
- ③ Click **[Yes]**.
- ④ Click **[OK]**.

Windows NT 4.0 - Uninstalling the RPCS™ Printer Driver

 **Limitation**

- Uninstalling a printer driver requires Full Control access permission. Members of the Administrators, Server Operators, Print Operators, and Power Users groups have Full Control Permission by default. When you uninstall a printer driver, log on using an account that has Full Control permission.

1 Close all applications that are currently running.

2 Click **[Start]** on the taskbar, point to **[Settings]**, and click **[Printers]**.
The **[Printers]** window appears.

3 Click to select the icon of the machine you want to remove.

4 On the **[File]** menu, click **[Delete]**.
A confirmation dialog box appears.

5 Click **[Yes]** to uninstall the printer driver.

Uninstalling the PostScript 3 Printer Driver

This section describes how to uninstall the PostScript 3 printer driver. The actual procedures may vary depending on the operating system. Follow the appropriate procedure below.

Windows 95/98/Me - Uninstalling the PostScript 3 Printer Driver

2

- 1** Close all applications that are currently running.
- 2** Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.
The **[Printers]** window appears.
- 3** Click to select the icon of the machine you want to remove.
- 4** On the **[File]** menu, click **[Delete]**.
A confirmation dialog box appears.
- 5** Click **[Yes]** to uninstall the printer driver.

Windows 2000 - Uninstalling the PostScript 3 Printer Driver

Limitation

- Uninstalling a printer driver requires Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default. When you uninstall a printer driver, log on using an account that has Manage Printers permission.

- 1** Close all the applications that are currently running.
- 2** Click **[Start]** on the taskbar, point to **[Settings]**, and click **[Printers]**.
The **[Printers]** window appears.
- 3** Click to select the icon of the machine you want to remove.
- 4** On the **[File]** menu, click **[Delete]**.
A confirmation dialog box appears.

5 Click **[Yes]** to uninstall the printer driver.

 **Note**

You can also uninstall the printer driver using the following procedure.

- ① In the **[Printers]** window, click **[Server Properties]** on the **[File]** menu to display **[Print Server Properties]**.
- ② In the **[Drivers]** tab, click the driver you want to remove, and click **[Remove]**.
- ③ Click **[Yes]**.
- ④ Click **[OK]**.

Windows NT 4.0 - Uninstalling the PostScript 3 Printer Driver

 **Limitation**

Uninstalling a printer driver requires Full Control access permission. Members of the Administrators, Server Operators, Print Operators, and Power Users groups have Full Control Permission by default. When you uninstall a printer driver, log on using an account that has Full Control permission.

1 Close all applications that are currently running.

2 Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.

The **[Printers]** window appears.

3 Click to select the icon of the machine you want to remove.

4 On the **[File]** menu, click **[Delete]**.

A confirmation dialog box appears.

5 Click **[Yes]** to uninstall the printer driver.

Macintosh - Uninstalling the PostScript 3 Printer Driver

1 Drag the "AdobePS" file from the **[Extensions]** folder in **[System Folder]** to **[Trash]**.

2 Drag the PPD file and plug-in file from the **[Printer Descriptions]** folder in the **[Extensions]** folder in **[System Folder]** to **[Trash]**.

3. Printing with the Control Panel

Sample Print

Preparation

To use this function, you must install the optional Hard Disk Unit on the machine.

Use this function to print only the first set of a multiple-set print job. The remaining sets are saved on the hard disk drive in the machine. The saved jobs can be printed or cancelled from the machine's control panel. This can help in avoiding large amounts of misprints in case of mistakes in the content or in the printing settings.

Note

- If the application has a collate option, make sure that it is not selected before sending a print job. By default, sample print jobs are automatically collated by the printer driver. If a collate option is selected from the application print dialog box, more prints than intended may be printed.
- You can identify the file you want to print by the User ID and the date and time when the job was stored.
- The actual number of pages the machine can save depends on the contents of the print image. For example, the machine can save up to 30 jobs or 2,000 pages depending on the data volume.
- The machine can save up to 1,100 sheets of paper.
- If the first set of the sample print files is not as you expected and you do not want to print the remaining sets, delete the sample print file using the display panel. If you print the remaining sets of the sample print file, the job in the machine is deleted automatically.

Printing a Sample Print File

The following procedure describes how to print a sample print file with the PCL printer driver. For information about how to print a sample print file with the PostScript 3 printer driver, see the PostScript 3 Unit Type 1027 Operating Instructions Supplement included as a PDF file on the CD-ROM.

Limitation

- Applications, like PageMaker, which use their own drivers do not work with this function.

1 Configure the sample print in the properties of the printer driver.

Reference

For details on configuring the PCL 6/5e or RPCS™ printer driver, see the corresponding Help files.

2 Click [OK] in the application's print dialog box to start printing.

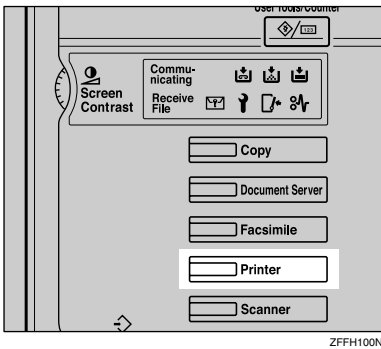
Note

- Make sure to set more than 2 copies.
- Turning off the main power switch of the machine deletes the sample print file.

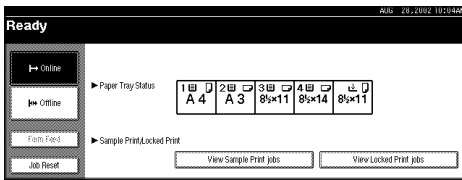
The sample print job is sent to the machine and the first set is printed.

3 On the machine's control panel, press the [Printer] key to display the Printer Screen.

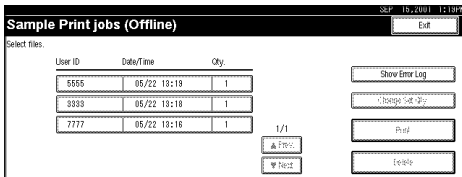
3



4 Press [View Sample Print jobs].



A list of the sample print files stored in the machine is displayed.



The following will also be displayed:

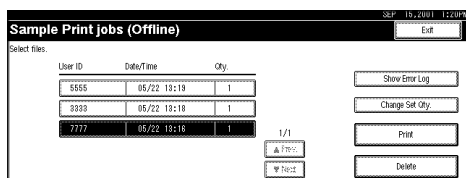
- User ID : The User ID set up by the printer driver.
- Date/Time : The date and time when the job was sent from the computer.
- Qty. : The number of remaining sets.

5 Press [▲Prev.] or [▼Next.] to scroll the files to the one you want to print.

6 Select the file you want to print by pressing on it.

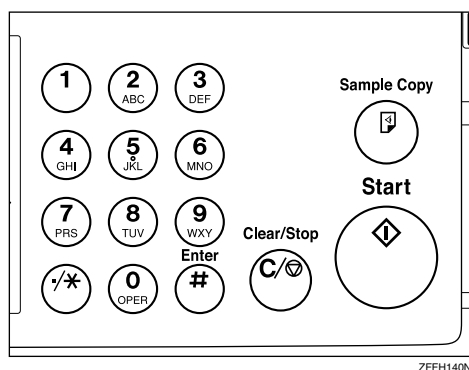
- You can select only one file at a time.

7 Press **[Change Set Qty.]** to change the number of sets to be printed.



If you do not want to change the set quantity then proceed to step **9**.

8 Enter the new number of sets using the number keys and press **[OK]**.



The screen returns to the file list screen.

Note

- You can enter up to 999 sets.
- Press **[Clear]** to correct any entry mistakes.
- If you want to cancel **[Change Set Qty.]**, press **[Cancel]**.

9 Press **[Print]**.

The print confirmation screen is displayed.

10 Press **[Yes]**.

The remaining sets are printed.

Important

- When printing is completed, the stored file will be deleted.

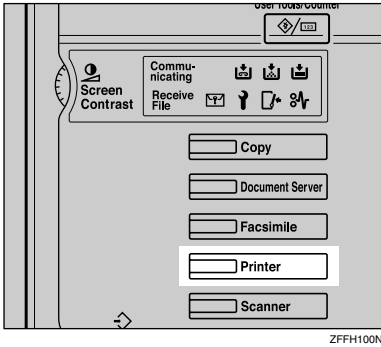
Note

- Press **[No]** to cancel printing.
- If printing is stopped by pressing **[Job Reset]** after printing has started, the file will be deleted.

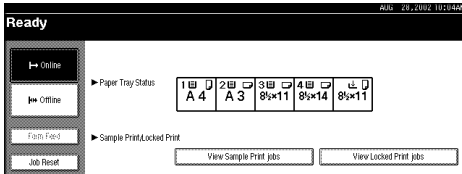
Deleting a Sample Print File

If you are not satisfied with the sample printout, you can delete the sample print file, revise it and print it again until the settings are fine.

1 Press the **[Printer]** key to display the Printer Screen.



2 Press **[View Sample Print jobs]**.



A list of the sample print files stored in the machine is displayed.

3 Highlight the file you want to delete by pressing on it.

Note

- You can scroll the list by pressing **[▲Prev.]** or **[▼Next.]**.
- You can only choose one file at a time.

4 Press **[Delete]**.

The delete confirmation screen will be displayed.

5 Press **[Yes]** to delete the file.

After the file has been deleted the screen will return to the file list screen.

Note

- If you do not want to delete the file, press **[No]**.

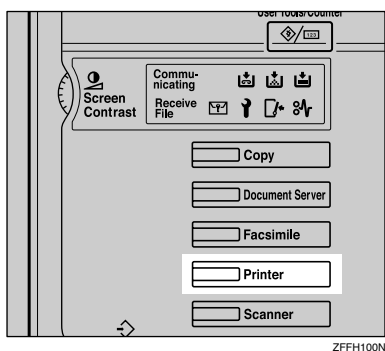
Checking the Error Log

If a file could not be stored in the machine, you can check the error log on the control panel.

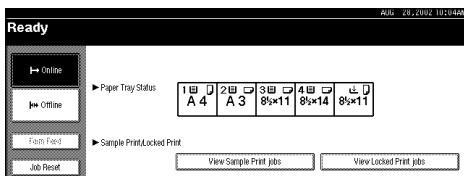
! Limitation

- The error log displays only the 20 most recent entries. If the power is turned off, the log will be deleted.

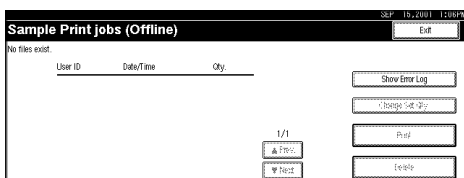
1 Press the [Printer] key to display the Printer Screen.



2 Press [View Sample Print jobs].



3 Press [Show Error Log].



4 Press [▲Prev.] or [▼Next.] to scroll the error files.

Press [Exit] after checking the log.

You will then return to the file list screen.

✎ Note

- For printing files that appear in the error log, resend them after stored files in the machine have been printed or deleted.

Locked Print

Preparation

To use this function, you must install the optional Hard Disk Unit on the machine.

Use this function to maintain privacy when printing confidential documents on the machine over a shared network. Usually, it is possible to print data by using the control panel once the data is stored in this machine. When using Locked Print, it will not be possible to print unless a password is entered on the machine's control panel. Your confidential documents will be safe from viewing by other people.

Note

- If the application has a collate option, make sure that it is not selected before sending a print job. By default, locked print jobs are automatically collated by the printer driver. If a collate option is selected from the application print dialog box, more sets than intended may be printed.
- You can identify the file you want to print by the User ID and the date and time when the job was stored.
- The actual number of pages the machine can save depends on the contents of the print image. For example, the machine can save up to 30 jobs or 2,000 pages. It depends on the data volume.
- The machine can save up to 1,100 sheets of paper.
- After the locked print file is printed, the job in the machine is deleted automatically.

Printing a Locked Print File

The following procedure describes how to print a locked print file with the PCL printer driver. For information about how to print a locked print file with the PostScript 3 printer driver, see the PostScript 3 Unit Type 1027 Operating Instructions Supplement included as a PDF file on the CD-ROM.

Limitation

- Applications, like PageMaker, which use their own drivers do not work with this function.

1 Configure the locked print in the properties of the printer driver.

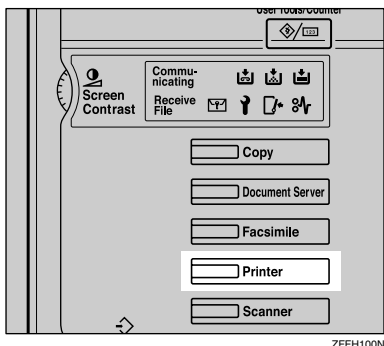
Reference

For details on configuring the PCL 6/5e or RPCS™ printer driver, see the corresponding Help files.

2 Click [OK] in the application's print dialog box to start printing.

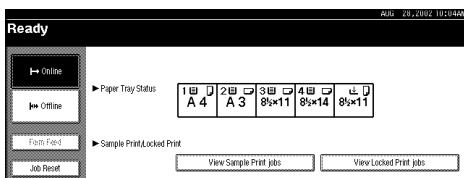
The locked print job is sent to the machine.

- On the machine's control panel, press the **[Printer]** key to display the Printer Screen.

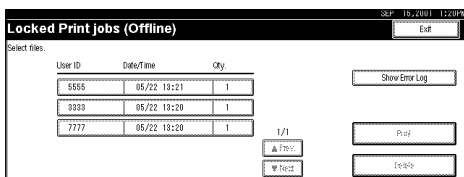


3

- Press **[View Locked Print jobs]**.



A list of the locked print files stored in the machine is displayed.



The date and time when the job was sent from the computer, as well as the User ID is displayed.

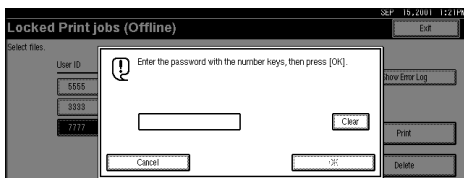
- Select the file you want to print by pressing on it.

Note

- Press **[▲Prev.]** or **[▼Next.]** to scroll the list.
- Only one file can be selected at a time.

- Press **[Print]**.

The password screen is displayed.



7 Enter the password using the number keys and press [OK].

The print confirmation screen is displayed.

Note

- A confirmation screen will appear when the password has not been entered correctly. Press [OK] to enter the password again.

8 Press [Yes].

The locked file is printed.

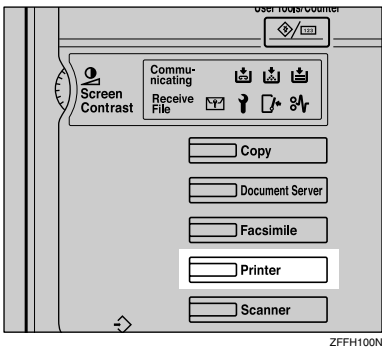
Note

- Press [No] to cancel printing.
- If printing is stopped by pressing [Job Reset] after printing has started, the file will be deleted.

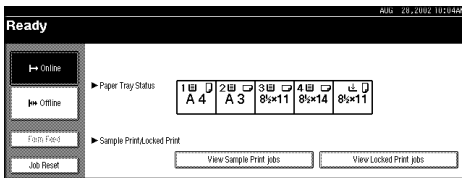
3

Deleting Locked Print files

1 Press the [Printer] key to display the Printer Screen.



2 Press [View Locked Print jobs].



A list of the files stored in the machine is displayed.

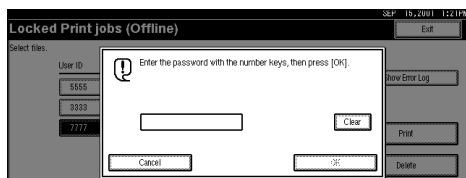
3 Select the file you want to delete by pressing on it.

Note

- Press [▲Prev.] or [▼Next.] to scroll the list.
- Only one file can be selected at a time.

4 Press **[Delete]**.

The password screen is displayed.

**5** Enter the password using the number keys and press **[OK]**.

The delete confirmation screen is displayed.

6 Press **[Yes]**.

After the file has been deleted, the screen returns to the file list screen.

Note

- If you do not want to delete the file, press **[No]**.
- If you forget your password, set "Display Password with Stored File" to **[ON]** on the **[Key Operator Tools]** tab of the System Settings screen. With this setting, the password screen is not displayed in the procedure above. For more information about "Display Password with Stored File," see the System Settings manual.

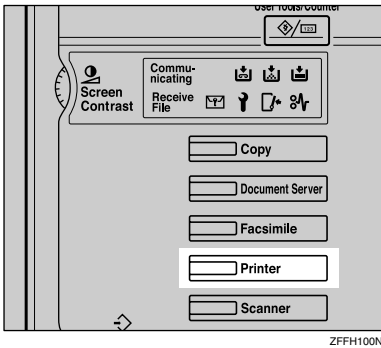
Checking the Error Log

If a file could not be stored in this machine, you can check the error log on the control panel.

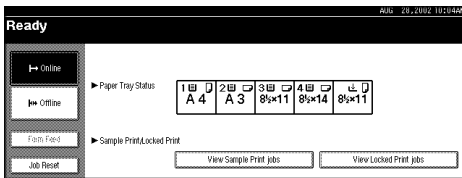
! Limitation

- The error log displays only the 20 most recent entries. If the power is turned off, the log will be deleted.

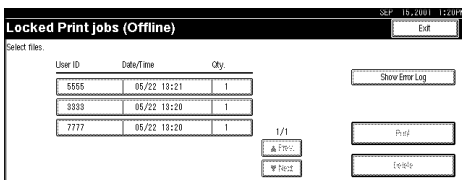
1 Press the **[Printer]** key to display the Printer Screen.



2 Select **[View Locked Print jobs]**.



3 Press **[Show Error Log]**.



4 Press **[▲Prev.]** or **[▼Next.]** to scroll the error files.

Press **[Exit]** after checking the log.

You will then return to the file list screen.

📝 Note

- For printing files that appear in the error log, resend them after stored files in the machine have been printed or deleted.

Accessing the Document Server

The Document Server enables you to save documents in the machine on the built-in hard disk of the machine and then edit and print them as you want.

Limitation

- An optional hard disk drive is required to use the Document Server function.

Reference

For more information about the Document Server function, see the Copy Reference.

For information about how to access to Document Server from a client, see the Help of the printer driver.

Note

- When you use the Document Server, the following can be selected using the machine's control panel.
 - Copies
 - Collate
 - Duplex
 - Staple
 - Paper Source
 - Output Tray
- Above items are lightly shaded, so you cannot set them from the **[Printer Properties]** dialog box when the Document Server is selected.
- You must enter User ID up to eight alphanumeric characters.
- You had better enter Password and File Name to distinguish the job from others.
- Up to 3,000 files can be saved on the Document Server. No new files can be saved once 3,000 files are saved. Even if less than 3,000 files are saved, new files cannot be saved when:
 - a file to be saved contains more than 1,000 pages
 - the total number of pages contained in files saved exceeds 9,000
 - the hard disk is full
- The Document Server also saves files that have been scanned via the Automatic Document Feeder (ADF) or exposure glass. You should delete unnecessary saved files from the hard disk. For how to delete saved files, see the System Settings manual.
- When using the hard disk for a function other than the Document Server function, you may be unable to save new files on the Document Server even if less than 3,000 files are saved on the Document Server.

4. Troubleshooting

Error & Status Messages on the Display Panel

Messages/Second messages	Descriptions and Solutions
All mailbox trays are full. Remove the paper.	All output trays have become full during sequential output. Remove paper from all output trays.
Close duplex unit cover.	The cover of the optional Duplex Unit is open. Close the cover of the optional Duplex Unit.
Collate has been cancelled.	Try installing an SDRAM module. When doing this, contact your service representative.
DIMM has a problem. Call service representative.	The DIMM inside the machine is abnormal. Replace the DIMM. For replacement, contact your service representative.
Driver setting error. (Memory)	Correct the Font Set Download parameters.
Duplex has been cancelled.	Try installing an SDRAM module. When doing this, contact your service representative. Also, use paper with size for duplex printing.
Ethernet board has a problem. Call service representative.	An error has occurred in the optional Network Interface Board. Turn off the power switch. Replace the Network Interface Board and turn on the power switch.
Exceeded max capacity of document server. Cannot stored.	Make the size of the transmission files smaller, or delete some of the files from the Document Server.
Exceeded max pages. Collate is incomplete.	The sort table has overflowed. Expand memory.
Exceeded max number of files of document server. Cannot stored.	Delete some of the files from the Document Server.
Exceeded max number of pages of document server. Cannot stored.	Reduce the number of pages in the transmission files, or delete some of the files from the Document Server.
Exceeded max. stored files in sample print and locked print.	Delete unnecessary files from the machine.
Exceeded max. stored pages in sample print and locked print.	Reduce the number of pages to be printed.
Following output tray is full. Remove the paper. #	The specified finisher tray is full. Remove paper from the tray.

Messages/Second messages	Descriptions and Solutions
Following output tray is full. Remove the paper. Internal Tray 1.	Internal Tray 1 is full. Remove paper from the tray.
Following output tray is full. Remove the paper. Internal Tray 2.	Internal Tray 2 is full. Remove paper from the tray.
HDD has a problem. Call service representative.	An error has occurred in the optional Hard Disk Drive. First turn the power switch off and then on. If the message appears again, call your sales or service representative.
HDD has not been installed.	Install an HDD unit. If this error reappears even if there is an HDD unit installed, contact your service representative.
HDD is full.	Delete unnecessary files stored in the machine. Also, reduce the size of sample or locked print files.
HDD is full.	Delete unnecessary fonts or forms stored in the machine.
Hex Dump Mode	The machine is in Hex Dump Mode. Wait for a while, and if the "Hex Dump Mode" message does not disappear, press [Online] on the Display panel to return to the "Ready" condition.
LCT has a problem. Turn Main Power Switch off then on. If the error appears again, call service representative.	The LCT is malfunctioning. Turn the main power off on the machine and after 5 seconds turn the power on again. If the same message appears again, contact your service representative.
Invalid Password Try Again.	An invalid password has been entered for a locked print job.
Load following paper in #, or select another tray and press [Continue]. To cancel job, press [Reset].	The specified paper tray is empty. Set paper in the paper tray or press [Form Feed], specify another paper tray, and then press [Continue] or [Reset].
Menu Protected Cannot Change.	The selected menu is protected.
No Files Exist.	The sample print or locked print file is not found.
NV-RAM has a problem. Call service representative.	An error has occurred in the optional Memory Unit. Turn off the power switch, replace the Memory Unit, and then turn on the power switch.
Offline	The machine is offline. If you want to put the machine online, press [Online] .
Output tray has been changed.	Set the correct output tray.
Overflow	Display list overflow occurred during printing with PCL or PS3. Expand memory.
Paper in duplex unit. Open cover and remove paper.	There is a misfeed in the Duplex Unit. Remove the misfed paper.
Paper in staple tray. Open finisher cover and remove paper.	Remove the paper remaining inside the finisher.

Messages/Second messages	Descriptions and Solutions
Paper size and type are mismatched. Select another tray from the following and press [Continue]. To cancel the job, press [Reset]. Paper size and type can also be changed in User Tools.	Using the auto tray selection function, a tray of the matching paper size and type is not found. Select another paper tray, change the paper size by using the paper size dial on the tray or paper size setting on the menu, and then change the paper type of the selected tray by using the paper type setting on the menu. Otherwise, press [Form Feed], specify another paper tray, and then press [Continue] or [Reset].
Paper size and type of # are mismatched. Select another tray from followings and press [Continue]. To cancel job, press [Reset]. Paper size and type can also be changed in User Tools.	The paper size and type of selected paper tray differ from the specified paper size and type. Change the paper size of the selected tray by using the paper size dial on the tray or paper size setting on the menu, and then change the paper type of the selected tray by using the paper type setting on the menu. Otherwise, press [Form Feed], specify another paper tray, and then press [Continue] or [Reset].
Paper size of # is mismatched. Select another tray from followings and press [Continue]. To cancel job, press [Reset]. Paper type can also be changed in User Tools.	The paper size of the selected paper tray differs from the specified paper size. Change the paper size of the selected tray by using the paper size dial in the tray or the paper size setting on the menu. Otherwise, press [Form Feed], specify another paper tray, and then press [Continue] or [Reset].
Paper type of # is mismatched. Select another tray from followings and press [Continue]. To cancel job, press [Reset]. Paper type can also be changed in User Tools.	The paper type of the selected paper tray differs from the specified paper type. Change the paper type of the selected tray by using the paper type setting on the menu. Otherwise, press [Form Feed], specify another paper tray, and then press [Continue] or [Reset].
Parallel I/F board has a problem. Call service representative.	Parallel I/F board has a problem. Contact your service representative.
Please wait.	The machine is warming up or setting the toner.
Printer is in use. Try again after the job is completed.	The system settings menu cannot be displayed because data processing is in progress.
Printing...	Wait for a while.
Print overrun.	Try installing an SDRAM module. When doing this, contact your service representative.
Ready	The machine is online and ready to make prints. If you want to take the machine offline, press [Online] .
Reset # correctly, or select another tray and press [Continue].	The selected paper tray (current tray) is not found. It has not been set or is set incorrectly. Set the paper tray correctly.
Reset duplex unit correctly. If the error appears again, call service representative.	The optional Duplex Unit is not set correctly. An error has occurred in the Duplex Unit. Set the optional Duplex Unit correctly. If the message appears again, call your sales or service representative.

Messages/Second messages	Descriptions and Solutions
Resetting job...	The print job is being reset. Wait for a while.
RPCS graphic error.	There is the possibility that the SDRAM is not working correctly. For details, contact your service representative.
RPCS Memory Overflow.	There is the possibility that the SDRAM module is not working correctly. For details, contact your service representative.
RPCS memory overflow.	Printing canceled by the autojob cancel.
RPCS syntax error.	A syntax error occurred. Be sure to use the printer driver matching the model of your machine.
Shift tray has a problem. Call service representative.	Malfunction occurs when using the Shift function. Contact your service representative.
Staple has been cancelled.	Check the paper direction, printing direction as well as the post-process positioning settings.
Staple is almost empty.	There are a few staples remaining. Please load in more staples.
Toner is almost empty.	The toner has almost run out. Prepare a new toner cartridge. If the image density gets too light, replace the toner cartridge with a new one.
Tray # has a problem. Select another tray and press [Continue]. To cancel job, Press [Reset].	An attempt requiring a service call was made to feed paper from the tray. Select another tray or cancel printing.
Tray 1 has a problem. Turn Main Power Switch off then on. If the error appears again, call service representative.	The feed motor for Tray 1 is not functioning properly. Turn the machine power on and off to check whether the error recurs. If the error recurs, call your service representative.
Tray 2 has a problem. Turn Main Power Switch off then on. If the error appears again, call service representative.	The feed motor for Tray 2 is not functioning properly. Turn the machine power on and off to check whether the error recurs. If the error recurs, call your service representative.
Tray 3 has a problem. Turn Main Power Switch off then on. If the error appears again, call service representative.	The feed motor for Tray 3 is not functioning properly. Turn the machine power on and off to check whether the error recurs. If the error recurs, call your service representative.
Tray 4 has a problem. Turn Main Power Switch off then on. If the error appears again, call service representative.	The feed motor for Tray 4 is not functioning properly. Turn the machine power on and off to check whether the error recurs. If the error recurs, call your service representative.
Unauthorized user access. Print job has been cancelled.	Check the User Code permission conditions.
Waiting...	The machine is waiting for the next print job. Wait for a while.

Machine configuration

You can check the machine configuration using telnet.

❖ telnet

Use the info command.

❖ UNIX

Use the lpr or lpstat command or stat parameter of rsh, rcp, or ftp.

🔍 Reference

For more information, see “*Remote Maintenance by Telnet (mshell)*” in the Network Printing Guide Operating Instructions provided as a PDF file on the CD-ROM labeled “Operating Instructions for Printer”.

📝 Note




























- “*” (asterisk) is displayed with the current setting.
- Regarding *1–*5, see table below.

Item	Description
Input Tray	
No.	ID number of the paper tray
Name	Name of the paper tray ^{*1}
PaperSize	Paper size loaded in the paper tray ^{*2}
Status	Current status of the paper tray ^{*3}
Output Tray	
No.	ID number of the output tray
Name	Name of the output tray ^{*4}
Status	Current status of the output tray ^{*5}

❖ *1 Input Tray: Name

Name	Description
Tray X	Name of installed paper tray. (X is the number of tray.)
Tray 3 (LCT)	Large Capacity Tray (LCT)
Bypass Tray	Bypass tray

❖ *2 Input Tray: Paper Size

Paper Size	Description
A3 (297 × 420)	A3 
B4JIS (257 × 364)	B4 
A4 (297 × 210)	A4 
A4 (210 × 297)	A4 
B5JIS (257 × 182)	B5 
B5JIS (182 × 257)	B5 
A5 (210 × 148)	A5 
A5 (148 × 210)	A5 
A6 (105 × 148)	A6 
11 × 17	DL 
8 ¹ / ₂ × 14	LG 
8 ¹ / ₂ × 11	LT 
11 × 8 ¹ / ₂	LT 
8 ¹ / ₂ × 11	LT 
5 ¹ / ₂ × 8 ¹ / ₂	HL 
Custom Size	Custom Size
10 ¹ / ₂ × 7 ¹ / ₄	10 ¹ / ₂ " × 7 ¹ / ₄ " 
7 ¹ / ₄ × 10 ¹ / ₂	7 ¹ / ₄ " × 10 ¹ / ₂ " 
8 ¹ / ₄ × 13	8 ¹ / ₄ " × 13" 
8 ¹ / ₂ × 13	8 ¹ / ₂ " × 13" 
4 ¹ / ₈ × 9 ¹ / ₂	4 ¹ / ₈ " × 9 ¹ / ₂ " 
3 ⁷ / ₈ × 7 ¹ / ₂	3 ⁷ / ₈ " × 7 ¹ / ₂ " 
DL Env (110 × 220)	DL 
C5 Env(162 × 229)	C5 Env 
C6 Env(114 × 162)	C6 Env 
8 × 13	8"×13" 
8K (267 × 390)	8K
16K (195 × 267)	16K 
16K (267 × 195)	16K 

❖ ***3 Input Tray: Status**

Status	Description
Normal	—
NoTray	There is no paper tray
PaperEnd	There is no paper in the paper tray

❖ ***4 Output Tray: Name**

Name	Description
Internal Tray 1	Internal Tray 1
Internal Tray 2	Internal Tray 2
Shift Tray	Shift Tray
Finisher Tray	Finisher Tray (Finisher 500)
Finisher Proof Tray	Finisher Proof Tray (Finisher 1000)
Finisher Shift Tray	Finisher Shift Tray (Finisher 1000)

❖ ***5 Output Tray: Status**

Status	Description
Normal	----
PaperExist	There is paper in the output tray
OverFlow	Output tray is full of paper
Error	Other error

Machine Does Not Print

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Possible Cause	Solutions
Is the power on?	Make sure that the cable is securely plugged into the power outlet and the machine. Turn on the power switch.
Does the Online indicator stay on?	Press [Online] so the indicator lights.
Is the error and status message displayed?	Check the error and status message on the display panel and take the required action.
Does the indicator next to the Printer key stay red?	Check the error message, and take the required action.
Is paper loaded?	Load paper into the paper tray or on the bypass tray.
Can you print a configuration page?	If you cannot print a configuration page, it probably indicates a machine malfunction. You should contact your sales or service representative. If you can print a configuration page but cannot get the machine to print when you issue a print command from the computer, it probably means there is a problem with the computer. Note that large or complex data might take a long time to be printed.
Is the interface cable connecting the machine to the computer connected securely?	Connect the interface cable properly. If there are any connectors or screws, make sure that they are securely fastened.
Did you connect the interface cable after turning on the power switch?	Make sure to connect the interface cable before turning on the power switch.
Are you using the correct interface cable?	The type of interface cable you should use depends on the computer. Make sure to use the correct one. If the cable is damaged or worn, replace it with a new one.
Are the user restrictions activated?	Set the user ID correctly in the printer driver. Cancel the user restrictions. <ul style="list-style-type: none"> For details on the user restrictions, as well as how to cancel them, and user ID assignments. See the System Setting.

Possible Cause	Solutions
Is the Data In indicator blinking or lit after starting the print job?	<p>If not blinking or lit, the data is not being sent to the machine.</p> <ul style="list-style-type: none"> ❖ If the machine is connected to the computer using the interface cable <p>Make sure the computer port settings are correct. For a parallel port connection, port LPT1 or LPT2 should be set.</p> <ul style="list-style-type: none"> • Windows 95/98/Me <ol style="list-style-type: none"> ① Click [Start], point to [Settings] and then click [Printers]. ② Click to select the icon of the machine. Next, on the [File] menu, click [Properties]. ③ Click the [Details] tab. ④ Check the [Print to the following port] box to make sure that the correct port is selected. • Windows 2000 <ol style="list-style-type: none"> ① Click [Start], point to [Settings] and then click [Printers]. ② Click to select the icon of the machine. Next, on the [File] menu, click [Properties]. ③ Click the [Port] tab. ④ Check the [Print to the following port] box to make sure that the correct port is selected. • Windows NT 4.0 <ol style="list-style-type: none"> ① Click [Start], point to [Settings] and then click [Printers]. ② Click to select the icon of the machine. Next, on the [File] menu, click [Properties]. ③ Click the [Port] tab. ④ Check the [Print to the following port] box to make sure that the correct port is selected. ❖ Network Connection <p>Contact your network administrator.</p>

 **Note**


- If you cannot solve the problem by taking the preceding actions, contact your sales or service representative.

Other Printing Problems

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Status	Possible Causes, Descriptions, and Solutions
Multiple pages are fed through the machine together.	Remove all paper from the tray and fan it gently to get air between the sheets. After that, load it back into the tray.
The image is printed on the reverse side of the paper.	Set the paper the other way up.
Paper misfeeds occur frequently.	Check the paper size settings. The size set with the paper size dial might be different from the actual paper size. Make the correct dial setting.
	Use the recommended paper. Avoid using curled, folded, wrinkled, perforated or glossy paper .
The control panel error message stays on after removing the misfed paper.	Open the front cover of the machine and then close it.
It takes a long time for the machine to start printing.	The machine might be in Energy Saver mode or Low Power mode, which requires more time for warming up and resuming the print job. If you cannot wait, change the settings for Low Power. Shift Time and Low Power Timer.
It takes too much time to resume printing.	The data is so large or complex that it takes time to process it. If the Data In indicator is blinking, printing data processing is taking place. Just wait until printing resumes.
The image is printed in the wrong orientation.	Make sure that the orientation setting has been set in the application you are using.
	Set the correct paper size and feed direction that match the tray settings on the RPCS™ printer driver.
Windows 95/98/Me, Windows 2000, NT 4.0 : The computer does not recognize the installed printer options.	If the machine is not bidirectional, specify which options you have installed using the printer driver. See the Help file of the printer driver.
Connecting functions are not recognized when using Windows 95/98/Me, Windows 2000 and Windows NT 4.0	You have to configure the Option Setup in the Printer Properties when not using bidirectional transmission.
When in Windows, data which uses proportional fonts cannot be printed exactly as viewed on the screen.	Are you printing with the setting that replaces the True Type Font with the Printer Font? If you want to print with the same characters as viewed onscreen, use the following configuration: <ul style="list-style-type: none"> • Select the [User Settings] check box in the [Print Quality] tab of the printer driver. Click on [Change User Settings]. Choose the [True Type Font] tab, and then check the [Print in True Type Font Image] check box.


Status	Possible Causes, Descriptions, and Solutions
When printing graphic data, the output and the screen are different to some extent.	If the printer driver is configured to use the graphics command, the command from the machine is used to print. If you want to print accurately, set the printer driver to print without using the graphics command.
One page is printed halfway and ejected, and the data of that page continues to be printed on the next page.	It is possible that the configuration of the [Automatic Paper Ejection Time] in the Printer Initialization setting has been set too short. Set it to [None] or for a longer time.
The Page Layout is shifting.	Print areas differ according to the printer used. The information that fits on one page on one machine may not fit on one page of another machine. Adjust the [Print Area] settings in the printer driver.
The paper comes out from a different tray than expected.	The paper tray set in the printing conditions or the print driver has priority over the paper tray set in the [Paper Select] function in the control panel. Set correctly the print conditions or the printer driver.
Duplex printing is malfunctioning.	<ul style="list-style-type: none"> • Duplex printing cannot be done with paper set in the manual tray. When using duplex printing, correct the settings to use paper from a tray other than the manual tray. • Duplex printing cannot be done with thick paper, OHP transparencies, labels, or thin paper specified as the paper type. Specify another paper type. • Duplex printing cannot be done with a tray for which [1 Sided Copy] has been specified for "Paper Type" on the System Settings menu. Change the "Paper Type" setting for the tray to [2-Sided Copy] on the System Settings menu. See the System Settings manual.
When using Windows 95/98/Me, Windows 2000, or Windows NT4.0, either forced printing or bookbind printing cannot be set.	Make sure that the paper set in the application has the same size and direction as in the [Accessories] . If a different paper size and direction are set, choose the same size and direction.
When using Windows 95/98/Me, Windows 2000, or Windows NT4.0, doubling of the paper settings is not possible.	
Vertical and horizontal are printed reversed.	It is possible that the printer condition's original direction is not correctly set. Make sure that it has been correctly set.
When stapling and printing documents which have different sizes and paper directions, stapling does not occur correctly.	Documents which have different sizes and paper directions may not be stapled as expected depending on the location of the staples.

Status	Possible Causes, Descriptions, and Solutions
A print instruction was issued from the personal computer, but printing has not started.	User code management may have been set. Ask the administrator about the valid user code. To perform printing, the user code must be entered from the printer driver.
The print job is not canceled even when the machine is switched to the offline status.	Change the system setting of "Signal Control" to "Printer priority".  Reference See "User Tools (System Settings)" in the System Settings manual.
It takes a long time to print from the Macintosh G3 or G4 via a hub.	When the machine is connected to a Macintosh computer equipped with the G3 or G4 processor via a hub, it may take a long time to transfer data on 100BASE-TX from the Macintosh to the machine.
The machine connected by an IEEE1394 cable cannot be recognized.	When multiple machines are connected to a personal computer, a machine may not be recognized or other problems may occur if the IEEE1394 cable connecting the machine is reconnected at the wrong time. If a printer connected to an extended IEEE1394 board cannot print or an error message appears during printing, follow the corrective procedure described under the table.

 **Note**

If the problem cannot be solved, contact your sales or service representative.

Corrective procedure for an extended IEEE1394 board error

- 1** Confirm that the extended IEEE1394 board is properly mounted.
- 2** Confirm that the IEEE1394 cable is properly connected.
- 3** Restart the personal computer.
 If the problem cannot be solved after following steps **1** to **3**, proceed to steps **4** to **6**.
- 4** Disconnect all IEEE1394 interface cables from the personal computer.
- 5** Run the tool stored in the following folder on the CD-ROM supplied with the machine:
 D:\drivers\utility\1394\ (when drive "D" contains the CD-ROM)
 **Important**
 See the README file stored in the same folder for how to use the tool.
- 6** Restart the personal computer.

5. Using the Control Panel

Though the factory default settings of the machine are suitable for most printing jobs, the “Printer Features” gives you access to a number of settings that control basic printer operations. “Printer Features” settings you make are retained even when you turn off the machine.

Reference

For more information about the copy features and their system settings, see the Copy Reference and the System Settings.

Adjusting Printer Features

Printer Features Menu

There are six menu items in the “Printer Features” menu.

- Paper Input
- List/Test Print
- Maintenance
- System
- Host Interface
- PCL Config. Page

You can select functions in the following table.

Category	Function menu
Paper Input ⇒ p.52	Bypass Paper Size
List/Test Print ⇒ p.52	Config. Page
	Menu List
	PS Config. Page
	PCL Config. Page
	Hex Dump
Maintenance ⇒ p.52	Menu Protect

Category	Function menu	
System ⇒ p.53	Misfeed Recovery	
	Print Error Report	
	Auto Continue	
	Memory Overflow	
	Sub Paper Size	
	Page Size	
	Duplex	
	Job Separation	
	Memory Usage	
	Edge Smoothing	
	Resolution	PCL
		PS
Toner Saving		
Host Interface ⇒ p.57	I/O Buffer	
	I/O Timeout	
PCL Config. Page⇒ p.57	Orientation	
	Form Lines	
	Font Source	
	Font Number	
	Point Size	
	Font Pitch	
	Symbol Set	

Accessing the Printer Features

- 1** Press **[User Tools/Counter/Inquiry]** on the control panel.
- 2** Press **[Printer Features]**.
- 3** Select the desired item by pressing the tab, and change the settings.

 **Note**

- [OK]** : Press to set the new settings and return to the previous menu.
- [Cancel]** : Press to return to the previous menu without changing any setting.

Exiting from the Printer Features

- 1** After changing Printer Features, press **[Exit]** to return to the User Tools/Counter/Inquiry menu.
- 2** Press **[Exit]**.

 **Note**

- You can also exit from the User Tools/Counter/Inquiry menu by pressing **[User Tools/Counter/Inquiry]**.

Printer Features Parameters


Paper Input

Menu	Description
Bypass Paper Size	The paper size for the bypass tray. For more information about paper sizes that can be set in the bypass tray, see the Copy Reference.

List/Test Print

Menu	Description
Config. Page	You can print the current configuration of the machine.
Menu List	You can print the Menu List which shows the function menus of the machine.
PS Config. Page	You can print a list of the installed PS 3 Fonts.
PCL Config. Page	You can print the current configuration of the PCL.
Hex Dump	You can print the Hex Dump.

Maintenance

Menu	Description
Menu Protect	<p>This procedure lets you protect menu settings against accidental changes. It makes it impossible to change the menu settings you make with the normal procedure unless you perform the required key operation. In a network environment, protecting settings restricts changes to menu settings to network administrators.</p> <ul style="list-style-type: none"> • Off • Level 1 • Level 2 <p> Note</p> <p><input type="checkbox"/> Default: Off</p>

The table below lists the menus that can be protected at level 1 or 2.

Menu	Level 1	Level 2
Paper Size Settings	×	○
Adjustment/Management	○	○
System Settings	○	○
Interface Settings	○	○
Program	×	○
Language	○	○



○: Protected




×: Not protected




Note





- You can also use SmartNetMonitor for Admin to protect menus. To do so, you must set an access code on the machine beforehand.

System



Menu	Description
Misfeed Recovery	<p>You can select whether or not to enable Misfeed Recovery. When it is on, printing restarts after the misfed paper has been cleared.</p> <ul style="list-style-type: none"> • Off • On <p> Note</p> <p><input type="checkbox"/> Default: On</p>
Print Error Report	<p>You can select whether or not to have an error report printed when a printer error or memory error occurs.</p> <ul style="list-style-type: none"> • Off • On <p> Note</p> <p><input type="checkbox"/> Default: Off</p>

Menu	Description
Auto Continue	<p>You can select whether or not to enable Auto Continue. When it is on, you can set the time interval for when to continue after an error.</p> <ul style="list-style-type: none">• Off• 0 minute• 1 minute• 5 minutes• 10 minutes• 15 minutes <p> Note</p> <ul style="list-style-type: none"><input type="checkbox"/> Default: Off<input type="checkbox"/> When “0 minute”, “1 minute”, “5 minutes”, “10 minutes” or “15 minutes” is selected, and certain types of error occur, the current job might be canceled, and the machine automatically resumes with the next job.
Memory Overflow	<p>You can select whether the memory overflow error report should be printed.</p> <ul style="list-style-type: none">• Not Print• Error Report <p> Note</p> <ul style="list-style-type: none"><input type="checkbox"/> Default: Not Print
Sub Paper Size	<p>You can enable the Auto Substitute Paper Size (A4↔LT) feature.</p> <ul style="list-style-type: none">• Auto• Off <p> Note</p> <ul style="list-style-type: none"><input type="checkbox"/> Default: Off




Menu	Description
Page Size	<p>You can select the default Paper size.</p> <ul style="list-style-type: none"> • 11 × 17 • 8½ × 14 • 11 × 8½ • 5½ × 8½ • 7¹/₄ × 10½ • 8 × 13 • 8½ × 13 • 8¹/₄ × 13 • A3 • B4 • A4 • B5 • A5 • A6 • Custom Size • 4¹/₈ × 9¹/₂ • 3⁷/₈ × 7¹/₂ • C5 Env • C6 Env • DL <p> Note</p> <p><input type="checkbox"/> Default:A4</p>
Duplex	<p>You can select whether you want to print on both sides of each page.</p> <ul style="list-style-type: none"> • Off • Long Edge Bind • Short Edge Bind <p> Note</p> <p><input type="checkbox"/> Default: Off</p> <p><input type="checkbox"/> This menu appears only when the optional Duplex Unit is installed.</p>
Job Separation	<p>You can enable Job Separation.</p> <ul style="list-style-type: none"> • On • Off <p> Note</p> <p><input type="checkbox"/> Default: Off</p> <p><input type="checkbox"/> This menu appears only when the optional 1-bin shift tray is installed.</p>




Menu	Description
Memory Usage	<p>You can select the volume of memory to be used in the “Font Priority” or “Frame Priority”, according to the paper size or resolution.</p> <ul style="list-style-type: none"> • Font Priority This setting uses memory for registering fonts. • Frame Priority This setting uses frame memory for high speed printing. <p> Note</p> <p><input type="checkbox"/> Default: Frame Priority</p>
Edge Smoothing	<p>You can set whether or not to enable “Edge Smoothing”.</p> <ul style="list-style-type: none"> • On • Off <p> Note</p> <p><input type="checkbox"/> Default: On</p> <p><input type="checkbox"/> If “Toner Saving” is “On”, “Edge Smoothing” is ignored even if it is “On”.</p>
Resolution	<p>You can set the print resolution in dots per inch.</p> <ul style="list-style-type: none"> ❖ PCL 5e 300 dpi, 600 dpi ❖ PCL 6 600 dpi ❖ PS 300 dpi, 600 dpi <p> Note</p> <p><input type="checkbox"/> Default: 600 dpi</p> <p><input type="checkbox"/> The PCL 6 can only be set to 600 dpi.</p>
Toner Saving	<p>You can select whether or not to enable “Toner Saving”.</p> <ul style="list-style-type: none"> • On • Off <p> Note</p> <p><input type="checkbox"/> Default: Off</p> <p><input type="checkbox"/> If “Toner Saving” is “On”, “Edge Smoothing” is ignored even if it is “On”.</p>

Host Interface

Menu	Description
I/O Buffer	<p>You can set the size of the I/O Buffer. Normally it is not necessary to change this setting.</p> <p>16 KB, 32 KB, 64 KB, 128 KB, 256 KB, 512 KB</p> <p> Note</p> <p><input type="checkbox"/> Default: 32 KB</p>
I/O Timeout	<p>You can set how many seconds the machine should wait before ending a print job. If data from another port often arrives in the middle of the print job, you should increase the timeout value.</p> <p>10 seconds, 15 seconds, 20 seconds, 25 seconds, 60 seconds</p> <p> Note</p> <p><input type="checkbox"/> Default: 15 seconds</p>

PCL Config. Page

Menu	Description
Orientation	<p>You can set the page orientation.</p> <ul style="list-style-type: none"> • Portrait • Landscape <p> Note</p> <p><input type="checkbox"/> Default: Portrait</p>
Form Lines	<p>You can set the number of lines per page.</p> <ul style="list-style-type: none"> • 5-128 <p> Note</p> <p><input type="checkbox"/> Default: 64 (Metric version), 60 (Inch version)</p>
Font Source	<p>You can set the location of the default font.</p> <ul style="list-style-type: none"> • Resident <p>When downloading a font to the following devices, note that the device names are also displayed:</p> <ul style="list-style-type: none"> • RAM • HDD
Font Number	<p>You can set the ID of the default font you want to use.</p> <ul style="list-style-type: none"> • 0 to 50 <p> Note</p> <p><input type="checkbox"/> Default: 0</p>

Menu	Description
Point Size	<p>You can set the point size you want to use for the selected font. 4 to 999.75 by 0.25</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: 12.00 <input type="checkbox"/> This setting is effective only for a variable-space font.
Font Pitch	<p>You can set the number of characters per inch you want to use for the selected font. 0.44 to 99.99 by 0.01</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: 10.00 <input type="checkbox"/> This setting is effective only for a fixed-space font.
Symbol Set	<p>You can specify the set of print characters for the selected font. The available options are as follows.</p> <p>Roman-8, ISO L1, ISO L2, ISO L5, PC-8, PC-8 D/N, PC-850, PC-852, PC8-TK, Win L1, Win L2, Win L5, Desktop, PS Text, VN Intl, VN US, MS Pubi, Math-8, PS Math, VN Math, Pifont, Legal, ISO 4, ISO 6, ISO 11, ISO 15, ISO 17, ISO 21, ISO 60, ISO 69, Win 3.0</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: Roman-8

Machine condition

We recommend that you print the configuration page and check the machine's settings before changing them.

- 1** Press **[User Tools/Counter/Inquiry]** on the control panel.

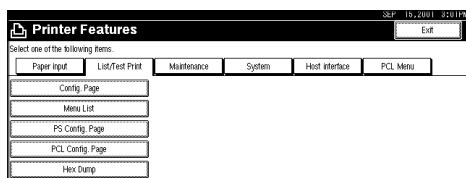
The User Tools/Counter/Inquiry menu appears.

- 2** Press **[Printer Features]**.

The Printer Features menu appears.

- 3** Press the **[List/Test Print]** tab.

The following screen appears on the display panel.



- 4** Press **[Config. Page]**.










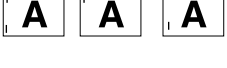
The configuration page is printed.

Staple

The following tables show the staple positions.

Note

- Staple outputs depend on paper size, paper type, number of pages and feed direction.

Paper orientation on the machine	Print data direction	Staple position	
		Finisher 500	Finisher 1000
	Vertical		
	Horizontal		
	Vertical		
	Horizontal		

Reference

- For the paper sizes and maximum numbers of sheets available for stapling, see "Staple" in the Copier Reference.
- For the printing method, see the Help of the printer driver.

Limitation

- Stapling can be done only with a finisher installed on the machine.
- Stapling cannot be done when paper is fed from the optional Bypass Tray.
- Thick paper, OHP transparencies, and thin paper cannot be stapled.
- You cannot interrupt the current job with a job of another function for which stapling or sorting is specified.
- You can interrupt the current job with an ordinary copy job or facsimile reception. The output tray for the interrupting job varies depending on the finisher type and output tray specification for the interrupting job.

❖ When the finisher is Finisher 500:

- If the output tray specified for the interrupting job is the Finisher Tray, the interrupting job will be delivered to Internal Tray 1.
- If the output tray specified for the interrupting job is not the Finisher Tray, the interrupting job will be delivered to the specified output tray.

❖ When the finisher is Finisher 1000:






- If the output tray specified for the interrupting job is the Finisher Shift Tray, the interrupting job will be delivered to the Finisher Proof Tray.
 - If the output tray specified for the interrupting job is not the Finisher Shift Tray, the interrupting job will be delivered to the specified output tray.
- When a finisher is mounted and stapling is specified for a job, the job will be delivered to the Finisher Shift Tray regardless of the output tray specified.

 Note

- If you cannot make staple settings even with a finisher mounted, options may not be set up correctly on the printer driver. Correct option settings in [**Change Option Configuration: Paper Tray Settings**]" on the printer driver. For details, see the Help of the printer driver.
- When duplex printing is specified, adjust staple positions to the binding direction.
- When the finisher is being used for a job of another function (for example., a copy job), printing will start after the current job ends.

Specifications

This section contains the electrical and hardware specifications for the machine including information about the options.

Component	Specification
Resolution	<ul style="list-style-type: none"> • PCL 5e: 300 dpi, 600 dpi • PCL 6: 600 dpi • PostScript 3: 300 dpi, 600 dpi ^{*1} • RPCS™: 600 dpi
Printing Speed	22ppm, 27ppm (A4  , 8½" × 11" )  Note <input type="checkbox"/> Printing Speed depends on the machine. Check which type of machine you have.
Parallel Interface	Standard 36-pin printer cable and a parallel port on the host computer. IEEE1284  Note <input type="checkbox"/> Do not use a parallel cable that is longer than 3 meters (10 feet).
Printer Language	PCL 5e , PCL 6, RPCS™ PostScript 3 (option)
Fonts	PCL 5e, PCL 6 Afga Font Manager 35 Intellifonts, 10 TrueType fonts, and 1 Bit-map font Font Manager available. PostScript 3 136 fonts (Type 2:24, Type 14:112)
Memory	Standard : 32MB Optional SDRAM : 64MB  Note <input type="checkbox"/> Using the printer function requires at least 64 MB of memory (option).
Hard Disk	Storage capacity : 6 GB or more
Operation Systems supported by this machine	Windows 95/98/Me Windows 2000 Windows NT 4.0 Mac OS 8.6 to 9.1
Network	Topology : Ethernet 10BASE-T/100BASE-TX Protocol : TCP/IP, IPX/SPX, NetBEUI ^{*2} , AppleTalk
Network Cable	10BASE-T/100BASE-TX shielded twisted-pair (STP, Category/Type5) cable.

^{*1} Only 600 dpi can be specified from the printer driver.

^{*2} To use NetBEUI, use the SmartNetMonitor for Client port.

Options


Network Interface Board Type 1027

- ❖ **Topology:**
Ethernet (10BaseT/100BaseTX)
- ❖ **Protocols:**
TCP/IP, NetBEUI, IPX/SPX, AppleTalk
- ❖ **Interface Connector:**
RJ45
- ❖ **Required Cable:**
STP (Shielded Twisted-Pair) cable
Category / Type5 or better

Hard Disk Drive Option Type 1027

- ❖ **Storage capacity:**
6 GB

IEEE 1394 Interface Unit Type 1027

- ❖ **Interface Connector:**
IEEE 1394 (6 pin × 2)
- ❖ **Required cable:**
1394 interface cable (6 pin × 4 pin, 6 pin × 6 pin)
 **Important**
 - You cannot plug devices together so as to create loops.
 - Do not use a cable more than 4.5 meters long.
- ❖ **Connectable number of devices on a bus**
Maximum 63
- ❖ **Allowed cable hops on a bus**
Maximum 16
- ❖ **Power supply**
Non power supply
Cable Power repeated (IEEE 1394a-2000 compliant)

 **Important**

- In Windows 2000, the IEEE 1394 Interface Unit can only be used with Service Pack 1 or later. If the Service Pack is not installed, the connectable number of devices in a 1394 bus is only one, and the client cannot access the IEEE 1394 Interface Unit without using an account that has Administrators permission.
- The optional IEEE 1394 Interface Unit is not supported by Windows 95/98/Me. If the “plug and play” function starts, click **[Cancel]** in the **[New Hardware Found]** or **[Device Driver Wizard]** dialog box.
- Do not plug or unplug the 1394 interface cable while installing the printer driver.
- Do not turn off or on the device while installing the printer driver.
- If the IEEE 1394 Interface Unit is installed, uninstall the printer driver after the IEEE 1394 interface cable is unplugged.

 **Note**

- The IEEE 1394 Interface Unit could not receive data from more than one computer at the same time. In this case, an error message appears. The machine can accept data sent from other computers after the first print job has finished.
- Bidirectional transmissions are not supported by the IEEE 1394 Interface Unit.
- When the IEEE 1394 Interface Unit is installed successfully and the IEEE 1394 interface cable plug is connected, the machine icon automatically changes from “Use Printer Offline” to “Ready”.

PostScript 3 Unit Type 1027

 **Reference**

See the Postscript 3 Unit Type 1027 Operating Instructions Supplement for information.

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Note to users in the United States of America

Notice:

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 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.

Warning

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

Caution (in case of 100BaseTX environment):

Network interface cable with ferrite core must be used for RF interference suppression.

Note to users in Canada

Note:

This Class B digital apparatus complies with Canadian ICES-003.

Remarque concernant les utilisateurs au Canada

Avertissement:

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.



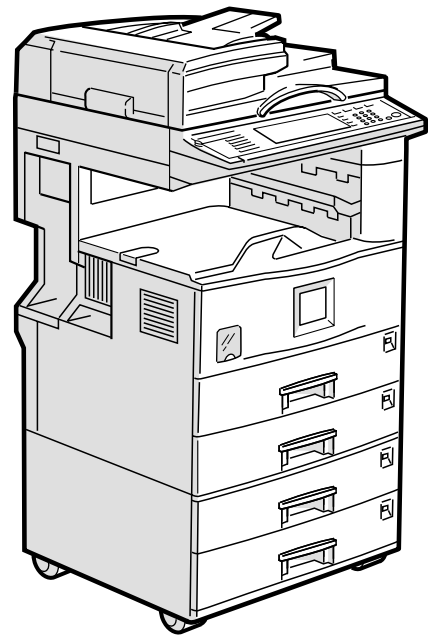
Printer Controller Type 1027 Operating Instructions Printer Reference 2






Printer/Scanner Controller Type 1027

Operating Instructions Scanner Reference



This illustration shows the product with options installed.

Read this manual carefully before you use this product and keep it handy for future reference.

For safety, please follow the instructions in this manual.

Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information in the Copy Reference before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Operator Safety

This machine is considered a class 1 laser device, safe for office/EDP use. The machine contains one GaAlAs laser diode, 5-milliwatt, 760-800 nanometer wavelength for each emitter. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

Laser Safety:

The Center for Devices and Radiological Health (CDRH) prohibits the repair of laser-based optical unit in the field. The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement or the optical subsystem is required.

Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

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- The product name of Windows[®]95 is Microsoft[®] Windows[®] 95.
- The product name of Windows[®]98 is Microsoft[®] Windows[®] 98.
- The product name of Windows[®] Me is Microsoft[®] Windows[®] Millennium Edition (Windows Me).
- Product names of Windows[®] 2000 are as follows.
Microsoft[®] Windows[®] 2000 Professional
Microsoft[®] Windows[®] 2000 Server
- Product names of Windows NT[®] are as follows.
Microsoft[®] Windows NT[®] Server 4.0
Microsoft[®] Windows NT[®] Workstation 4.0

Manuals for This Machine

The following manuals describe the operational procedures and maintenance of this machine.

Note

- ❑ Adobe Acrobat Reader is necessary to view the manuals in PDF format. Acrobat Reader can be installed from the Setup screen of DeskTopBinder V2 Lite or ScanRouter V2 Lite.

❖ **System Settings**

Describes the settings of basic items to use this machine by connecting to a network. The machine must be connected to a network to use scanner functions. See this manual to set up necessary items.

❖ **Copy Reference**

Describes the procedures and functions for using this machine as a copier. The type of originals that can be used in this machine refer to this manual.

❖ **Scanner Reference (this manual)**

Describes basic settings for using scanner functions, installing necessary software, and operations for using the scanner functions.

❖ **Manuals for DeskTopBinder V2 Lite**

DeskTopBinder V2 Lite is software included on the CD-ROM labeled "Scanner Driver & Document Management Utilities" for this machine. For information about the functions of DeskTopBinder V2 Lite, see p.29 "DeskTopBinder V2 Lite".

- **DeskTopBinder V2 Lite Setup Guide (PDF)**
Describes the operating environment for DeskTopBinder V2 Lite in detail and installation. This guide is displayed from the Setup screen when DeskTopBinder V2 Lite is installed.
- **DeskTopBinder V2 Lite Introduction Guide (PDF)**
Describes the outlined functions and use of DeskTopBinder V2 Lite. This guide is added to the Start menu when DeskTopBinder V2 Lite is installed.
- **ScanRouter V2 Link Guide (PDF)**
Describes the functions and operations of "ScanRouter V2 Link" installed with DeskTopBinder V2 Lite. This guide is added to the Start menu when DeskTopBinder V2 Lite is installed.

❖ Manuals for ScanRouter V2 Lite

Note

- ❑ ScanRouter V2 Lite is software included on the CD-ROM labeled "Scanner Driver & Document Management Utilities" for this machine. For information about ScanRouter V2 Lite, see p.2 "Network Delivery Scanner", p.30 "ScanRouter V2 Lite".
- ScanRouter V2 Lite Setup Guide (PDF)
Describes the operating environment for ScanRouter V2 Lite in detail, installation, and settings. This guide is displayed from the Setup screen when ScanRouter V2 Lite is installed.
- ScanRouter V2 Lite Management Guide (PDF)
Describes the outlined functions of ScanRouter V2 Lite and the management and operation of a delivery server. This guide is added to the Start menu when ScanRouter V2 Lite is installed.

Important

When the machine is connected to a network, observe the following points when setting up the machine or changing settings.

For more details, see the documentation and Help for ScanRouter V2 Lite/Professional and DeskTopBinder V2 Lite/Professional.

❖ When a dial-up router is connected in a network environment

The settings for the delivery server to be connected must be made appropriately for the machine with ScanRouter V2 Link, or DeskTopBinder V2 Lite/Professional. In addition, appropriately set up connected devices with the I/O settings of ScanRouter V2 Administration Utility.

If the network environment changes, make the necessary changes for the delivery server with the machine, administration utility of client computers, ScanRouter V2 Link, and DeskTopBinder V2 Lite/Professional. Also, set the correct information for the connected device with the I/O settings of Administration Utility.

⚠ Important

- When the software is set up to connect to the delivery server via a dial-up router, the router will dial and go online whenever connection to the delivery server is initiated. Telephone charges may be incurred.

❖ When connected to a computer that uses dial-up access

- Do not install ScanRouter V2 Lite/Professional on a computer which uses dial-up access.
- When using ScanRouter V2 Lite/Professional, DeskTopBinder V2 Lite/Professional, ScanRouter V2 Link, or TWAIN driver on a computer with dial-up access, dial-up may be performed when connecting to the delivery server and other equipment, depending on the setup. If the computer is set up to connect to the Internet automatically, the confirmation dialog box will not appear, and telephone charges may be incurred without the user being aware of it. To prevent unnecessary dial-ups, the computer should be set up so that the confirmation dialog box is always displayed before establishing a connection. Do not make unnecessary dial-ups when using the above listed software.

❖ When working in a WAN environment

In a WAN environment, do not use the ScanRouter V2 Link or other administration utility installed on a client computer. In some network environments, time-out may occur and normal delivery may not be possible.

How to Read This Manual

Symbols

In this manual, the following symbols are used:

Important

If this instruction is not followed, paper might be misfeed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation

This symbol indicates the prior knowledge or preparations required before operating.

Note

This symbol indicates precautions for operation or actions to take after misoperation.

Limitation

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference

This symbol indicates a reference.

[]

Keys that appear on the machine's panel display.

Keys and buttons that appear on the computer's display.

[]

Keys built into the machine's operation panel.

Keys on the computer's keyboard.

Names of Major Options

Major options of this machine are referred to as follows in this documentation.

- Printer/Scanner Controller Type 1027 → printer/scanner controller
- Hard Disk Drive Option Type 1027 → HDD

For other options, see the respective documentation.

The following software products are referred to using a general name.

- DeskTopBinder V2 Lite and DeskTopBinder V2 Professional → DeskTopBinder V2 Lite/Professional
- ScanRouter V2 Lite and ScanRouter V2 Professional → ScanRouter V2 Lite/Professional

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1. Network Scanner

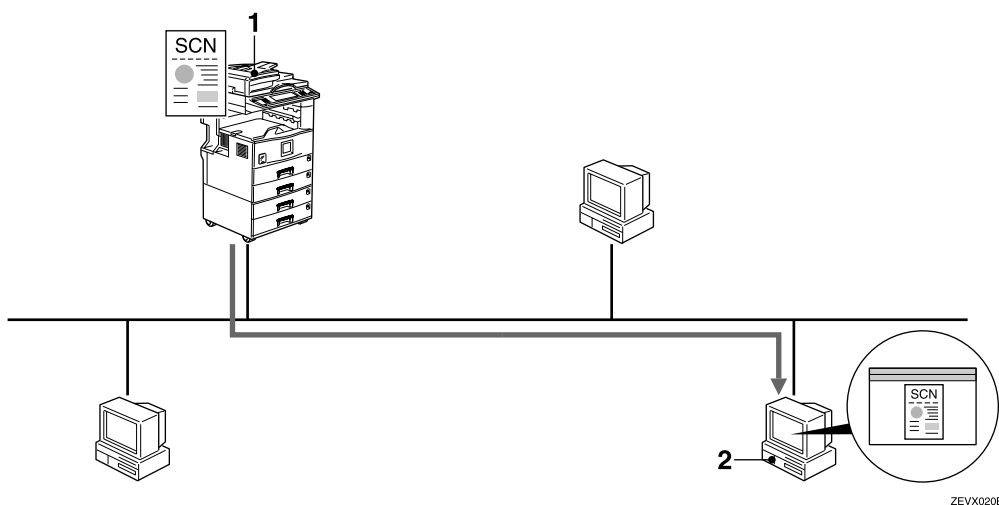
Outline

By installing the printer/scanner controller, the machine can be used as a network scanner.

The network scanner offers three functions: operation as a network TWAIN scanner, network delivery scanner, or storing scan data in the Document Server.

Network TWAIN Scanner

The scanner of this machine is used from the computer via a network. The originals can be read in the same operation as for SCSI and USB-connected scanners. For more information, see p.39 "Scanning Originals Using Network TWAIN Scanner".



1. This machine

The scanner of the machine is used from the computer via a network.

2. Computer

Originals are scanned by TWAIN driver for the machine from an application.

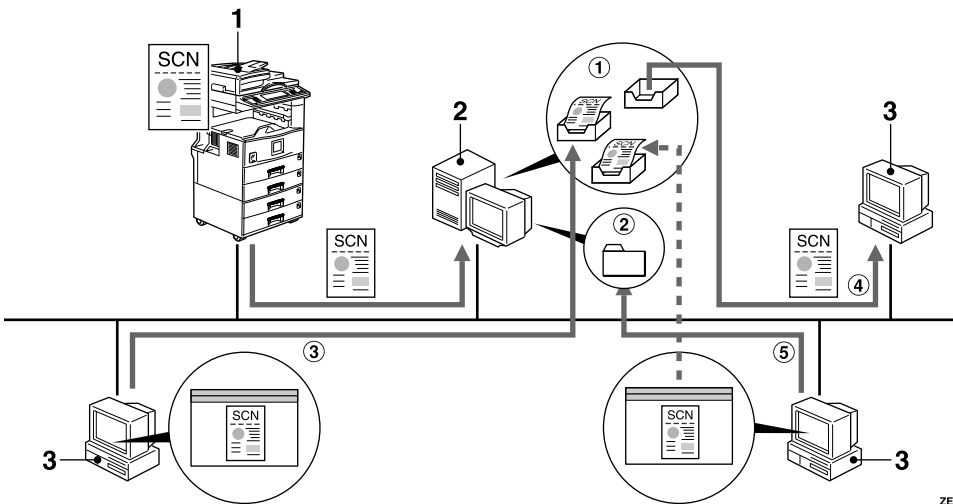
Network Delivery Scanner

1

The machine is used as the delivery scanner with ScanRouter V2 Lite/Professional. The originals scanned by the machine is stored in the delivery server and delivered to the folder of the computer on the same network. For more information, see p.43 “Delivering Stored Scan Data by the Network Delivery Scanner”.

Note

- Using optional ScanRouter V2 Professional, the machine can deliver scan data as mail, and view the document from the client computer using the Web browser.



ZEVX010E

1. This machine

The original scanned by the scanner is sent to the delivery server.

Together with the Document Server, multiple documents are stored and then delivered. ⇒ p.50 “Using the Network Delivery Scanner with the Document Server”

2. Delivery server

ScanRouter V2 Lite/Professional is installed and used as a delivery server.

The sent data is delivered to an in-tray (1 in the figure) of a specified destination. The delivered document is stored in an in-tray or Windows folder (2 in the figure).

3. Client computer

The contents of the stored document are checked in the following way.

- View the document in an in-tray of DeskTopBinder V2 Lite to check the contents. (3 in the figure)
- Use ScanRouter V2 Link to receive the document in an in-tray, and check the contents with an application corresponding to the file format. (4 in the figure)
- Connect to a Windows folder via a network, and check the contents with an application corresponding to the file format. (5 in the figure)

Reference

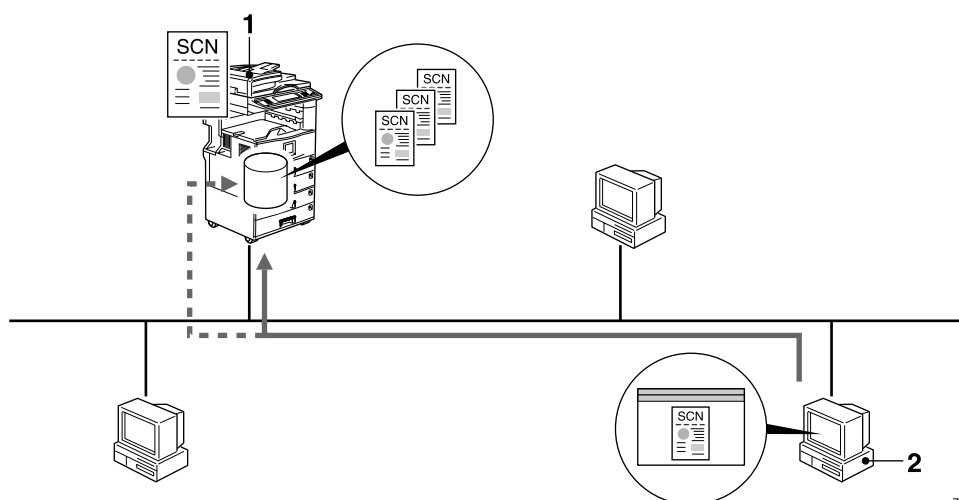
For more information about ScanRouter V2 Lite, DeskTopBinder V2 Lite, or ScanRouter V2 Link, see the respective documentation. ⇒ p.i “Manuals for This Machine”

Document Server

The scanned original is stored as a document on the hard disk of the machine, and viewed, printed, copied, or deleted using DeskTopBinder V2 Lite/Professional from the computer via a network. Documents can be searched by the user name or the document name. Also, others cannot view the document by setting a password. For more information, see p.53 "Using the Document Server".

! Limitation

- The optional HDD is required to use this function.



1. This machine

The originals scanned by the scanner is stored.

2. Computer

The stored document can be viewed or copied by connecting to the machine using DeskTopBinder V2 Lite/Professional.

🔍 Reference

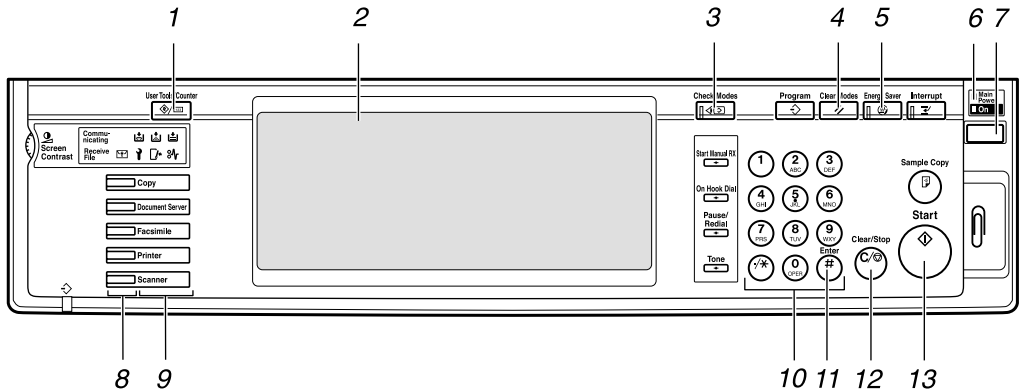
For more information about DeskTopBinder V2 Lite, see the DeskTopBinder V2 Lite manual. ⇒ p.i "Manuals for This Machine"

Names and Functions of Components

This section explains the names and functions of various controls used to operate the scanner.

Control Panel

This illustration shows the product with options installed.



1. [User Tools/Counter/Inquiry] key

Use to change default values or operation parameters according to the operating conditions.

2. Display

Shows operation status and various messages.

3. [Check Settings] key

Press to check the current settings.

4. [Reset] key

Use to cancel settings.

5. [Warmup] key

Press this key for about one second to begin warm-up.

Pressing this key again while in warm-up mode cancels warm-up.

Note

This key is inactive while scanning or setting scanner default values.

6. Main power indicator

Lights up when the main power switch is set to On.

7. Operation Switch

Pressing this switch turns the machine on. The power indicator lights up. To turn the machine off, press this switch again.

Note

This key is inactive while setting scanner default values.

8. Status indicators

Show the status of the various functions.

- When lit green, the corresponding functions is active.
- When lit red, the corresponding function is interrupted. Press the respective key and follow the instructions that appear on the display.

9. Function keys

Pressing the Copy, Document Server, Fax, Printer, or Scanner key activates the respective function. The display content changes accordingly.

The indicator for the selected function lights up.

10. Number keys

Use to enter numeric values.

11. [#] key (Enter key)

Use to enter a numeric value.

12. [Clear/Stop] key

- Clear: Clears an entered numeric value.
- Stop: Stops scanning.

13. [Start] key

Use to begin scanning, file storing, or delivery.

Display Contents

The normal screen configuration is as follows:

The display's contents differ depending on the mode.

Important

- Protect the display from shocks and strong pressure to prevent the possibility of damage. The maximum allowable is 30 N^{*1} (3 kgf^{*2}).

*1 :N: Newton

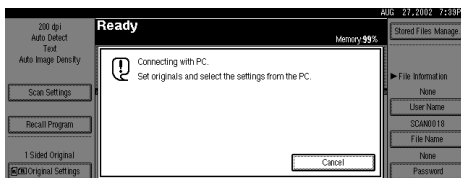
*2 :kgf: kilogram-force (1kgf = approx. 9.8N)

Note

- The "Copy" screen is set as the default screen when the machine is turned on. You can change this setting under the "Priority Function" of the **[Basic Settings]** tab in System Settings. ⇒System Settings manual
- Selected or specified items are highlighted like **Recall Program**

Using as a network TWAIN scanner

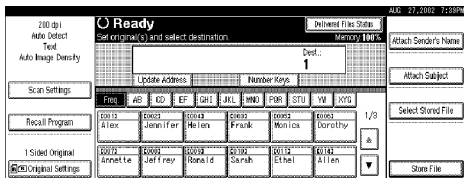
When using the machine as a network TWAIN scanner, it is not necessary to select **[Scanner]** on the control panel. When the TWAIN driver becomes active on a client computer, the display automatically switches to the following screen.



Press **[Cancel]** to use other functions.

Using as a network delivery scanner

Press **[Scanner]** to display the network delivery scanner screen. If the network TWAIN scanner screen is displayed, press **[Cancel]**.

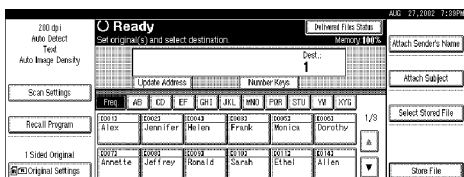


Using the Document Server

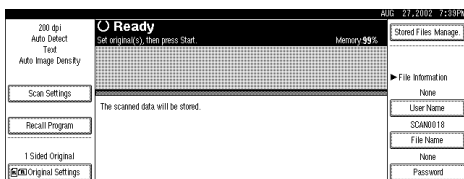
Press **[Scanner]** to display the Document Server screen. If the network TWAIN scanner screen is displayed, press **[Cancel]**.

The screen of the Document Server depends on whether the network delivery scanner is used.

◆ When the network delivery scanner is used



◆ When the network delivery scanner is not used



Common Key Operations

The following keys are common for all screens.

❖ **Key list**

[OK]	Confirms the selected function or entered value, and returns to the previous screen.
[Cancel]	Cancels the selected function or entered value, and returns to the previous screen.
[▲Prev.],[▼Next]	Displays the next or previous page when functions will not fit on a single page.
[Exit]	Exits the Message screen.
[Clear]	Clears the entered value and returns to the previous conditions. The screen displayed does not change.
[Exit]	Confirms the selected function or entered value, then returns to the previous screen.

2. Preparations for Use as a Network Scanner

To use the machine as a network scanner, you must make settings required for use as a scanner, as well as basic settings for use in a network.

First, see the System Settings manual for details about how to make basic settings, and then make scanner settings.

Preparation Sequence

The preparation sequence is different depending on whether the machine is to be used as a network TWAIN scanner or network delivery scanner, or the Document Server is used.

Using as a Network TWAIN Scanner

① Connect to Network

Connect the machine to the network with an Ethernet cable.
⇒System Settings manual

② Make System Settings

Check the network settings in System Settings, and change if required.
⇒System Settings manual

③ Make Scanner Settings

Make settings such as compression setting for the TWAIN scanner.
⇒ p.12 "Initial Scanner Setup"

④ Install Software

On the client computers, install the software required for using the network TWAIN scanner functions, such as TWAIN driver and DeskTopBinder V2 Lite.
⇒ p.25 "Software for using a Network TWAIN Scanner"

Using as a Network Delivery Scanner

2

1 Connect to Network

Connect the machine to the network with an Ethernet cable.
⇒System Settings manual

2 Make System Settings

Check the network settings in System Settings, and change if required.
⇒System Settings manual

3 Make Scanner Settings

Make settings for the network delivery scanner, such as the settings of the scanning feature and subject information.
⇒ p.12 "Initial Scanner Setup"

4 Install Delivery Software

Install the software required for using the network delivery scanner functions, such as ScanRouter V2 Lite on the delivery server. Then, make the required settings for server maintenance and delivery service.
⇒ p.26 "Software for using a Network Delivery Scanner"

Reference

For information about ScanRouter V2 Lite, see the ScanRouter V2 Lite manual. ⇒ p.i "Manuals for This Machine"

5 Set Destination and Sender Information

Use ScanRouter V2 Administration Utility to set the destination and sender information.

6 Install Client Computer Software

On the client computers, install the software required for viewing or auto-receiving documents by connecting to the delivery server, such as DeskTopBinder V2 Lite.
⇒ p.27 "DeskTopBinder V2 Lite"

Using the Document Server

If the Document Server is used with the network delivery scanner, perform steps ③ to ⑤ on p.10 “Using as a Network Delivery Scanner” after performing the steps below.

- 1** Connect to Network

Connect the machine to the network with an Ethernet cable.
⇒System Settings manual
- 2** Make System Settings

Check the network settings in System Settings, and change if required.
⇒System Settings manual
- 3** Make Scanner Settings

Make settings for the Document Server, such as the setting of the scanning feature and original orientation priority information.
⇒ p.12 “Initial Scanner Setup”
- 4** Install Software

On the client computers, install the software required for viewing the documents stored in the Document Server, such as DeskTopBinder V2 Lite.
⇒ p.27 “DeskTopBinder V2 Lite”

Initial Scanner Setup

This section explains all required settings and procedures for using the machine as a network scanner.

2

Default Settings

Settings to use the functions of the machine as a network scanner are listed below. Make correct setting of necessary items.

Important

- Items marked (☆) are the minimum required settings for using the machine as a network scanner. Be sure to set these items before use.
- Items marked (○) should be set if required.

◆ System settings

For information about the explanation of settings, see the System Settings manual.

Settings		TWAIN *1	Delivery *2	Store *3
Clock timer settings	Scanner Auto Reset Timer		○	○
Interface settings [Network]	IP Address	☆	☆	☆
	Sub-net Mask	○	○	○
	Gateway Address	○	○	○
	Access Control	○		
	Access Mask	○		
	Network Boot	○		
	Valid Protocol *4	○	○	○
	Ethernet Speed	○	○	
File transfer settings	Delivery Server IP Address *5		☆	
	Resend Interval Setting		○	
	Resend Frequency Setting		○	

*1 Settings for use as network TWAIN scanner

*2 Settings for use as network delivery scanner


*3 Settings for use as Document Server

*4 Do not change this setting. It must be left at the factory default value.

*5 Make sure that IP address is set.

❖ Scanner settings

Explanation of scanner settings are provided in this manual.

Settings		Factory default value	TWAIN *1	Delivery *2	Store *3
Scanner Features ⇒ p.14	Resolution	200dpi		<input type="radio"/>	<input type="radio"/>
	Scan Size	Auto Detection		<input type="radio"/>	<input type="radio"/>
	Scan type	Character		<input type="radio"/>	<input type="radio"/>
	Image Density	Mediam		<input type="radio"/>	<input type="radio"/>
Scanner Settings ⇒ p.18	Function Priority	Delivery/store	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Delivery/Store Connection Time out	10 sec	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Compression (Black & White)	On	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Compression (Gray Scale)	Standard	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Delivery Option	Off		☆	
	Original Setting	1 Sided Original		<input type="radio"/>	<input type="radio"/>
	Original Orientation Priority			<input type="radio"/>	<input type="radio"/>
	Mixed Original Sizes Priority	Off		<input type="radio"/>	<input type="radio"/>
	SADF Auto Reset Timer	Off		<input type="radio"/>	<input type="radio"/>
Subject Settings ⇒ p.21		Not Programed		<input type="radio"/>	

*1 Settings for use as network TWAIN scanner

*2 Settings for use as network delivery scanner

*3 Settings for use as Document Server

Setting Scanner Features

Various Scanner Features (resolution, scan size, scan type, image density) can be set here. When using the same type of original repeatedly, storing the optimum settings in advance makes them easy to select whenever you deliver or store scan data.

Note

- ❑ Six sets of scan settings named "Initial Setup" and "Program 1" - "Program 5" can be stored for quick recall. The settings stored as "Initial Setup" are the scanning defaults. If the Scanner Features are not selected during delivery, the originals are scanned with the Scanner Features stored in the "Initial Setup".
- ❑ "Program 1" - "Program 5" can be changed to any name of up to 16 characters.

The Scanner Features consist of the following items.

Resolution

Set the resolution to 100 dpi, 200 dpi, 300 dpi, 400 dpi, or 600 dpi.

Scan Size

Select the size of the original to be scanned.

- When Auto Detect is selected, the auto detect function of the machine is used to set the original size.
- When the size is specified, scanning is performed for that size, regardless of the actual size of the original. The following size can be selected.
A3☐, A4☐, A4☐, A5☐, A5☐,
11x17☐, 8¹/₂x14☐, 8¹/₂x13☐,
8¹/₂x11☐, 8¹/₂x11☐,
5¹/₂x8¹/₂☐, 5¹/₂x8¹/₂☐,
B4☐, B5☐, B5☐, Custom Size

Note

- ❑ When "Custom Size" is selected, the dimensions of the scan area (width and height) can be specified.

Scan Type

The scan method suitable for the original is set.

- Text
Standard original containing mainly text
- Text/Photo
Original containing a mixture of text and photographs
- Photo
Original containing photographs and other pictures (2-value)
- Gray Scale
Original containing photographs and other pictures (multi-value)

Note

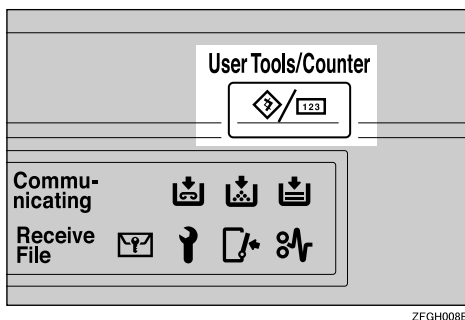
- ❑ An image is scanned with 2-value (black-and-white) in "Photo", and with multi-value (gray-scale) in "Gray Scale". As a general rule, scanning for the purpose of printing is best done with "Photo", and Scanning for viewing on the computer display with "Gray Scale".

Image Density

Set the image density for scanning. The setting can be made in seven steps, from "light" (1) to "dark" (7).

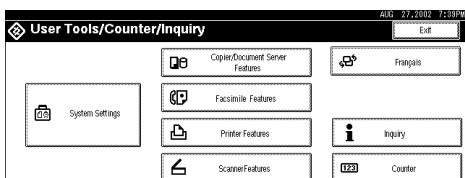
Setting Procedure

- 1 Press the [User Tools/Counter/Inquiry] key.



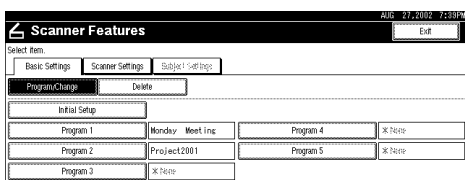
The User Tools/Counter/Inquiry screen appears.

- 2 Press [Scanner Features].



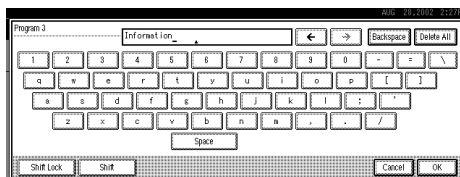
The Scanner Features screen appears.

- 3 Verify that the [Basic Settings] tab is shown.
- 4 Verify that [Program/Change] is selected, and then select the scan setting you want to program.



The screen for entering a scan setting name appears.

- 5 Enter the desired name and press [OK].



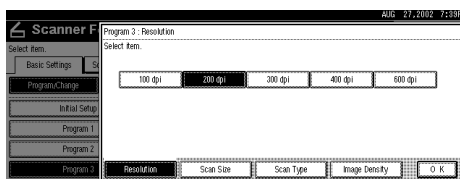
Reference

For information about character input, see the System Settings manual.

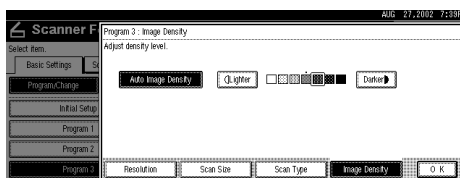
- 6 Select the item to be set.

To select an item, touch its key on the screen. The item is highlighted.

Example: resolution setting



Example: image density setting



Note

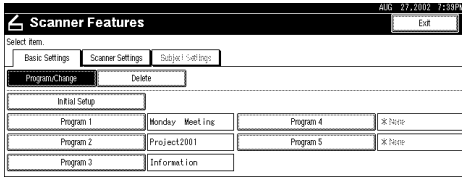
- When selecting [Custom size] for [Scan Size], see p.16 "Selecting a custom size".

- 7 When all settings have been made, press [OK].

The scan type setting is stored.

- 8 To program other scan settings, repeat the procedure from step 4.

9 When all settings have been made, press [Exit].



The display returns to the Scanner Features screen.

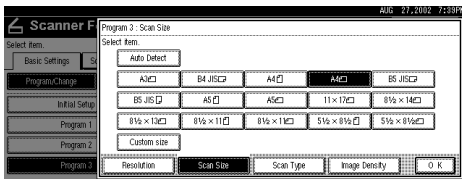
10 Press [Exit].

The main menu is shown again.

Selecting a custom size

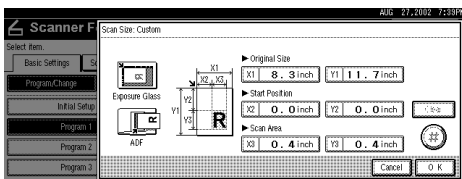
When "Custom Size" is selected as the scan size, follow the procedure below.

1 Press [Custom size] on the Scan Size setting screen.



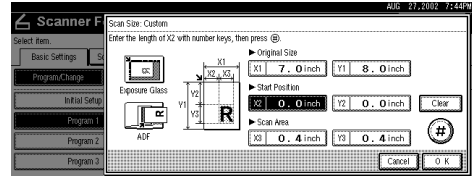
2 Enter the original size with the number keys.

Select [X1] or [Y1], enter the value, and then press [#].



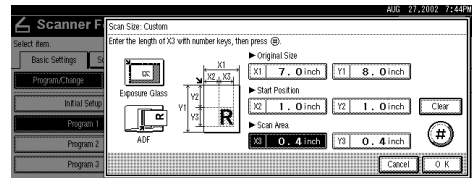
3 Use the number a scan starting point other than the standard scan starting point.

Select [X2] or [Y2], enter the value, and then press [#].



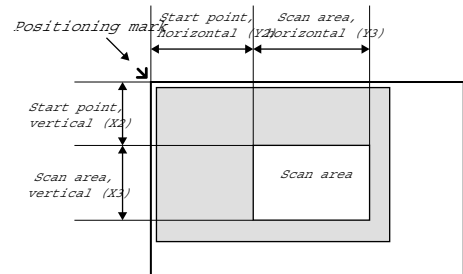
4 Enter the scan size (area) with the number keys.

Select [X3] or [Y3], enter the value, and then press [#].



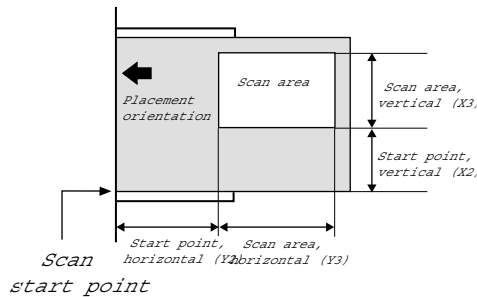
Depending on how the original is positioned, the scan area will be as follows:

① When the original is placed on the exposure glass



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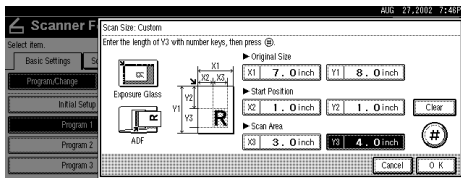
- ② When the original is placed on the ADF



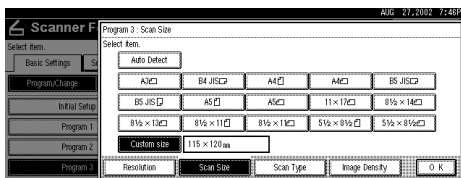
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The maximum scan size is 432mm (17") in the Y direction (width) and 297mm (11.7") in the X direction (height). Keep the scan area settings within this range.

- ⑤ When all dimensions have been entered, press [OK].



- ⑥ Verify that the area set in step 4 (X3 and Y3) is shown next to the [Custom size] field, then press [OK].



- ⑦ Press [Exit].

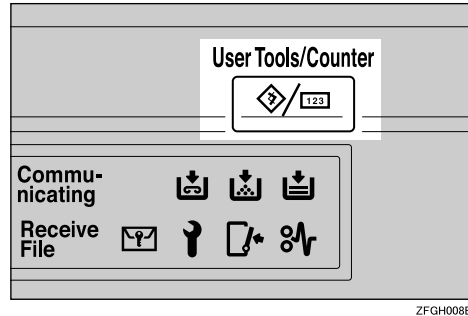
The User Tools/Counter/Inquiry screen is shown.

- ⑧ Press [Exit].

The main menu is shown again.

Deleting programmed scan settings

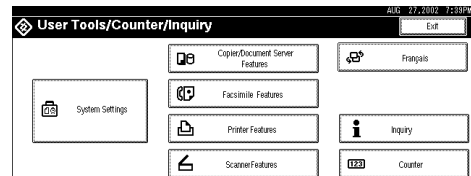
- ① Press the [User Tools/Counter/Inquiry] key.



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The User Tools/Counter/Inquiry screen appears.

- ② Press [Scanner Features].

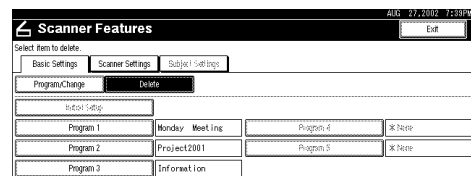


The Scanner Features screen appears.

- ③ Verify that the [Basic Settings] tab is shown.

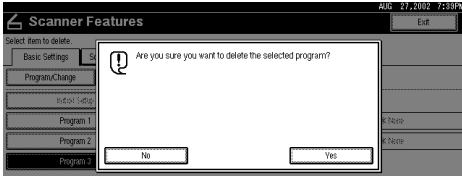
- ④ Press [Delete].

- ⑤ Select the setting you want to delete.



A confirmation message appears.

6 Press [Yes].



The selected scan setting is deleted.

7 Press [Exit].

The display returns to the Scanner Features screen.

8 Press [Exit].

The main menu is shown again.

Making Scanner Settings

This section explains how to switch from network TWAIN scanner mode to network delivery scanner or Document Server mode, and how to set the compression of image data and initial values for setting originals.

The scanner settings consist of the following. For the list about settings and factory defaults, see p.13 "Scanner settings".

❖ **Function Priority**

Select "Delivery/Store" or "TWAIN" to determine whether the network TWAIN scanner mode, network delivery scanner mode, or Document Server mode is initially active when the scanner function is selected by pressing the **[Scanner]** key on the control panel.

 **Note**

- ❑ When "TWAIN" is selected, the network TWAIN scanner mode is set. By pressing **[Cancel]** in this condition, you can switch to network delivery scanner operation or Document Server operation.
- ❑ When "Delivery/Store" is selected, the network delivery scanner mode or the Document Server mode is set. It is not possible to switch network TWAIN scanner operation from these modes. To use the machine as a network TWAIN scanner, access the machine from a client computer using the TWAIN driver.

❖ **Delivery/Store Connection Time out**

When using the machine as a network delivery scanner or Document Server, scanning request to the machine as a TWAIN scanner will switch the machine to the network TWAIN scanner mode. This setting determines the delay until the machine switches to network TWAIN scanner mode.

- Selecting "Immediate" causes the network TWAIN scanner mode to be activated at once.
- When you select "Yes", you can enter the delay time with the number keys (3 - 30 seconds). When the TWAIN scanner mode is activated, only the time specified here passes from the last key operation.

❖ **Compression (Black & White)**

This setting determines whether image data read with the 2-value (black-and-white) setting is to be compressed. Compression reduces the time required for transferring the scan data to the computer.

Note

- The actual time required for data transfer will vary, depending on the data size and network load.

❖ **Compression (Gray Scale)**

This setting determines to which extent image data read with the multi-value (gray-scale) setting is to be compressed. You can select "Standard", "High", "Low", or "Off".

Note

- Compression ratio decreases in the order "High", "Standard", "Low", "Off", and the time required for data transfer increases accordingly.
- The actual time required for data transfer will vary, depending on the data size and network load.

❖ **Delivery Option**

This setting determines whether the machine is used as a network delivery scanner.

When the "Delivery Option" setting is "On", make sure that "Delivery IP Address" in System Settings is set.

❖ **Original Setting**

Set the initial value for original type and orientation. When the original is always similar, selecting this as the default makes operation easier. You can select "1 Sided Original", "2 Sided Orig.: T to T" (Top to Top), "2 Sided Orig.: T to B" (Top to Bottom).

Reference

⇒ p.37 "Original Orientation and Scan Area Setting"

❖ **Original Orientation Priority**

Select the initial value for original placement orientation. When the original is always positioned in the same way, selecting this as the default makes operation easier.

Reference

⇒ p.37 "Original Orientation and Scan Area Setting"

❖ **Mixed Original Sizes Priority**

This setting determines whether the original size is to be automatically detected when originals of different sizes are inserted in the ADF. You can select "On" or "Off".

Note

- If the original size is specified when scanning, this setting is discarded.

❖ **SADF Auto Reset Timer**

When all originals in the ADF have been scanned, and another original is inserted within the time interval set here, the original is read as a part of the same document.

- If "Off" is selected, the scanning of one document is terminated at the point when all originals in ADF have been scanned.

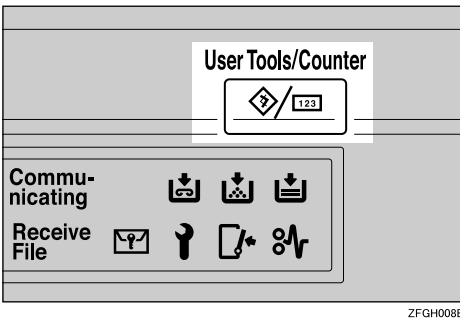
- If set to "On", enter the number of seconds (3 - 99) of the SADF auto reset time with the number keys. When the original is placed within this time, it is scanned as one document.

Note

- ❑ If the ADF is not installed on the machine, this setting is not shown.

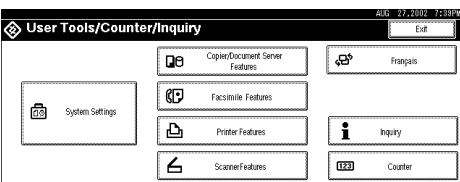
Setting Procedure

1 Press [User Tools/Counter/Inquiry] key.



The User Tools/Counter/Inquiry screen appears.

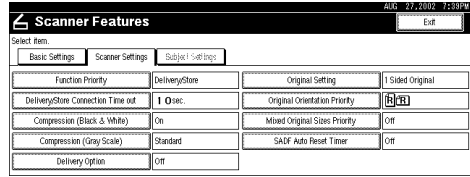
2 Press [Scanner Features].



The Scanner Features screen appears.

3 Press the [Scanner Settings] tab.

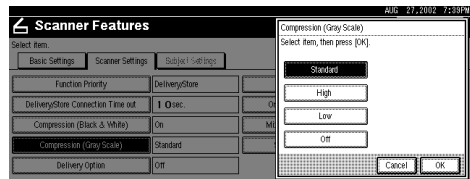
4 Press the item to be set.



The screen for changing the item setting appears.

Example: "Compression (Gray Scale)" setting

5 Change the setting.



- To select an item, touch its key on the screen. The item is highlighted.
- To enter numerals, use the number keys.

Note

- ❑ To cancel a setting, press [Cancel]. The value is not changed and the display returns to the previous condition before pressing the [OK].

6 Press [OK].

7 Repeat steps 4 to 6 to make other settings.

8 Press [Exit].

The display returns to the Scanner Features screen.

9 Press [Exit].

The main menu is shown again.

Making Scan Data Subject Settings

Subject information can be added to the scan data files. This information added to the data to be delivered. When the file is delivered by e-mail with optional ScanRouter V2 Professional, the subject is automatically entered as the title in the subject of the e-mail. If you often send files with similar content, storing subject names will allow you to easily select a subject at the time of delivery.

The subject can be up to 16 characters long. Up to 12 subjects can be stored.

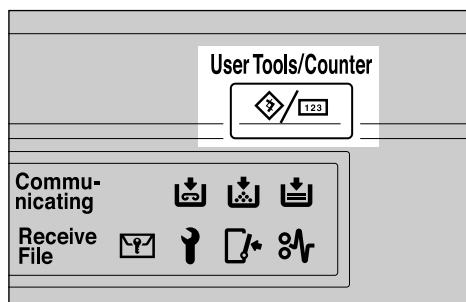
Note

- To deliver the file by e-mail, optional ScanRouter V2 Professional is necessary.
- The subject can be set when "On" in the "Delivery Option" of Initial Scanner Setup is set.

Setting Procedure

This section describes the steps for making subject settings.

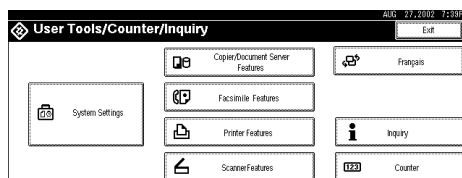
- 1** Press the **[User Tools/Counter/Inquiry]** key.



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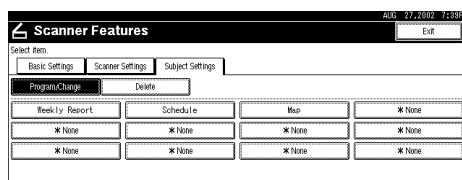
The User Tools/Counter/Inquiry screen appears.

- 2** Press **[Scanner Features]**.

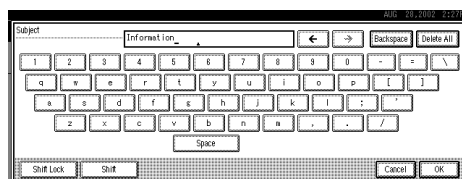


The Scanner Features screen appears.

- 3** Press the **[Subject Settings]** tab.
- 4** Verify that **[Program/Change]** is selected, and select the subject you want to program.



- 5** Enter the subject string.



Reference

For information about how to enter characters, see the System Settings manual.

Note

- If an item is selected for which a subject is already programmed, the subject can be edited.

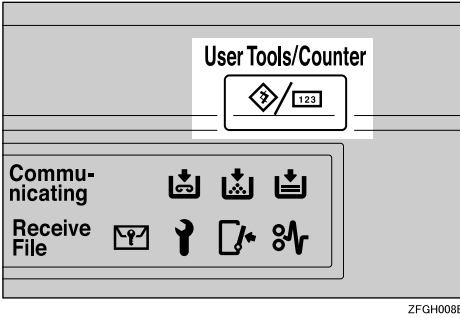
- 6** Press **[OK]**.
- 7** To program more subjects, repeat steps **4** to **6**.
- 8** Press **[Exit]**.

The display returns to the Scanner Features screen.

- 9 Press [Exit].
The main menu is shown again.

Deleting programmed subject settings

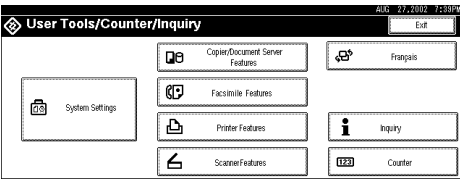
- 1 Press the [User Tools/Counter/Inquiry] key.



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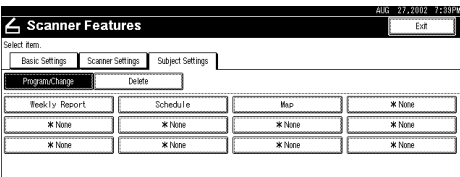
The User Tools/Counter/Inquiry screen appears.

- 2 Press [Scanner Features].

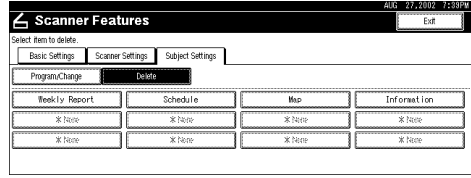


The Scanner Features screen appears.

- 3 Press the [Subject Settings] tab.
- 4 Press [Delete].

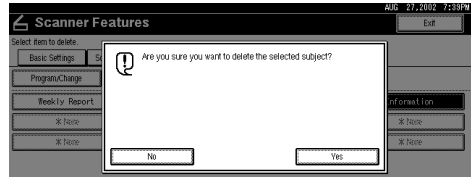


- 5 Select the subject you want to delete.



A confirmation message appears.

- 6 Press [Yes].



The selected subject is deleted.

- 7 To delete more subjects, repeat steps 5 to 6.

- 8 Press [Exit].

The display returns to the Scanner Features screen.

- 9 Press [Exit].

The main menu is shown again.

Installing Software

The machine comes with two CD-ROMs containing various software.

The CD-ROM labeled "Scanner Driver & Document Management Utilities" contains the necessary software to use the machine as a network scanner. The CD-ROM labeled "Printer Driver & Utilities" contains the necessary software to use the machine as a printer.

This section explains the software contained on the "Scanner Driver & Document Management Utilities" CD-ROM.

Reference

For information about the software contained on the "Printer Driver & Utilities" CD-ROM, see the Printer Reference manual.

Auto Run Program

When the CD-ROM is inserted into a computer in Windows 95/98/Me, Windows 2000, or Windows NT 4.0, the installer starts automatically (Auto Run) to install the TWAIN driver and various software.

Note

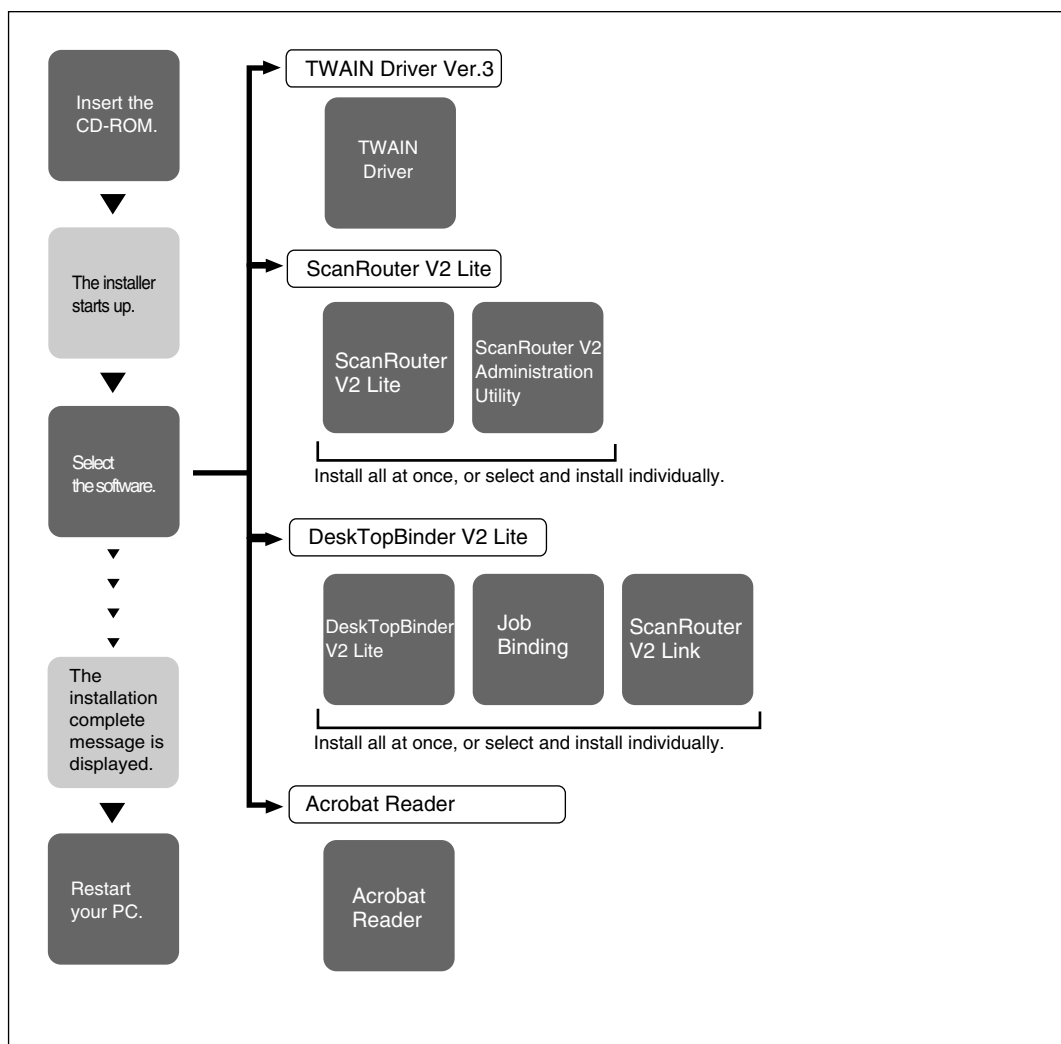
- Auto Run might not automatically work with certain OS settings. In this case, launch "CDLaunch.EXE" located on the CD-ROM root directory.
- If you want to install without using Auto Run, hold down the **Shift** key while inserting the CD-ROM. Keep the **Shift** key held down until the computer has finished accessing the CD-ROM.
- If **[Cancel]** is pressed during installation, the installation will be stopped and the remaining scanner driver and utilities will not be installed. If **[Cancel]** has been pressed, reinstall the remaining scanner driver and utilities after restarting the computer.

Limitation

- If your system is Windows 2000 or Windows NT 4.0, log on using an account that has Administrators permission.

The installing sequence using Auto Run is as follows:

Installation Sequence



For information about the outline of the software that can be installed by Auto Run, see p.28 "Software Supplied on CD-ROM".

Software for using a Network TWAIN Scanner

To use the machine as a network TWAIN scanner, it is essential to install the TWAIN driver.

If you do not have applications that work with TWAIN, it is necessary to also install the DeskTopBinder V2 Lite. For information about the installation of DeskTopBinder V2 Lite, see p.27 "DeskTopBinder V2 Lite".

Preparation

Before installing, check the operating environment for the TWAIN driver.⇒ p.28 "Type1027 TWAIN Driver"

Using Windows 95/98/Me, Windows 2000, or Windows NT 4.0

Install the TWAIN driver using Auto Run. Here, Windows 98 is used as an example for explanation. The basic operations are similar for Windows 95/Me, Windows 2000, and Windows NT 4.0.

- 1** Verify that Windows is running. Insert the supplied CD-ROM labeled "Scanner Driver & Document Management Utilities" into the CD-ROM drive of the computer.

The choose setup language screen appears.

Reference

If the installer does not start automatically, see p.23 "Auto Run Program".

- 2** Select a setup language, and then click [OK].

The CD-ROM Launcher screen appears.

- 3** Click [Type1027 TWAIN Driver].

The software setup screen appears.

- 4** The installer of the TWAIN driver starts. Follow the instructions on the screen.

Note

- When the installation is complete, a message to prompt you to restart the computer may appear. In this case, restart the computer, and continue the operation.
- After the installation is complete, "Type1027 TWAIN V3" folder is created in the "Program" folder of the Start menu. Help can be displayed from here. Notes on using the network TWAIN scanner are provided in "Re-adme.txt". Be sure to read them before use.

Software for using a Network Delivery Scanner

To use the machine as a network delivery scanner, it is essential to install ScanRouter V2 Lite on the delivery server. To check an in-tray or auto-receive the documents, it is necessary to install DeskTopBinder V2 Lite on the client computer. Also, the documents can be auto-received by installing only ScanRouter V2 Link on the client computer.

Use Auto Run for installation. Here, Windows 98 is used as an example for explanation. The basic operations are similar for Windows 95/Me, Windows 2000, and Windows NT 4.0.

Preparation

Before installing, check the operating environment for each software.⇒ p.28 "Software Supplied on CD-ROM"

1 Verify that Windows is running. Insert the supplied CD-ROM labeled "Scanner Driver & Document Management Utilities" into the CD-ROM drive of the computer.

The choose setup language screen appears.

2 Select a setup language, and then click [OK].

The CD-ROM Launcher screen appears.

3 Click the key of the software to be installed.

- The ScanRouter V2 Lite installer starts by clicking [**ScanRouter V2 Lite**].
- The DeskTopBinder V2 Lite installer starts by clicking [**DeskTopBinder V2 Lite**].

The change the language screen appears.

Reference

For information about the subsequent installation procedure, see the Setup Guide that can be displayed from the Setup screen of the respective software.

4 Select a language used by this component, and then click [OK].

The software setup screen appears.

Software Required to Use the Document Server

To view the files stored in the Document Server, it is essential to install DeskTopBinder V2 Lite on the computer. See p.27 "DeskTopBinder V2 Lite" for installation.

DeskTopBinder V2 Lite

Use Auto Run for installation. Here, Windows 98 is used as an example for explanation. The basic operations are similar for Windows 95/Me, Windows 2000, and Windows NT 4.0.

Preparation

Before installing, check the operating environment for DeskTopBinder V2 Lite. ⇒ p.29 "DeskTopBinder V2 Lite"

- 1** Verify that Windows is running. Insert the supplied CD-ROM labeled "Scanner Driver & Document Management Utilities" into the CD-ROM drive of the computer.

The choose setup language screen appears.

- 2** Select a language, and then click [OK].

The CD-ROM Launcher screen appears.

- 3** Click [DeskTopBinder V2 Lite].

The change the language screen appears.

Reference

For information about the subsequent installation procedure, see the Setup Guide that can be displayed from the Setup screen of DeskTopBinder V2 Lite.

- 4** Select a language, and then click [OK].

The software setup screen appears.

Software Supplied on CD-ROM

List of Files

CD-ROM Drive	Wizard for the TWAIN driver and utilities		
	Drivers	Twain	TWAIN driver for Windows 95/98/Me, Windows 2000, Windows NT 4.0
	Utility	Router V2	ScanRouter V2 Lite ScanRouter V2 Administration Utility
		DeskV2	DeskTopBinder V2 Lite Job Binding ScanRouter V2 Link
	Ac-roread	Acrobat Reader 4.05	
Help	Reference Manuals		

Type1027 TWAIN Driver

This driver is required to scan an original on the machine.

To use the machine as a network TWAIN scanner, the driver must be installed.

❖ **File storage folder**

Files on the CD-ROM are contained in the following folder.

`\DRIVERS\TWAIN`

❖ **System requirements**

- Hardware
PC/AT compatible

! **Limitation**

- ❑ Under Windows NT, machines with RISC-based processors (MIPS R series, Alpha AXP, PowerPC) are not compatible.
- Operating system
Microsoft Windows 95
Microsoft Windows 98
Microsoft Windows Millennium Edition
Microsoft Windows 2000 Server
Microsoft Windows 2000 Professional
Microsoft Windows NT Server 4.0 (Service Pack 5 or later)
Microsoft Windows NT Workstation 4.0 (Service Pack 5 or later)
- Display resolution
800×600 pixels, 256 colors or higher
- Network protocol
TCP/IP

DeskTopBinder V2 Lite

DeskTopBinder V2 Lite is to be installed on the client computers for integration and management of various kinds of data such as scanned image data, files created with applications, and existing image files. The software allows you to use view documents in in-trays of the delivery server. This software can be used to the machine as a network TWAIN scanner. Also, the documents stored in the Document Server can be viewed.

For more information, see the manuals for DeskTopBinder V2 Lite or DeskTopBinder V2 Lite Help file.

❖ File storage folder

The files are stored in the following folder on the CD-ROM provided with this machine.

`\UTILITY\DESKV2`

❖ System requirements

- Hardware
 - PC/AT compatible
- CPU
 - Pentium 133 MHz or faster (Pentium II 266 MHz or faster recommended)
- Operating system
 - Microsoft Windows 95 (OSR 2 or later)
 - Microsoft Windows 98
 - Microsoft Windows Millennium Edition
 - Microsoft Windows 2000 Server (Service Pack 1 or later)
 - Microsoft Windows 2000 Professional (Service Pack 1 or later)
 - Microsoft Windows NT Server 4.0 (Service Pack 5 or later)
 - Microsoft Windows NT Workstation 4.0 (Service Pack 5 or later)
- Memory
 - 48 MB or more (64 MB or more recommended)
- Hard disk space
 - 50 MB or more (200 MB or more recommended)
- Display resolution
 - 800×600 pixels, 64K colors or higher
- Network protocol
 - TCP/IP

❖ Software installed with DeskTopBinder V2 Lite

- ScanRouter V2 Link
ScanRouter V2 Link on the client computer monitors in-trays of the delivery server regularly. In addition, the documents delivered to in-trays are auto-received or a notification of document arrival can be received at the client computer with this software.
- Job Binding
Job binding stores DeskTopBinder V2 Lite documents and files created by various applications as print data.

ScanRouter V2 Lite

ScanRouter V2 Lite is to be installed on the delivery server. The data scanned by the machine can be sorted on the delivery server, stored in specified in-trays, or saved in folders of client computers on the same network.

For more information, see the manuals for ScanRouter V2 Lite or ScanRouter V2 Lite Help file.

❖ File storage folder

The files are stored in the following folder on the CD-ROM provided with this machine.

`\UTILITY\ROUTERV2`

❖ System requirements

The following system requirements must be met to use ScanRouter V2 Lite.

 Note

- Install the software on a stand-alone server running Windows NT Server or Windows 2000 Server. It must not be installed on the primary domain controller or backup domain controller.
- Hardware
PC/AT compatible
- CPU
Pentium 200 MHz or faster (Pentium II 350 MHz or faster recommended)
- Operating system
Microsoft Windows 95 (OSR 2 or later)
Microsoft Windows 98
Microsoft Windows Millennium Edition
Microsoft Windows 2000 Server (Service Pack 1 or later)
Microsoft Windows NT Server 4.0 (Service Pack 5 or later)
- Memory
64 MB or more (128 MB or more recommended)

- Hard disk space
Minimum free space required for installing: 200 MB

 **Note**

- In addition to the space required for installation, the hard disk should have at least 500 MB of free space for files.
- Network protocol
TCP/IP

❖ **Software installed with ScanRouter V2 Lite**

- ScanRouter V2 Administration Utility
ScanRouter V2 Administration Utility manages the delivery system run by ScanRouter V2 Lite.
You can register destination and sender information about the scanned documents in the delivery server. In addition, this utility can monitor free disk space, record error logs, and maintain the delivery server.

 **Note**

- ScanRouter V2 Administration Utility can be installed not only on the delivery server but also on client computers. To install it, click **[ScanRouter V2 Administration Utility]** on the ScanRouter V2 Lite Setup screen.

3. Setting Originals


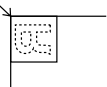
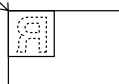
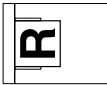




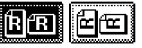

This chapter explains the procedure for placing the original on the exposure glass and in the automatic document feeder (ADF), and setting original scan area and orientation according to the placement method.

To correctly display the top/bottom orientation of the scanned original on a computer, the correct placement must be chosen by setup on the control panel and scanner driver.

There are two orientations for placing the original. See the table below.

 **Note**

- Normally, the original size is (R) or (R), but in the table below, a square original is used to make the original orientation easy to understand. If the actual original size changes, a combination of original orientation and the orientation specified on the control panel or scanner driver does not change.

1 Scanned original					
2 Select the placement method.		Place the original on the exposure glass.		Place the original in the automatic document feeder (ADF).	
3 Place the original. (There are two original orientations.)		Place the original so that the top edge touches the top left of the exposure glass. 	Place the original so that top edge touches the rear of the exposure glass. 	Place the top edge of the original first. 	Place the original so that the top edge is set into the ADF. 
4 Specify the orientation.	When scanned by the delivery scanner or Document Server (Specified on the control panel)	Original Orientation  Mixed size	Original Orientation  Mixed size	Original Orientation  Mixed size	Original Orientation  Mixed size
	When scanned by the TWAIN scanner (Specified by the Scanner Control dialog box)	[Standard 0deg.]	[Right 90deg.]	[Standard 0deg.]	[Left 90deg.]
5 Original displayed on a computer					

Placing the Original on the Exposure Glass

Originals which do not fit into the ADF, such as sheets with glued-on parts, books, etc., can be placed directly on the exposure glass for scanning.

Note

- ❑ For information about the originals which can be placed on the exposure glass, see the Copy Reference manual.

- 1** Lift the exposure glass cover or the ADF.

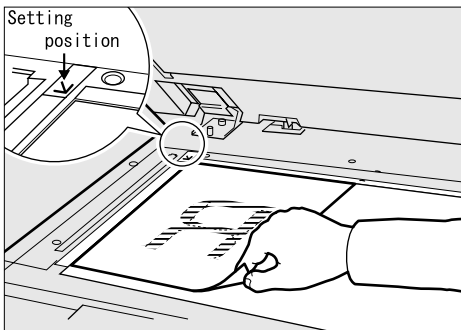
Note

- ❑ Raise the exposure glass cover or ADF fully (more than 30 degrees). The opening/closing action triggers the automatic original size detection process.

- 2** Place the original on the exposure glass with the side to be scanned facing down. Align the far left edge of the original with the mark.

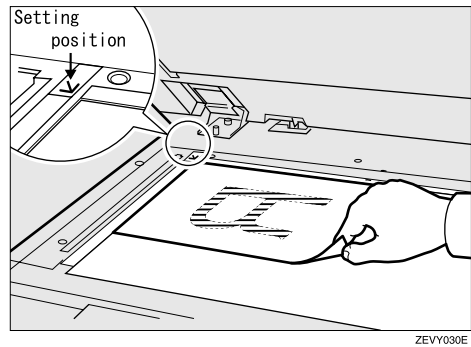
There are two original orientations. Either orientation can be used for placement.

- 1** Place the original so that the top edge touches the rear of the exposure glass.



- 2** Place the original so that the top edge touches the top left of the exposure glass.

When using the machine as a network TWAIN scanner, this orientation is standard setting in the TWAIN driver. Normally, use this orientation for setting.



- 3** Close the exposure glass cover or the ADF.

- 4** Select the original orientation according to the setting orientation.

Reference

⇒ p.37 "Original Orientation and Scan Area Setting"

Placing the Original in the Automatic Document Feeder (ADF)

The ADF allows you to insert several originals at one time. Originals placed in the ADF can be scanned on one side or both sides.

❖ Originals that can and cannot be placed in the ADF

For information about the originals that can and cannot be placed in the ADF, see the Copy Reference manual.

Attempting to use unsuitable originals in the ADF can lead to mis-feed and damage to the original. Place such originals directly on the exposure glass.

⚠ Important

❑ When using the scanner function, the following originals also cannot be placed in the ADF, in addition to the restrictions that apply when using the copier function.

- Originals longer than the length (432mm) of the A3/11"x17".

❑ For information about which original sizes can be detected automatically and notes on placing originals in the ADF, see the Copy Reference manual.

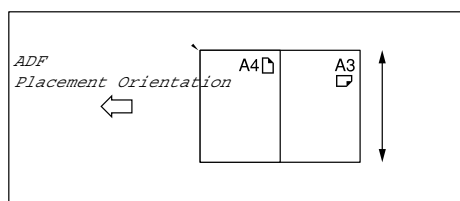
1 Align the original guide with the original size.

2 Insert the originals with the side to be scanned facing up. (For originals which are to be scanned on both sides, the first side should face up.)

There are two orientations. Either orientation can be used for placement.

✎ Note

❑ When using the network delivery scanner and Document Server, originals with the same width and different length can be placed at the same time. Place the originals as shown in the figure below.



❑ Originals are scanned in the inserted order, starting with the topmost page.

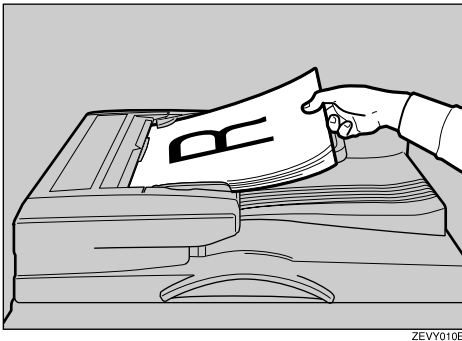
1 Place the original so that the top edge is in the ADF tray.



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2 Place the top edge of the original first.

When using the machine as a network TWAIN scanner, this orientation is the standard setting in the TWAIN driver. Normally, use this orientation for placement.



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3 Select the appropriate orientation on the control panel or on the computer so that it matches the orientation of originals placed.

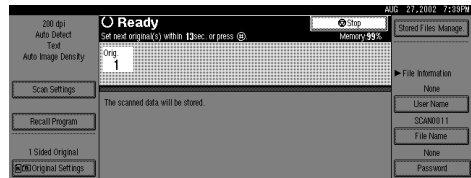
Reference

⇒ p.37 “Original Orientation and Scan Area Setting”

Placing the Divided Original in the Automatic Document Feeder (SADF)

When originals are placed in the ADF, scanning finishes as one document when the scan of all originals are completed by factory default. If the next original is placed within a certain amount of time after all originals are scanned, these multiple documents can be scanned as one document by the SADF.

After the originals are scanned, the remaining time for accepting the next original is displayed.



When there is another page to scan, set it within the specified time. If set, the original is fed and scanned automatically. If there is no more page, press [#] key.

Note

- To use this function, settings must be made in the Initial Scanner Setup. ⇒ p.19 “SADF Auto Reset Timer”
- Originals are scanned in order. Place them from the first page.

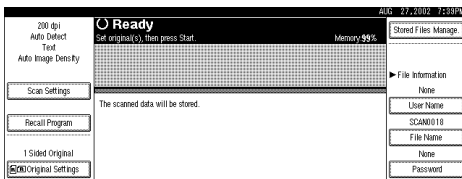
Original Orientation and Scan Area Setting

To correctly display the top/bottom orientation of the scanned original on a computer, original orientation and page flow must be set when placing the original.

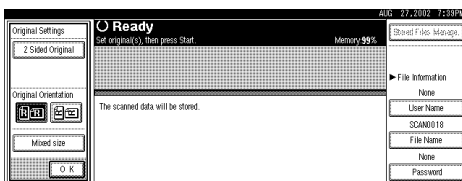
When using the network delivery scanner and Document Server, settings are made on the control panel of the machine. When using the machine as a network TWAIN scanner, settings are made on the TWAIN driver.

For a Network Delivery Scanner and Document Server

- 1 On the Scanner Function screen, press [Original Settings].



- 2 Make settings for original orientation, 1 sided/2 sided combination, and mixed original sizes.



Note

- The initial values can be changed under [Original Setting], [Original Orientation Priority], or [Mixed Original Sizes Priority] in the Scanner Initial Setup. ⇒ p.18 "Making Scanner Settings"

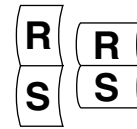
1-sided original/2-sided original selection

- 1 When scanning one-sided original, make sure that [2 Sided Original] is not highlighted.
- 2 When scanning two-sided original, press [2 Sided Original] to select [T to T] or [T to B] according to the binding orientation of the original.

Top to top original:



Top to bottom original:



Orientation selection

- 1 Press the key for the same orientation as the actual orientation of the original (T to T or T to B).

Mixed size selection

- 1 When originals of the same width and different length are placed, make sure that [Mixed size] is highlighted.

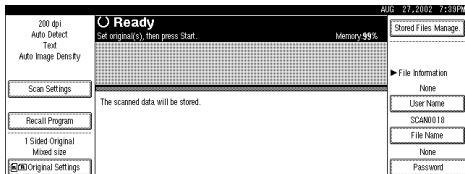
Note

- If [Mixed size] is not set, the scan size is set as the maximum size and a space is provided on the small original.

3 Press [OK].

 **Note**

- The current settings are displayed with characters and icons.



3

For a Network TWAIN Scanner

1 Open the Scanner Control dialog box.

 **Reference**

⇒ p.40 "Scanning Originals"

2 Select the position from the drop-down menu of the [Document:] box in the [Document] group.

3 Select [Standard 0deg.] or [Left 90deg.] from the drop-down menu of the [Orientation:].

 **Reference**

⇒ p.33 "Setting Originals"

4 When the original is placed in the ADF, select [Simplex] or [Duplex] from the drop-down menu of the [Side:] box.

 **Note**

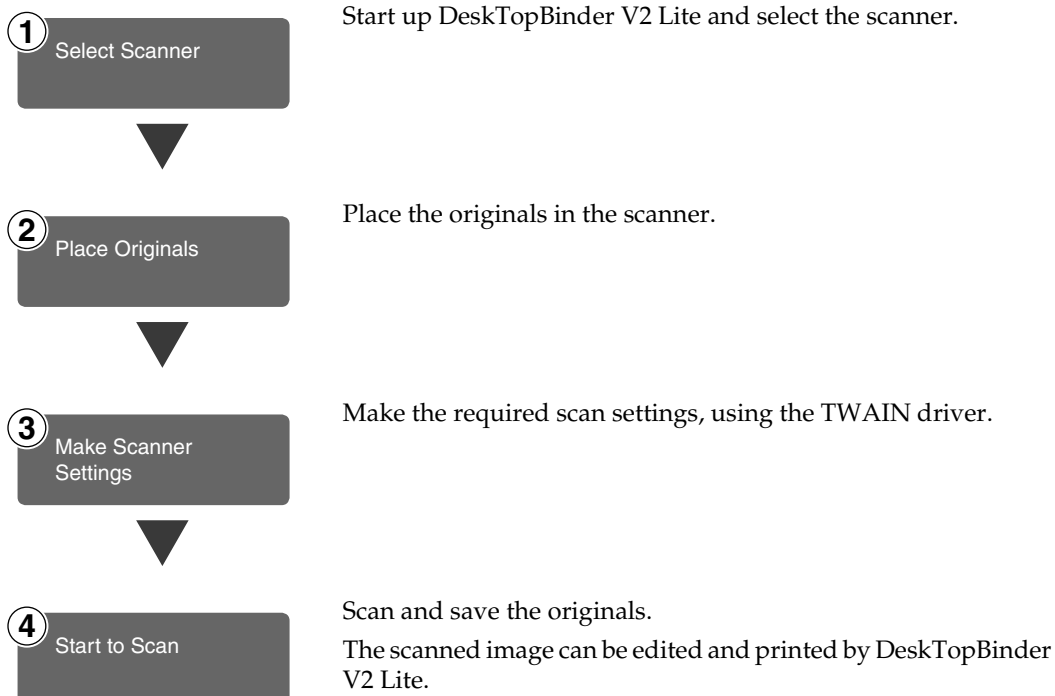
- If originals of the same width and different length are placed in the ADF, specify the document size in the [Size:] box. If [Auto detection (Uni-size)] is selected, all pages are scanned as the size of the first page.

4. Scanning Originals Using Network TWAIN Scanner

This chapter describes the operations for scanning originals with the network TWAIN scanner using DeskTopBinder V2 Lite. In addition, some functions of the TWAIN driver are introduced.

Flow of Operations

When using DeskTopBinder V2 Lite for scanning, the basic flow of operations is as follows:



For more information about the operation procedure, see p.40 “Scanning Originals”.

Scanning Originals

This section explains the method for scanning a single original following p.39 “Flow of Operations”.

1 Start up DeskTopBinder V2 Lite and select the driver of the scanner.

- 1 Click **[Start]**, point to **[Program]**, and then **[DeskTopBinder V2]** from **[DeskTopBinder V2]**.

DeskTopBinder V2 Lite starts up.

- 2 Click **[Scanner Settings]** from the **[Tools]** menu.

The **[Scanner Settings]** dialog box appears.

If the scanner is already selected, no scanner settings are necessary. Check **[File format for scanned image(s)]** and go to step 5.

- 3 Click **[Select Scanner Driver]**.

The **[Select Source]** dialog box appears.

- 4 Click the machine name you want to use in the list, and then click **[Select]**.

- 5 Click **[OK]**.

The **[Scanner Settings]** dialog box closes.

2 Place the original in the scanner.

Reference

⇒ p.33 “Setting Originals”

3 Make the scan settings.

- 1 From the **[File]** menu, point to **[Add Document]**, and then click **[Scan]**.

The TWAIN driver starts up.

After a short while, the dialog box of the TWAIN driver that operates the scanner appears. This dialog box is called the Scanner Control dialog box.

Note

- The title bar displays the scanner currently being used. When multiple machines are connected, confirm that the indicated machine name is the machine to be used. If the intended machine is different, click **[Select Source]** to select the scanner again.
- If the machine to be used does not appear in the list, make sure that the IP address is configured and that the machine is correctly connected to the network. If the driver is still not displayed in the list after the above operations, consult with your network administrator.

② Depending on the type of original or the objective for scanning, select the icon in [Mode].

- **[Standard]** is suitable for scanning standard originals that comprise mainly of text.
- **[Photo]** is suitable for scanning originals that include photos, shaded illustrations, etc.
- **[OCR]** is suitable for conversion processing with an OCR (Optical Character Reading) application after scanning the original.
- **[Filing]** is suitable for use with filing applications, etc.

 **Note**

- For advanced settings, click **[Detail]** to display "Detail Window". For more information about the "Detail Window", see TWAIN Driver Help.

③ According to the original scan area and orientation, change the setting of the [Document] group.

 **Reference**

⇒ p.37 "Original Orientation and Scan Area Setting"

For information about the setting of the **[Document]** group, see Help.


When you want to configure the scanning area

When you do not configure the scanning area, the area is scanned with the size specified in the **[Size:]** box.

① Click [Preview].

The original that was placed is scanned and the **[Preview]** dialog box appears. The scanning area in the preview appears within the broken lines.

② Configure the scanning area by dragging a border or the top line.

When reconfiguring the area, click  and drag one corner of the area towards its opposite corner.

 **Note**

- Depending on the scanning resolution, the area to be scanned may possibly be subject to restrictions. For information about the relationship between the resolution and the scanning area, see TWAIN Driver Help.

③ Click [Close].

The **[Preview]** dialog box closes.

 **Note**

- When the original placed in the ADF is previewed, place the original scanned during preview again.

4 Click **[Scan]**.

The original is scanned. A message asking whether there is another page appears.

When there is another page to scan, place the original, and then click **[Continue]**.

When there are no more pages, click **[Complete]**.

5 Save the scanned image in **DeskTopBinder V2 Lite**.

1 Click **[Exit]** from the **[File]** menu.

The **[Input Document Information]** dialog box appears.

2 Enter the file name and click **[OK]**.

The image is stored in **DeskTopBinder V2 Lite**, and the **DeskTopBinder** viewer closes.

4

 **Editing and printing scanned data**

With **DeskTopBinder V2 Lite**, it is possible to edit and print scanned data. For more information about how to edit and print, see **DeskTopBinder V2 Lite Help**.

Functions of the TWAIN Driver

The following is an introduction to the various functions of the TWAIN driver.

 **Reference**

For more information about each function or other functions, see **Help**.

❖ **Automatic Tilt Correction**

This function automatically corrects character strings that were scanned slanted.

❖ **Printing to the Image**

This function allows you to imprint dates, page numbers, or your favorite characters to a scanned image. You can also change the fonts of the imprints as well as the numerical order of the scanned images to ascending or descending order.

❖ **Scanning Mode Registration**

This function allows you to register other scanning configurations that are often used as scanning modes besides the already pre-installed ones. After registration, you can quickly scan with these scanning configurations.

5. Delivering Stored Scan Data by the Network Delivery Scanner

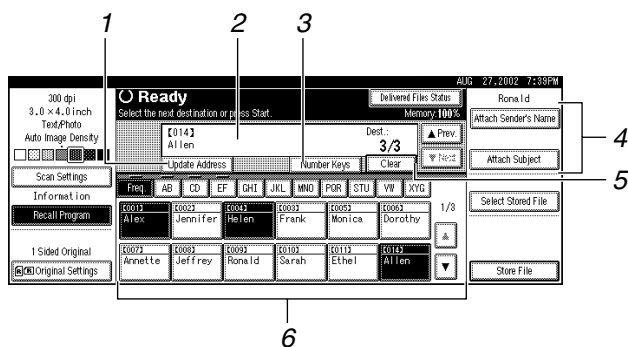
Stored scan data can be sent to a specified destination using the network delivery scanner function. This chapter explains the various display screens, delivery procedures, and checking of the delivery result when this function is used.

Note

- A delivery server in which ScanRouter V2 Lite/Professional is installed is necessary to use the network delivery server function. Information about delivery destinations and senders must be programmed first into the delivery server. Also, program a connected device in **[Set I/O Device]** of ScanRouter V2 Administration Utility. For more information, see ScanRouter V2 Administration Utility Help.

List Displays of Destinations and Senders

The display configuration when using the machine as network delivery scanner is as follows:



1. [Update Address]

Press this key to obtain destination information from the delivery server and update the display. If the destination is changed in the delivery server, press the key to update the display.

2. Destination Display

The selected destination is shown here. If several destinations are selected, the selected destinations are displayed in order by pressing **[▲Prev.]** or **[▼Next]**.

Note

- Pressing the **[Check Settings]** key lets you verify the selected destinations.

3. [Number Keys]

Use these to specify a destination using the 3-digit short ID number.

4. [Attach Sender's Name] [Attach Subject]

Sets the sender and subject of the delivered document.

5. [Clear]

Pressing this key clears a selection in the Destination List or a short ID number entered.

6. Destination List

Displays the list of destinations programmed in the delivery server.

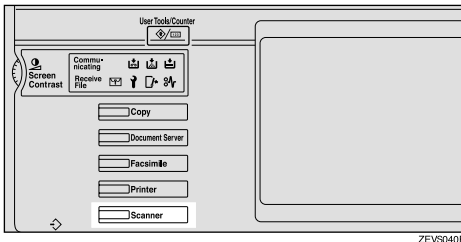
Note

- When the entire list does not fit on one screen, [▲] or [▼] can be used to scroll the display.
- Group destinations are denoted by this symbol (■ ■ ■).
- A bar above a title indicates that a destination that belongs to it has been selected.

Delivery Procedure

Data is delivered by specifying its scan settings and destination. If necessary, you can select a sender and subject.

- 1 Press the **[Scanner]** key.



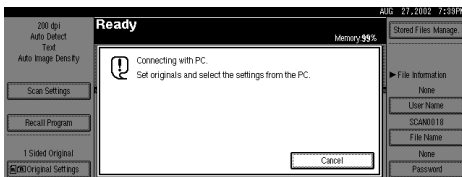
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- 2 If the user code is set, enter the user code (consisting of up to eight characters) with the number keys, and then press **[#]**.

The Scanner Function screen appears.

Note

- If the network TWAIN scanner screen is displayed, press **[Cancel]**. This screen is displayed if "Function Priority" in the Scanner Initial Setup is set to network TWAIN scanner mode.



- 3 Make sure that no previous setting remains.

Note

- If the previous setting remains, press the **[Reset]** key.

- 4 Place the original in the machine, and adjust the settings for original size and orientation if required.

Reference

⇒ p.33 "Setting Originals"

- 5 Make the scan settings.

To make the scan settings, call up the stored settings or make the settings individually.

Reference

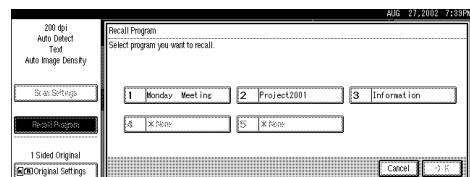
⇒ p.14 "Setting Scanner Features"

Calling up stored scan settings

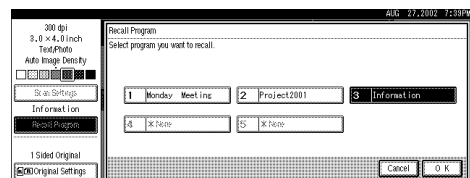
- 1 Press **[Recall Program]**.

The User Program Recall screen appears.

- 2 Select a user program of scan settings.



- 3 Press **[OK]**.



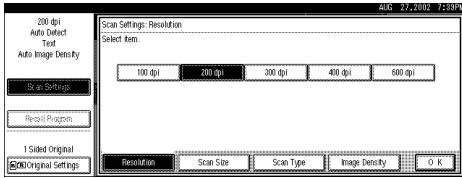
The selected user program settings become active.

Making the settings individually

- 1 Press **[Scan Settings]**.

The screen for making scan settings appears.

- 2 Select the desired resolution, original size, and other items to change the settings.



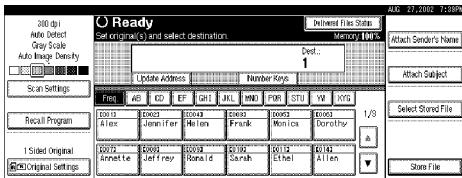
The way to make scan settings is the same way as programming scan settings. See p.14 "Setting Scanner Features".

- 3 Press [OK].

The scan settings are applied.

- 6 Select the destination.

You can select the destination from the list of destinations or by specifying a short ID number.



When selecting a destination from the list

- 1 Press [Update Address] to update the list of destinations.

Note

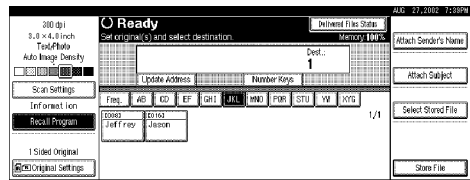
- If the destination information programmed in the delivery server is updated, the list displayed on the control panel of the machine is not updated automatically. To display the latest information for operation, press the [Update Address] on the control panel before delivering scan data to update the displayed information.

- If the list is updated after the destination or sender is selected, any selections are cancelled. Update the list before selecting destination and sender.

- If there is scan data in the memory of the machine that have not yet been delivered, [Update Address] is not available.

- 2 Press the title for the desired destination and select the destination.

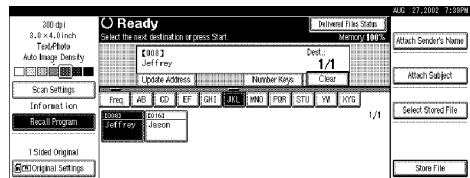
If the desired destination is not OK, press [▲] or [▼] to display the destination.



Note

- The destination titles are programmed in the delivery server.

- 3 Select the destination to which the scan data is to be sent.



The selected destination is highlighted, and also appears in the destination field at the top of the screen. A line appears over the title of the category to which the destination belongs.

Note

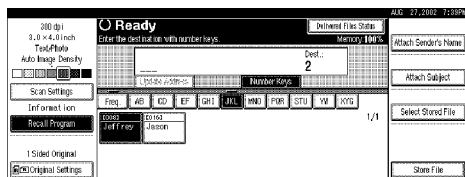
- To deselect a destination, press the destination once more, or press [**▲Prev.**] or [**▼Next**] to bring up the destination in the destination field, and then press [**Clear**].

- 4** To select more destinations, repeat step **3**.

Using the short ID number to select a destination

- 1** Press [**Number Keys**].
- 2** Use the number keys to enter the 3-digit ID number that has been assigned to each destination.

If the entered number is less than 3 digits, press [**#**] at the end.



The destination corresponding to the short ID number appears in the destination field at the top of the screen.

Note

- To deselect a destination, press [**▲Prev.**] or [**▼Next**] to display the destination in the destination field, and then press [**Clear**].

- 3** To select more destinations, repeat step **2**.

Checking selected destinations

- 1** Use the destination field at the top of the screen to check which destinations are selected.

Note

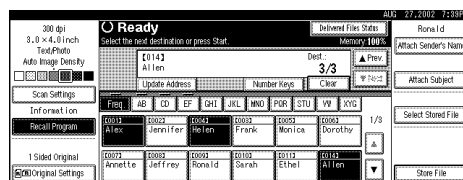
- When multiple destinations are selected, the selected destinations are displayed in order by pressing [**▲Prev.**] or [**▼Next**].
- Pressing the [**Check Settings**] key on the control panel lets you verify the list of selected destination(s).

- 7** Specify the sender (scan data delivery source).

Note

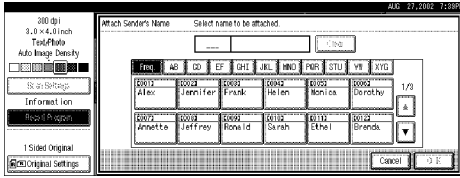
- When a sender has been specified, this information is added to the scan data file. When the optional ScanRouter V2 Professional is used to send scan data files as e-mail, the sender information is automatically entered in the message sender field. This allows the recipient to see where the mail is from. Select a sender from the senders programmed in the delivery server.

- 1** Press [**Attach Sender's Name**].



A list of the senders programmed in the delivery server is displayed.

2 Select the sender.



- Selecting a sender from the title category is done by using the same procedure as when selecting a destination. See step 6.
- To select a sender using a short ID number, enter the 3-digit ID number with the number keys.

3 Press [OK].

The sender is applied.

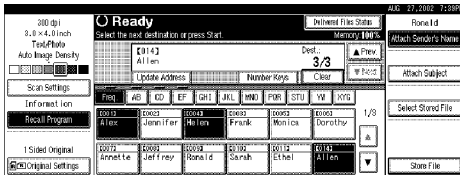
8 If required, select a subject.

Select a subject from the programmed ones. ⇒ p.21 “Making Scan Data Subject Settings”

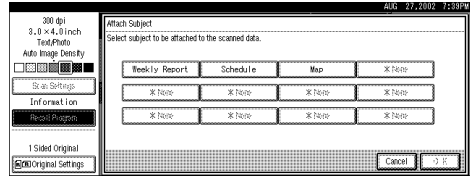
Note

- When a subject has been specified, this information is added to the scan data file. When the optional ScanRouter V2 Professional is used to send data files as e-mail, the subject is automatically entered as a title in the message subject.

1 Press [Attach Subject].



2 Select a subject.



3 Press [OK].

The subject is applied.

9 Press the [Start] key.

The original is scanned and the scan data file is delivered to the destination(s).

If there is another page to scan, place the original on the exposure glass, and then press the [Start] key.

When there are no more pages, press the [#] key.

Note

- To abort the scan process, press the [Clear/Stop] key or press [Stop] on the display.
- When the SADF function is used, load the next original. ⇒ p.36 “Placing the Divided Original in the Automatic Document Feeder (SADF)”

Checking the Delivery Result

The delivery result can be checked for the last 50 delivery operations. If the delivery result exceeds 50 delivery operations, the delivery results are deleted in the order of delivery.

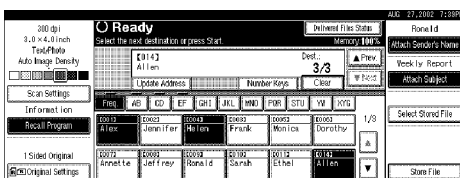
Important

When the main power switch of the machine is turned off, all delivery result data is cleared.

Items to be checked

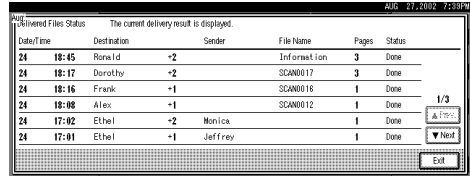
- Date/Time
The date and time when the file transfer of scan data from the machine to the delivery server was completed is recorded. If delivery retry was performed but unsuccessful, the date and time refers to the last retry operation.
- Destination
When multiple destinations were selected, the first selected destination is displayed.
- Sender
- File Name
- Pages
Number of scanned pages
- Status
Indicates whether delivery was successful or resulted in an error.

1 Press **[Delivered Files Status]** on the network delivery scanner screen.



The delivery status is displayed.

2 Check the displayed results.



Note

- One screen shows the results for six delivery operations. Use **[▲Prev.]** or **[▼Next]** to scroll through the display.

3 Press **[Exit]**.

The display returns to the network delivery scanner screen.

Using the Network Delivery Scanner with the Document Server

You can use the network delivery scanner with the Document Server.

Simultaneous Delivery and Storage

Scanned data is stored in the Document Server when the data is delivered.

Note

This section explains mainly the operation for simultaneous delivery and storage. For more information, see p.45 “Delivery Procedure”.

1 Place the original and adjust the settings for original size and orientation if required.

Reference

⇒ p.33 “Setting Originals”

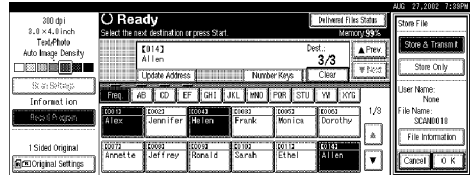
2 Make the scan settings.

3 Select the destination.

4 If required, specify the sender (scan data delivery source) and a subject.

5 Press [Store File].

6 Make sure [Store & Transmit] to be selected.



7 Press [File Information] to set file information.

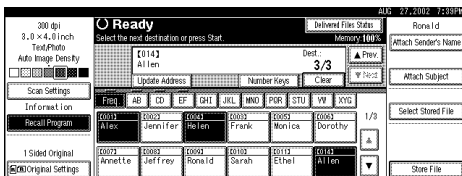
Reference

For more information, see p.55 “Specifying file information”.

8 Press [OK].

9 Press the [Start] key.

The original is scanned, and the file is delivered to the destination and stored in the Document Server.



The screen for setting Store File appears.

Delivering Stored Files

Files stored in the Document Server which scanned in the scanner function are delivered.

Note

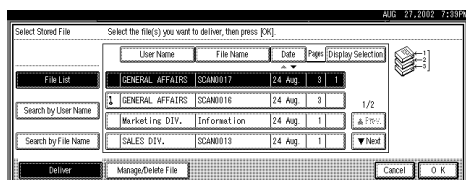
- ❑ This section explains mainly how to select files to be delivered. For more information about the delivery procedure, see p.45 “Delivery Procedure”.
- ❑ When the stored files are delivered, scan settings cannot be made. The files are delivered with the specified scan settings when they are stored in the Document Server.

1 Display the list of stored files.

Reference

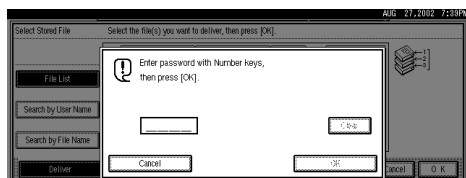
⇒ p.58 “Viewing a List of Stored Files”

2 Select a file to be delivered.

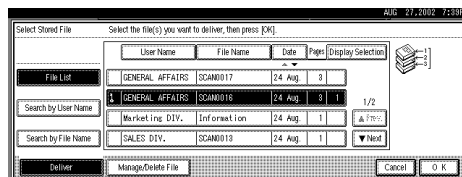


Note

- ❑ When you select a file protected password, the Password Entry screen appears. After you have entered the correct password and pressed **[OK]**, the file will be selected.



3 To select multiple files, repeat step 2.



Note

- ❑ You can select up to 30 files for one operation.
- ❑ If you select multiple files, the files will be delivered in the order they were selected.
- ❑ If you press **[Display Selection]**, the selected files will only be shown in the order of delivery.

4 Press **[OK]**.

The screen for specifying a destination appears.

5 Specify a destination.

6 If required, select the sender (scan data delivery source) and a subject.

7 Press the **[Start]** key.

The selected stored files are delivered.

6. Using the Document Server

Data obtained by scanning originals can be stored in the hard disk of the machine using the Document Server function, and the stored data can be used later. Using DeskTopBinder V2 Lite/Professional, stored data can be viewed or copied from a client computer.

Limitation

- The optional HDD is required to use this function.

Note

- When a delivery server is added to the network, data stored in the Document Server can be delivered. You can store scanned data in the Document Server and deliver data simultaneously. ⇒ p.50 "Using the Network Delivery Scanner with the Document Server"

Storing Data

This section describes how to store data in the Document Server and how to assign file information to stored data.

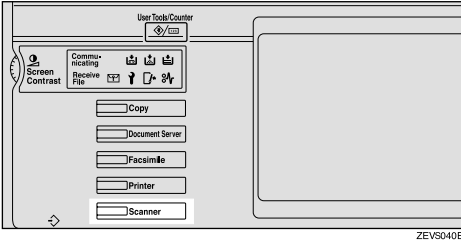
Note

- You can specify whether data stored in the Document Server is deleted automatically later. ("Automatic Delete Settings for Stored Data" in System Settings manual under "Administrator"). The stored data is set to be deleted after one day by the factory default value. For information about settings and changes, see the System Settings manual.
- The theoretical maximum number of files that can be stored is 3000 (or 9000 pages). However, the actual maximum may be less, depending on the space used by the copy function and other functions of the machine.
- The maximum number of pages per scan data file is 500.
- Documents scanned in the scanner function cannot be printed from the control panel. Print the documents using DeskTopBinder V2 Lite/Professional after receiving.

Storage Procedure

Scan and store the document in the Document Server.

1 Press the **[Scanner]** key.

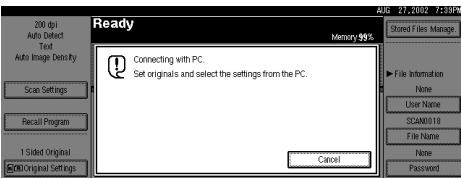


2 If the user code is set, enter the user code (consisting of up to eight characters) with the number keys, and then press **[#]**.

The Scanner Function screen appears.

Note

- If the network TWAIN scanner screen is displayed, press **[Cancel]**. This screen is displayed if "Function Priority" in the Scanner Initial Setup is set to network TWAIN scanner mode.



3 Make sure that no previous setting remains.

Note

- If the previous setting remains, press the **[Reset]** key.

4 Place the original in the machine, and adjust the settings for original size and orientation if required.

Reference

⇒ p.33 "Setting Originals"

5 Make the scan settings.

To make the scan settings, call up the stored settings or make the settings individually.

Reference

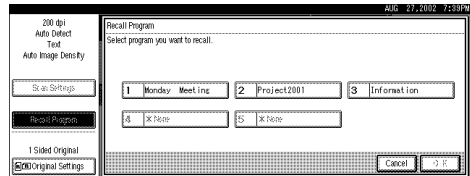
⇒ p.14 "Setting Scanner Features"

Calling up stored scan settings

1 Press **[Recall Program]**.

The Recall Program screen appears.

2 Select a user program of scan settings.



3 Press **[OK]**.



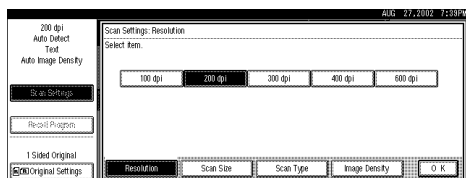
The selected user program settings become active.

Making settings individually

1 Press **[Scan Settings]**.

The screen for making scan settings appears.

- 2 Select the desired resolution, original size, and other items to change the settings.



The way to make scan settings is the same way as programming scan settings. See p.14 “Setting Scanner Features”.

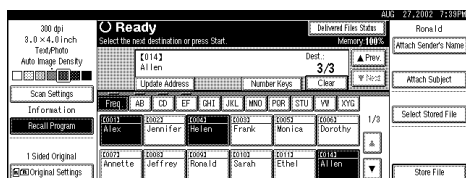
- 3 Press [OK].

The scan settings are applied.

- 6 When using the network delivery scanner function, make the settings for storing scanned data files.

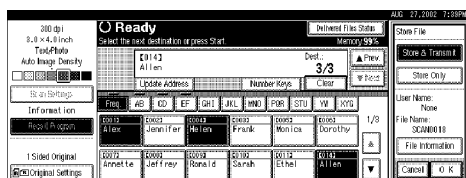
When not using the network delivery scanner function, this step is not required. Go to step 7.

- 1 Press [Store File].



The screen for setting storage parameters for scanned data appears.

- 2 Press [Store Only].



Note

- To store and deliver scanned data, press [Store & Transmit].

- 3 Press [OK].

- 7 Specify file information.

Specify a user name, file name, and password for the file to be stored.

Reference

For more information about how to specify file information, see p.55 “Specifying file information”.

- 8 Press the [Start] key.

The original is scanned and the resulting data is stored as a file in the Document Server.

When there is another page to scan, place the original, and then press the [Start] key.

When there are no more pages, press the [#] key.

Note

- To abort the scanning process, press the [Clear/Stop] key or press [Stop] in the display.
- When originals are being scanned using the SADF, load the next original. ⇒ p.36 “Placing the Divided Original in the Automatic Document Feeder (SADF)”

Specifying file information

You can specify a user name, file name, and password for a stored scan data file.

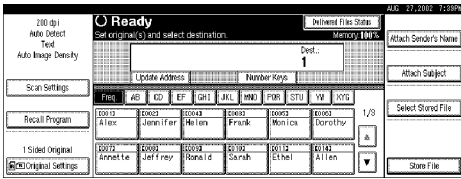
When this function is used, you can search for files by user name or file name, and you can prevent unauthorized persons from accessing the files.

Note

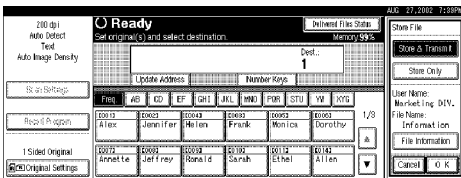
- The file name can be up to 64 characters long, The user name can be up to 20 characters long. The first 16 characters are shown on the control panel. With DeskTopBinder V2 Lite/Professional installed on a client computer, you can view the entire string.

1 When using the network delivery scanner function, display the File Information screen.

1 Press [Store File].

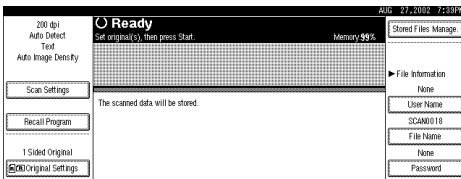


2 Press [File Information].

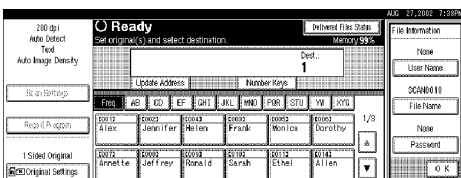


The File Information screen appears.

This screen appears when the network delivery scanner function is not used.



This screen appears when the network delivery scanner function is used.



2 Specify file information.

Specifying a user name

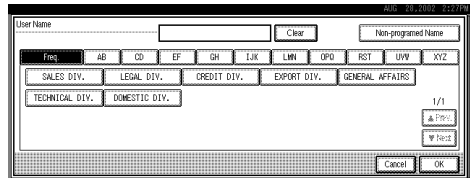
1 Press [User Name].

The User Name Selection screen appears.

Note

- If no user name is programmed in System Settings under the Administrator tab, the User Name Selection screen does not appear. Instead, the Non-programmed Name Entry screen appears. Enter the user name.

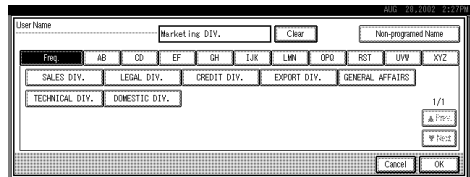
2 Select the desired user name.



Note

- The user names shown here are names that were programmed in System Settings under the Administrator tab. To enter a name not shown here, press [Non-programmed Name], and then enter the user name.

3 Press [OK].



The user name is set.

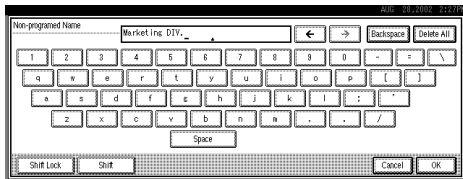
Specifying a file name

Scanned data files are automatically named SCAN0001, SCAN0002, etc. If desired, you can change the file name.

1 Press [File Name].

The File Name Entry screen appears.

2 Enter the desired file name.



Reference

For information about how to enter characters, see the System Settings manual.

3 Press [OK].

The new file name is applied.

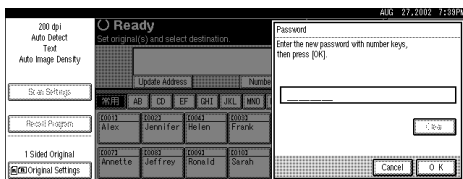
Specifying a password

By specifying a password, only a person who knows the password can view the data.

1 Press [Password].

The Password Entry screen appears.

2 Enter a password consisting of four numbers.



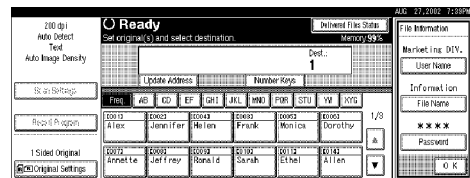
3 Press [OK].

The password is applied.

Important

- ❑ Do not forget the password. If you forget it, contact the key operators in charge of this machine.

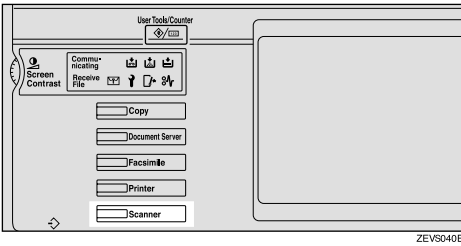
3 When using the network delivery scanner function, press [OK] twice to return to the original screen.



Viewing a List of Stored Files

From the displayed list of stored files, you can delete the files stored in the Document Server or change the file information. To show the displayed list of stored files, perform the following steps.

1 Press the **[Scanner]** key.

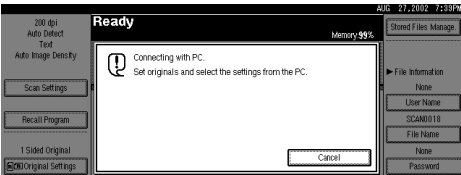


The Scanner Function screen appears.

6

Note

❑ If the network TWAIN scanner screen is displayed, press **[Cancel]**. This screen is displayed if "Function Priority" in the Scanner Initial Setup is set to network TWAIN scanner mode.

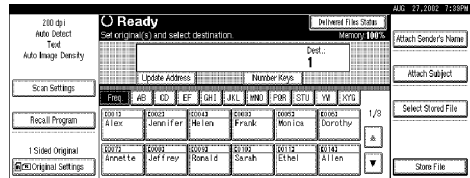


2 The displayed list of stored files appears.

The subsequent operation steps depend on whether the network delivery scanner is used.

When using the network delivery scanner

1 Press **[Select Stored File]**.



2 Press **[Manage/Delete File]**.

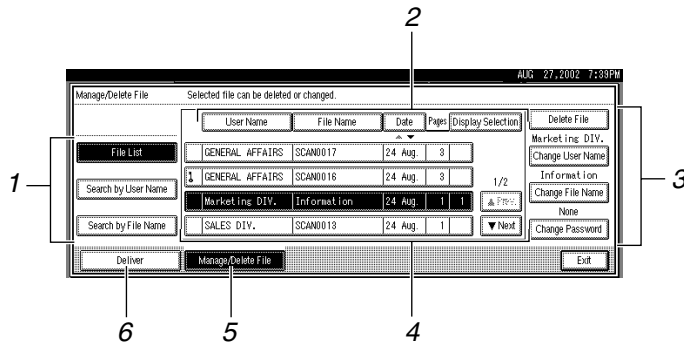
When using Document Server only

1 Press **[Stored Files Manage.]**.

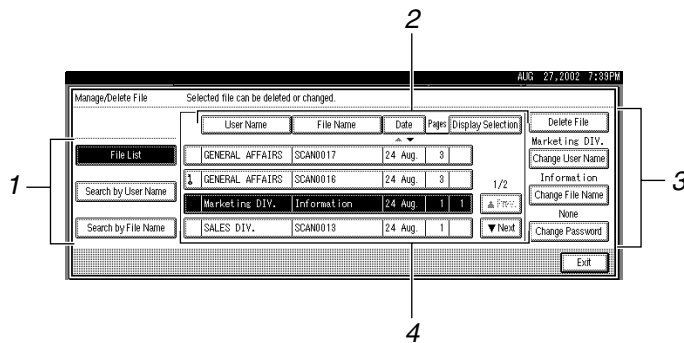
Viewing the List

The list displayed scanned data files that are stored, has the following elements.

❖ When using the network delivery scanner



❖ When using the Document Server only



1. Keys for searching files

Switches to the screens for searching file by user name or file name, or to the screen for displaying of all files.

2. Keys for sorting files

Sorts the files using the selected item as the selected key. Selecting the same item once more causes reverse sort. However, delivery cannot be sorted in descending order.

3. Keys for changing file information

Use for deleting, changing the user name, file, or password of the selected file, or for checking file information.

4. A list of stored files

A list of stored files is displayed.

Note

- Stored files are not shown when a function other than the scanner function is used.
- If the desired file is not visible, use **[▲Prev.]** or **[▼Next]** to scroll through the display.
- For files which are password protected, a key symbol(Ⓛ) is shown to the left of the file name.

5. [Manage/Delete File]

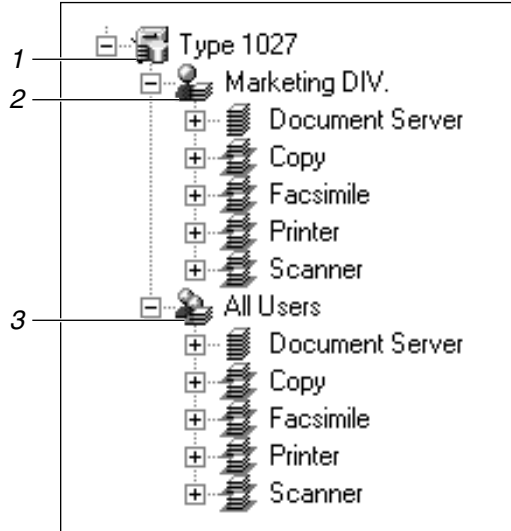
Press to manage or delete the files stored in the Document Server or change the file information.

6. [Deliver]

Press to deliver the files stored in the Document Server. For more information, see p.51 "Delivering Stored Files".

💡 Viewing a list of stored files in DeskTopBinder V2 Lite

The files stored in the Document Server are shown below in DeskTopBinder V2 Lite.



1. Connected device name

Displays the files stored in the connected device on the desk tree by dividing into User name and All uses folders.

2. User name

Displays only the files stored with the same user name specified in the connected device properties. The files stored from the scanner are shown on the "Scanner" folder.

3. All users

Displays all files stored in the connected device.

Searching for Files

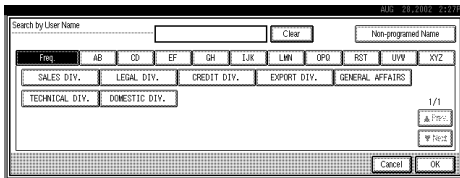
You can search for desired files from the stored files, using the user name or file name as a key.

Searching by user name

- 1 On the list of displayed files, press **[Search by User Name]**.

The User Name Search screen appears.

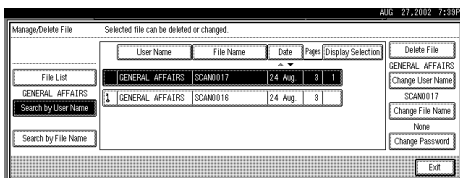
- 2 Select the user name to be used for the search.



The user names shown here are names that were programmed in System Settings under the Administrator tab. To enter user name not shown here, press **[Non-programmed Name]**, and then enter the name.

- 3 Press **[OK]**.

The search starts, and files whose user name starts with the entered string are displayed.

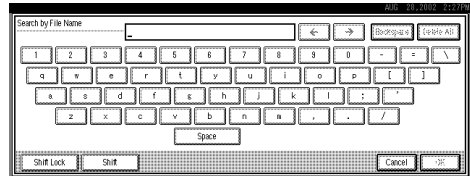


Searching by file name

- 1 On the list of displayed files, press **[Search by File Name]**.

The File Name Search screen appears.

- 2 Enter the file name to search for.

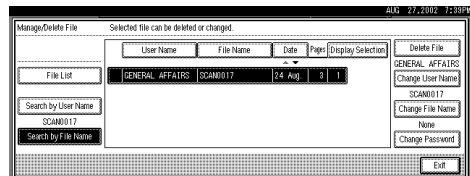


Reference

For information about how to input characters, see the System Settings manual.

- 3 Press **[OK]**.

The search starts, and file whose name starts with the entered string are displayed.



Deleting Stored Files

You can delete files that are longer needed.

⚠ Limitation

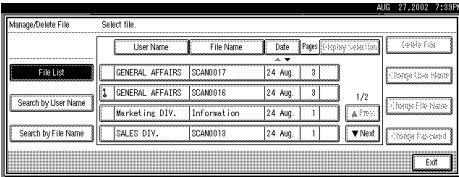
- ❑ Delivery standby files cannot be deleted.

1 Display the list of stored files.

🔍 Reference

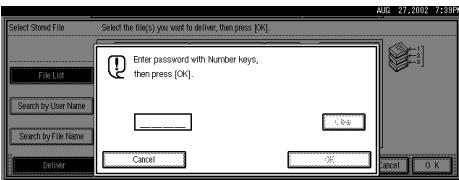
⇒ p.58 “Viewing a List of Stored Files”

2 Select the file to be deleted.

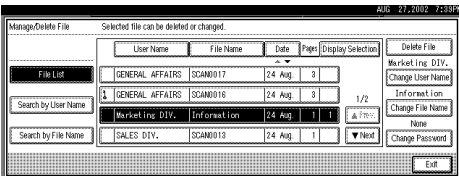


📝 Note

- ❑ Up to 30 files can be selected.
- ❑ When you select a password protected file, the Password Entry screen appears. Enter the correct password, and then press [OK].

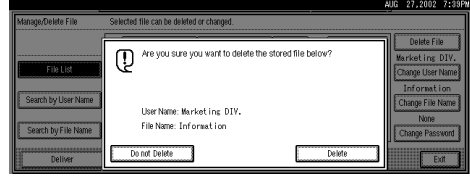


3 Press [Delete File].



A confirmation message appears.

4 Press [Delete].



The file is deleted.

5 Press [Exit].

Changing File Information

The information about files stored in the Document Server (user name, file name, password) can be changed.

Limitation

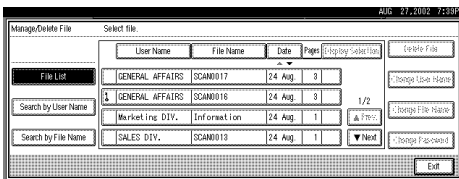
- Information about delivery stand-by files cannot be changed.

1 Display the list of stored files.

Reference

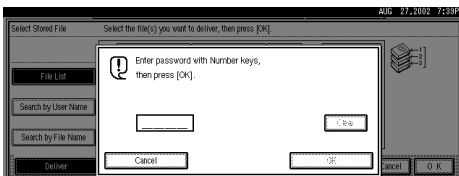
⇒ p.58 “Viewing a List of Stored Files”

2 Select the file for which you want to change the file information.



Note

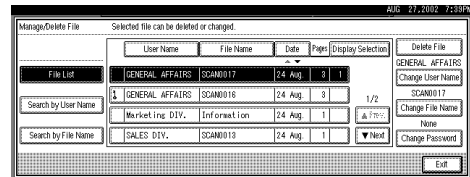
- When you select a password protected file, the Password Entry screen appears. Enter the correct password, and then press [OK].



3 Change the file information.

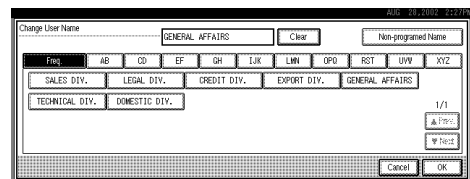
Changing the user name

1 Press [Change User Name].



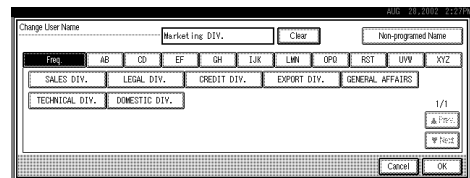
The screen for changing the user name appears.

2 Select the new user name.



The user names shown here are names that were programmed in System Settings under the Administrator tab. To specify a user name not shown here, press [Non-programmed Name], and then enter the user name.

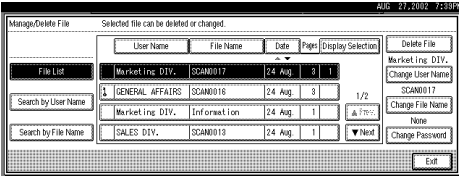
3 Press [OK].



The user name is changed.

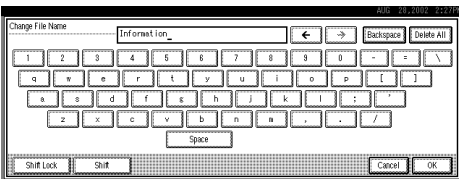
Changing the file name

1 Press [Change File Name].



The screen for changing the file name appears.

2 Enter the new file name.



Reference

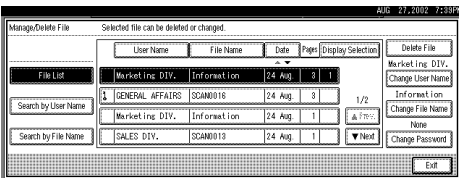
For information about how to enter characters, see the System Settings manual.

3 Press [OK].

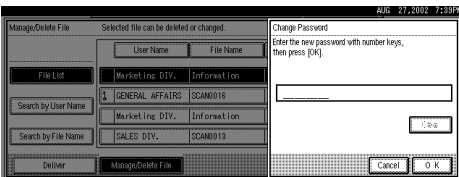
The file name is changed.

Changing a password

1 Press [Change Password].



2 Enter the new password consisting of four numbers.



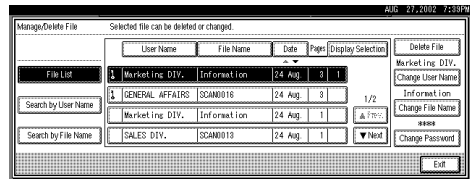
3 Press [OK].

The new password is stored.

Important

Do not forget the password. If you forget it, ask the key operators in charge of this machine.

4 Verify that the file information change was made as desired, and press [Exit].



The Relationship between the Resolution and the Data Size

The relationship between the resolution and the data size is mutually contradictory. When the resolution (dpi) is set to a high value, the scanning area becomes smaller. Inversely, when the scanning area is set larger, the resolution becomes lower.

When the network delivery scanner and Document Server are used, the relationship between the scanning resolution and the data size is shown below. If the data size is too large, the message "Exceeded max. data capacity. Check the scanning resolution." appears on the control panel of the machine. Specify the scan size and resolution again.

! Limitation

- Depending on the image compression level, the maximum image size will be limited.

🔍 Reference

For information about the relationship between the resolution and the scanning area when the machine is used as the network TWAIN scanner, see the TWAIN driver help.

❖ When "Text", "Text/Photo", or "Photo" is selected as the Scan Type

All combinations up to A3/11"x17" (297mm×432mm) and 600 dpi are possible.

❖ When "Gray Scale" is selected as the Scan Type

The data can be scanned with combinations marked with ○ in the table. This combinations marked with ☆ required the optional HDD.

	100dpi	200dpi	300dpi	400dpi	600dpi
A3	○	○	☆		
B4	○	○	○	☆	
A4	○	○	○	☆	
B5	○	○	○	○	☆
A5	○	○	○	○	☆
B6	○	○	○	○	☆
A6	○	○	○	○	☆
A7	○	○	○	○	☆
11x17	○	○	☆		
Legal(8 ¹ / ₂ x14)	○	○	○	☆	
8 ¹ / ₂ x13	○	○	○	☆	
Letter(8 ¹ / ₂ x11)	○	○	○	☆	
5 ¹ / ₂ x8 ¹ / ₂	○	○	○	○	☆

Troubleshooting

This section contains advice on what to do if you have problems scanning an original or if the network delivery scanner function does not work. Various messages that may appear on the control panel or computer are listed, along with causes and suitable countermeasures.

When Scanning Is Not Performed as Expected

Status	Possible Cause and Action
The image cannot be scanned.	The original was placed with the front and back reversed. Make sure that the original orientation is correct. When placed directly on the exposure glass, the side to be scanned must face down. When fed via the ADF, the side to be scanned must face up. ⇒ p.33 "Setting Originals"
The image is distorted or out of position.	<ul style="list-style-type: none"> • The original was moved during scanning. Do not move the original during scanning. • The original was not pressed flat against the exposure glass. Make sure that the original is pressed flat against the exposure glass.
The image is scanned upside down.	The original was placed upside down. Place the original in the correct direction.
The scanned image is dirty.	The exposure glass or the exposure glass cover is dirty. Clean these parts. ⇒Copy Reference

Delivery Function Does Not Work



Status	Possible Cause and Action
The Delivery Scanner Function screen is not displayed.	<ul style="list-style-type: none"> • If the network TWAIN scanner screen appears when the machine is switched to scanner operation, press [Cancel] to switch to the Network Scanner screen. • If the display does not switch from network TWAIN scanner to network delivery scanner, the network delivery Scanner Settings are not correct. See p.12 "Default Settings" and make the appropriate settings.

When the Error Message Is Displayed on the Control Panel

 **Note**

- ❑ If an error message that is not contained in this section appears, turn off the main power switch of the machine, and then turn it on again. If the message is still shown, note the content of the message and the error number (if listed in the table), and contact your service representative. For information about how to turn off the main power switch, see p.73 “Powering Off the Machine”.

Message	Possible Cause and Action
Cannot communicate with server. Check the server status. The scanned data will be stand by.	No response from the delivery server. Possible causes are as follows: <ul style="list-style-type: none"> • The delivery server is not running or has not started delivery service. • "Delivery Server IP Address" is not set correctly in System Settings. • The delivery server does not recognize the connected device. Program a connected device in "Set I/O Device" of ScanRouter V2 Administration Utility. ⇒ScanRouter V2 Administration Utility Help • The machine may not be correctly connected to the network. Check the LED indicators of the Ethernet board. ⇒System Settings manual
Cannot detect original size. Select scan size and reset originals.	<ul style="list-style-type: none"> • Place the original correctly. • Specify the scan size. • When placing an original directly on the exposure glass, the opening/closing action of the ADF triggers the automatic original size detection process. Raise the ADF by more than 30 degrees.
Cannot select over 30 files at the same time.	To select more than 30 stored files, divide the operation into several times.
Cannot use destination list because the stored destinations have been found over 200.	More than 200 destinations were programmed. Keep the number at 200 or less.
Destination and sender list update has been failed. Try again.	Check whether the delivery server has started operation.
Exceeded max. data capacity. Check the scanning resolution.	Specify the scan size and resolution again. Note that it may not be possible to scan very large originals. ⇒ p.65 “The Relationship between the Resolution and the Data Size”
Exceeded max. file capacity. Delete the unnecessary stored files.	The maximum number of files that can be stored is 3000. Delete unneeded files.

Message	Possible Cause and Action
Exceeded max. number of pages (500 pages) per file. Do you want to store the scanned pages as 1 file?	The maximum number of pages per file is 500. Specify whether to use the data or not. Scan the page that could not read once more as a new file.
Exceeded max. number of stand-by files. Try again after the data transmission is completed.	There are 50 standby files in the sending queue for the delivery server. Wait until files have been sent.
Exceeded max. page capacity per file. Only the scanned data will be transmitted. Scan the remaining data after transmission.	Because the number of scanned pages reaches the maximum value for delivery, only the data already scanned is transmitted. Retransmit the remaining pages.
Memory is full. Cannot scan.	Because of insufficient hard disk capacity, the first page could not be fully scanned. Try one of the following measures. <ul style="list-style-type: none"> • Wait for a while and retry the scan operation. • Reduce the scan area. • Delete unneeded stored files.
Memory is full. Cannot scan. Stored files delivery is only available.  Note <input type="checkbox"/> These messages are shown alternately.	There is not enough remaining hard disk capacity. No more files can be stored. Delete unneeded files.
Memory is full. Delete the unnecessary stored file.  Note <input type="checkbox"/> These messages are shown alternately.	There is not enough remaining hard disk capacity. Delete unneeded files.
Memory is full. Press [Transmit] to transmit the scanned data. To delete the data, press [Cancel].	Because there is not enough hard disk capacity in the machine, the page could only be partially scanned. Specify whether to use the data or not.
Memory is full. Scanning has been cancelled. Do you want to store the scanned data?	Because there is not enough hard disk capacity in the machine, the page could only be partially scanned. Specify whether to use the data or not.
Memory is full. Scanning has been cancelled. Press [Transmit] to transmit the scanned data. To delete the data, press [Cancel].	Because there is not enough hard disk capacity in the machine, the page could only be partially scanned. Specify whether to use the data or not.
No destination is programmed for this number.	The short ID number that can be assigned to each destination is not programmed in the delivery server. Assign a correct number to each destination.

Message	Possible Cause and Action
No sender is programmed for this number.	The short ID number that can be assigned to each sender is not programmed in the delivery server. Assign a correct number to each sender.
Original misfeed. Scanning has been cancelled. Do you want to stored the scanned data?	There is a paper misfeed in the ADF. Remove the misfed original and specify whether to store the data or not.
Original misfeed. Scanning has been cancelled. Press [Transmit] to transmit the scanned data. To delete the data, press [Cancel].	There is a paper misfeed in the ADF. Remove the misfed original and specify whether to use the data or not.
Scanner is currently in use for another function Cannot scan.	The machine is currently using the scanner for another function, such as copying. Retry the operation after the other function is completed.
Selected file is currently in use. Cannot change file name.	The name of a file that is being edited with DeskTopBinder V2 Lite/Professional or that is in standby queue cannot be changed. Try the operation again after editing is terminated or standby was cancelled.
Selected file is currently in use. Cannot change password.	The password of a file that is being edited with DeskTopBinder V2 Lite/Professional or that is in standby queue cannot be changed. Try the operation again after editing is terminated or standby was cancelled.
Selected file is currently in use. Cannot change user name.	The user name of a file that is being edited with DeskTopBinder V2 Lite/Professional or that is in standby queue cannot be changed. Try the operation again after editing is terminated or standby was cancelled.
Selected file is currently in use. Cannot delete it.	A file that is being edited with DeskTopBinder V2 Lite/Professional or that is in a standby queue cannot be deleted. Try the operation again after editing is terminated or standby was cancelled.
The selected files contain the file deleted. Check the stored files status.	After sending the files, some files were deleted with DeskTopBinder V2 Lite/Professional. Perform the selection process again.
Transmission has been cancelled due to containing the deleted file. Try again after checking the stored files status.	Before sending the files, some files were deleted with DeskTopBinder V2 Lite/Professional. Perform the selection process again and resend the files.
Transmission has been failed. Insufficient memory in server.	There is not enough free space on the hard disk of the delivery server. Free up the required amount.

Message	Possible Cause and Action
Transmission to the server has been failed. To confirm the result, see the Delivered Files Status.	While sending a file to the delivery server, a network error has occurred and the file could not be sent correctly. Try the operation once more. If the message is still shown, the network may be crowded and notify the network administrator. If multiple files were sent, use the Delivery Files Status screen to check for which file the problem occurred. ⇒ p.49 “Checking the Delivery Result”
Transmission to the server has been failed. The data will be retransmitted later.	A network error has occurred and a file was not sent correctly to the delivery server. Wait until retry is performed automatically after a preset interval. If the retry fails again, notify the network administrator.


When the Error Message Is Displayed on the Computer

This section describes main possible causes and actions for error messages displayed on the computer when the TWAIN driver is used.

Note

- 7 If an error message that is not contained in this section appears, turn off the main power switch of the machine, and then turn it on again. If the message is still shown after scanning is executed again, note the content of the message and the error number (if listed in the table), and contact your service representative. For information about how to turn off the main power switch, see p.73 “Powering Off the Machine”.

Message	Cause and Action
[Cannot connect to the scanner. Check the network Access Mask settings in User Tools.]	The access mask is set. Notify the network or scanner administrator.
[Cannot detect the paper size of the original. Specify the scanning size.]	<ul style="list-style-type: none"> Place the original correctly. Specify the scan size. When placing an original directly on the exposure glass, the opening/closing action of the ADF triggers the automatic original size detection process. Raise the ADF by more than 30 degrees.
[Cannot find the scanner. Check if the scanner main power is on.]	<ul style="list-style-type: none"> Check whether the machine is connected to the network correctly.
[Cannot find the scanner used for the previous scan. Another scanner will be used instead.]	Check whether the power switch of the previously used scanner is turned on. Reselect the scanner.

Message	Cause and Action
[Cannot save to the default file.]	The default file cannot be overwritten. Save to another file.
[Error has occurred in the scanner.]	Check whether the scanning settings specified by application exceed the setting range of the machine.
[Error has occurred in the scanner driver.]	<ul style="list-style-type: none"> • Check whether a network cable is connected correctly to the computer. • Check whether the Ethernet board of the computer is recognized correctly by Windows. • Check whether your computer can use TCP/IP protocol.
[Insufficient memory. Close all applications, then restart scanning.]	Terminate the unnecessary application started by the computer.
[Insufficient memory. Reduce the scanning area.]	<ul style="list-style-type: none"> • Reset the scan size. • Lower the resolution. • Set with no compression. ⇒ p.18 "Making Scanner Settings" <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> The chart "The Relationship between the Resolution and the Scanning Area" in Help for halftone scanning might not always apply. Scanning cannot be performed if large values are set for brightness when using halftone or high resolution. <input type="checkbox"/> When paper misfeed occurs in the machine during printing, scanning cannot be performed. In this case, after the misfed paper has been removed, proceed with scanning.
[No response from the scanner.]	<ul style="list-style-type: none"> • Check whether the machine is connected to a network correctly. • The network is crowded. Reconnect after a while.
[No User Code is registered. Consult your system administrator.]	Access is restricted by user code. Notify the system administrator of the machine.
[Please call your service representative.]	An unrecoverable error has occurred in the machine. Call your service representative.
[Scanner is in use for other function. Please wait.]	The machine is used by the function other than the scanner function such as copy. Wait for a while and reconnect.
[Scanner is in use by other user. Please wait.]	Other user uses the machine to scan the original. Wait for a while and reconnect.
[Scanner is not available. Check the scanner connection status.]	<ul style="list-style-type: none"> • Check whether the main power switch of the machine is turned off.

Message	Cause and Action
[Scanner is not ready. Check the scanner and the options.]	Check whether the ADF cover is closed.
[The name is already in use. Check the registered names]	You try to register the name that is already in use. Use another name.
[The scanner power is off.]	<ul style="list-style-type: none">• Check whether the main power switch of the machine is turned on.• Check whether the machine is connected to the network correctly.

Powering Off the Machine

Peripheral devices such as the HDD and memory are used by a variety of functions. Correct power-off procedures must be observed in order to avoid damaging these peripherals. Also, remember that powering off the machine may result in loss of any scan data that is awaiting transmission.

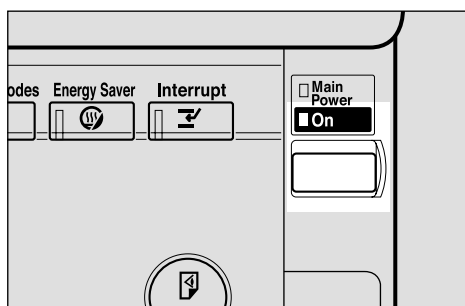
This section explains procedures and precautions to be observed when turning off the machine's main power.

Reference

For more information, see "Turning On and Off the Power" in the System Settings manual.

Turning Off the Operation Switch

- 1** Make sure that the exposure glass cover or ADF are closed.
- 2** Press the Operation Switch and check that the power indicator goes off.



Note

- Under the following conditions, pressing the Operation Switch causes the power indicator to flash instead of going out.
 - The exposure glass cover or ADF is open.
 - Communication is taking place between the machine and a connected device.
 - The HDD is operating.

Turning Off the Main Power Switch

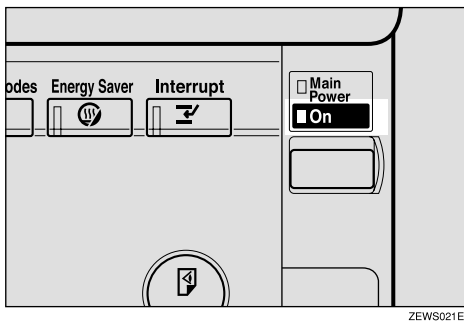
Preparation

Normally do not turn off the main power. If you turn off the main power, see the Important below in advance.

Important

- Do not turn off the main power switch if the power indicator is lit or flashing. Damage to the HDD or memory may result.
- Unplug the machine before turning off the main power switch. Damage to the HDD or memory may result.
- Before turning off the main power switch or unplugging the machine, check the memory remaining is 100%. After about 1 hour passes after the main power switch is turned off or the machine is unplugged, undelivered documents contained in fax memory will be lost. ⇒ "When Power is Turned Off or Fails" in the Facsimile Reference Advanced Features

- 1** Make sure that the power indicator goes off.



- 2** Turn off the main power switch to make the main power indicator go off.

Specifications

Scan method	Flat bed scanning
Image sensor type	CCD
Scan type	Sheet, book
Interface	Ethernet interface (10BASE-T or 100BASE-TX)
Maximum scan size	A3/11"x17" (297mm×432mm)
Scan density	600dpi
Variable range of scan density	<ul style="list-style-type: none"> ❖ When placed on the exposure glass <ul style="list-style-type: none"> • When used as network TWAIN scanner Setting range: 100dpi - 2400dpi • When used as network delivery scanner Setting range: 100dpi, 200dpi, 300dpi, 400dpi, 600dpi ❖ When placed in the ADF <ul style="list-style-type: none"> • When used as network TWAIN scanner Setting range: 100dpi - 1200dpi • When used as network delivery scanner Setting range: 100dpi, 200dpi, 300dpi, 400dpi, 600dpi

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In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

I means **POWER ON.**

⏻ means **STAND BY.**

Note to users in the United States of America

Notice:

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 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.

Warning

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

Note to users in Canada

Warning:

This Class B digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations.

Remarque concernant les utilisateurs au Canada

Avertissement:

Cet appareil numérique de la classe B respecte toutes les exigences du Règlement sur le matériel brouilleur du Canada.

Caution (in case of 100BASE-TX environment):

Network interface cable with ferrite core must be used for RF interference suppression.



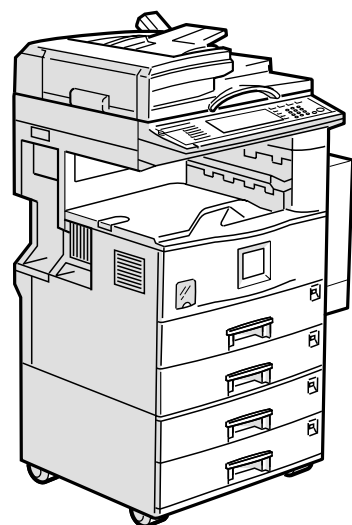
Printer/Scanner Controller Type 1027 Operating Instructions Scanner Reference





FAX Option Type 1027

Operating Instructions Facsimile Reference (option) <Basic Features>



ZFGH130N

Read this manual carefully before you use this product and keep it handy for future reference.
For safety, please follow the instructions in this manual.



FAX Option Type 1027 Operating Instructions




Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information in the Copy Reference manual before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Notes:

Some illustrations might be slightly different from your machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

Important

Parts of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Available Options

- Fax Function Upgrade Unit (Fax Function Upgrade Type 185)
- ISDN Unit (ISDN Open Type 1027)
- Extra G3 Interface Unit (G3 Interface Unit Type 1027)
- Expansion Memory (32MB: DIMM)

Supplies

- Marker Ink (Marker Type 30 is recommended for the best performance)

NOTICE

CAUTION:

Use of controls, adjustments or performance of procedures other than those specified here in may result in hazardous radiation exposure.

Shielded interconnect cables must be employed with this equipment to ensure compliance with the pertinent RF emission limits governing this device.

Direct (or indirect reflected) eye contact with the laser beam may cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

Note

- Some illustrations might be slightly different from your machine.
- Certain options might not be available in some countries. For details, please contact your local dealer.

Important

Parts of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

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Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights in those marks.

Note


The proper names of the Windows operating systems are as follows:

- Microsoft[®] Windows[®] 95 operating system
- Microsoft[®] Windows[®] 98 operating system
- Microsoft[®] Windows[®] Millennium Edition (Windows Me)
- Microsoft[®] Windows[®] 2000 Professional
- Microsoft[®] Windows[®] 2000 Server
- Microsoft[®] Windows NT[®] Server operating system Version 4.0
- Microsoft[®] Windows NT[®] Workstation operating system Version 4.0

Note to users in the United States of America



 **Notice:**

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 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.
- 


 **Warning**

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



Note to users in Canada


 **Note:**


This Class B digital apparatus complies with Canadian ICES-003.



Remarque concernant les utilisateurs au Canada


 **Avertissement:**

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.





Notice about the Telephone Consumer Protection Act (Valid in USA only).

The Telephone Consumer Protection Act of 1991 among other things makes it unlawful for any person to send any message via a telephone fax machine unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business, other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity or individual. This information is transmitted with your document by the TTI (Transmit Terminal Identification) feature. In order for you to meet the requirement, your machine must be programmed by following the instructions in the accompanying Operation Manual. In particular, please refer to the chapter of Installation. Also refer to the TTI (Transmit Terminal Identification) programming procedure to enter the business identification and telephone number of the terminal or business. Do not forget to set the date and time.

Thank you.

Caution

When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to persons, including the following:

- Do not use this product near water, for example, near a bathtub, wash bowl, kitchen sink or laundry tub, in a wet basement or near a swimming pool.
- Avoid using a telephone during an electrical storm. There may be a remote risk of electric shock from lightning.
- Do not use a telephone in the vicinity of a gas leak to report the leak.
- Use only the power cord and batteries indicated in this manual. Do not dispose of batteries in a fire. They may explode. Check with local codes for possible special disposal instructions.

Save these instructions.

Certaines mesures de sécurité doivent être prises pendant l'utilisation de matériel téléphonique afin de réduire les risques d'incendie, de choc électrique et de blessures. En voici quelquesunes:

- Ne pas utiliser l'appareil près de l'eau, p.ex., près d'une baignoire, d'un lavabo, d'un évier de cuisine, d'un bac à laver, dans un sous-sol humide ou près d'une piscine.
- Éviter d'utiliser le téléphone (sauf s'il s'agit d'un appareil sans fil) pendant un orage électrique. Ceci peut présenter un risque de choc électrique causé par la foudre.
- Ne pas utiliser l'appareil téléphonique pour signaler une fuite de gaz s'il est situé près de la fuite.
- Utiliser seulement le cordon d'alimentation et le type de piles indiqués dans ce manuel. Ne pas jeter les piles dans le feu: elles peuvent exploser. Se conformer aux règlements pertinents quant à l'élimination des piles.

Conserver ces instructions.

How to Read this Manual

Symbols

In this manual, the following symbols are used:

 **WARNING:**

This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in the Safety Information section in the Copy Reference manual.

 **CAUTION:**

This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in the Safety Information section in the Copy Reference manual.

* The statements above are notes for your safety.

 **Important**

If this instruction is not followed, paper might be misfeed, originals might be damaged, or data might be lost. Be sure to read this.

 **Preparation**

This symbol indicates the prior knowledge or preparations required before operating.

 **Note**

This symbol indicates precautions for operation or actions to take after misoperation.

 **Limitation**

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

 **Reference**

This symbol indicates a reference.

[]

Keys that appear on the machine's display panel.

[]

Keys built into the machine's control panel.

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Manuals for This Machine

Two Facsimile Reference manuals are provided, the Basic Features manual and the Advanced Features manual. Please refer to the manual that suits your needs.

Basic Features (this manual)

The Basic Features manual explains the most frequently used fax functions and operations.

Advanced Features

The Advanced Features manual describes more advanced functions and also explains settings for key operators.

❖ Chapter 1 Transmission Mode

Explains how to send a fax at a specific time without having to be by the machine and also take advantage of off-peak telephone line charges.

❖ Chapter 2 Checking and Canceling Transmission Files

Explains how to cancel a transmission and resend a message when it fails to be transmitted.

❖ Chapter 3 Communication Information

Explains how to erase a fax message programmed in memory and check the contents of any file in memory.

❖ Chapter 4 Transmission Features

Explains useful transmission features. Learn how to dial numbers easily.

❖ Chapter 5 Reception Features

Explains reception features. Learn how to receive messages in telephone mode, and print two pages of received messages on one page.

❖ Chapter 6 Simplifying the Operation

Explains how to specify a Program and use the Document Server.

❖ Chapter 7 The Facsimile Features

Explains how to program frequently used functions as a Quick Dial Key and User Function Key.

❖ Chapter 8 Key Operator Setting

Explains functions the key operator handles. Learn how to setup the phone line type and how to store the Memory Locked ID and the Confidential ID.

❖ Chapter 9 PC FAX Feature

Explains how to fax directly from a computer and make necessary settings.

❖ **Chapter 10 Troubleshooting**

Explains what to do when toner runs out and when power is turned off or fails.

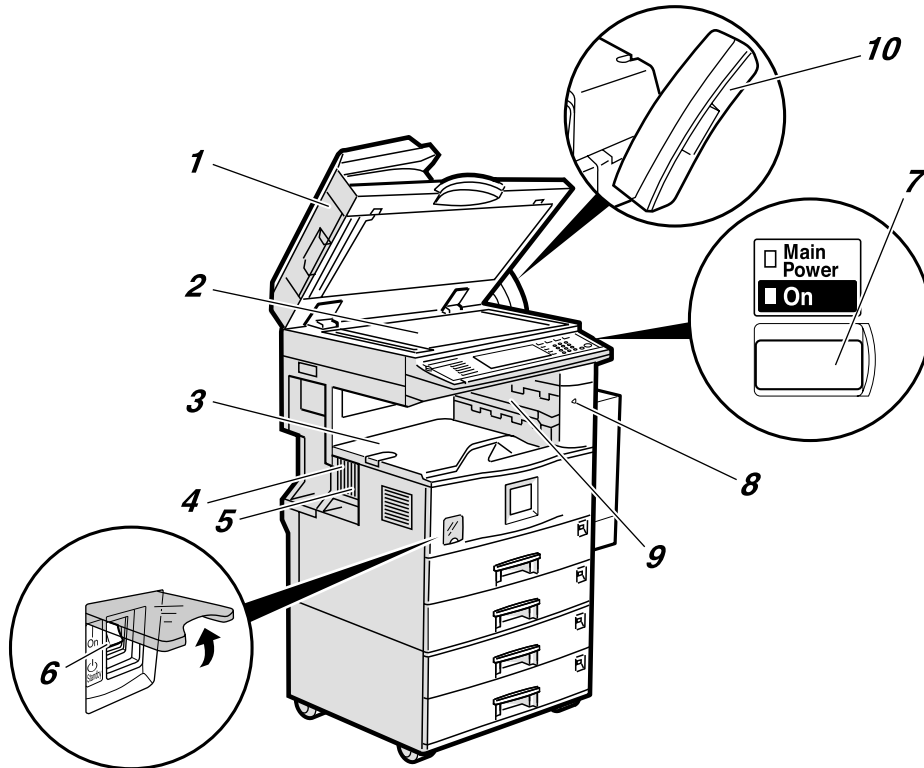
❖ **Chapter 11 Appendix**

You can check the consumables and options for facsimile functions.

1. Getting Started

Guide to Components

Front View



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1. Document Feeder (ADF)/Exposure Glass Cover (Option)

Holds a document stack of up to 50 sheets which are fed automatically one at a time. Place documents face up here.

2. Exposure Glass

Place the original face down on the upper left corner of the exposure glass, aligning the upper left corner with the reference mark. Close the exposure glass cover when you place a document on the exposure glass.

3. Internal Tray

Fax messages are delivered here.

4. Parallel Interface Port (Option)

Plug the parallel cable into this port.

5. Network Interface Unit (Option)

Plug the network cable into this port.

6. Main Power Switch

When this switch is turned off, the Main Power indicator goes off and the power turns off completely.

Do not touch this switch normally. This switch should be only used by a service representative.

Important

- If the Main Power switch is turned off, a facsimile cannot be received.

 **Note**

- If you leave the **Main Power** switch off for more than an hour, all files in memory are lost. ⇒ Chapter 10, "When Power is Turned Off or Fails" in the Advanced Features manual
- The On indicator blinks when:
 - The exposure glass cover or document feeder (ADF) is open.
 - The machine is communicating with other destination machines.
 - The hard disk is running.

7. Operation Switch

Press this switch to turn the power on (the On indicator lights up). To turn the power off, press this switch again (the On indicator goes off). ⇒ p.8 "Turning On the Power"

 **Note**

- When the Main Power switch is turned on, a facsimile can be received even if the On indicator is off.
- If the operation switch is on and there is still no power, turn on the **Main Power** switch.

8. Remove Paper Indicator

The indicator is lit when paper is output on the Internal Tray 2 (Option). When they are removed from the Internal Tray 2, the indicator goes off.

9. Internal Tray 2 (Option)

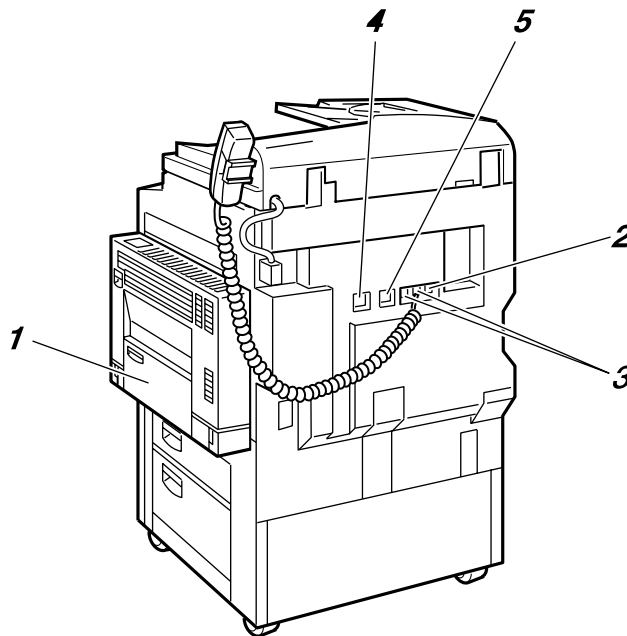
Fax messages are delivered here when received. Using the Internal Tray 2 allows you to distinguish fax messages from copied or printed paper that is delivered to other trays. ⇒Chapter 1, "Printing a Received Fax" in the System Settings Reference

10. Handset / External Telephone (Option)

 **Note**

- Interchange unit is necessary to install the Internal tray 2.

Rear View



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1. Bypass Tray (Option)

Select this tray for non-standard size paper.

⇒ "Copying from the Bypass Tray" in the Copy Reference

⇒ Chapter 5, "Having Incoming Messages Printed on Paper From the Bypass Tray" in the Advanced Features manual

2. Analog Line Connector

⇒ Appendix, "Connecting the Machine to a Telephone Line and Telephone" in the Advanced Features manual

3. Handset (Option)/External Telephone Connector

⇒ Appendix, "Connecting the Machine to a Telephone Line and Telephone" in the Advanced Features manual

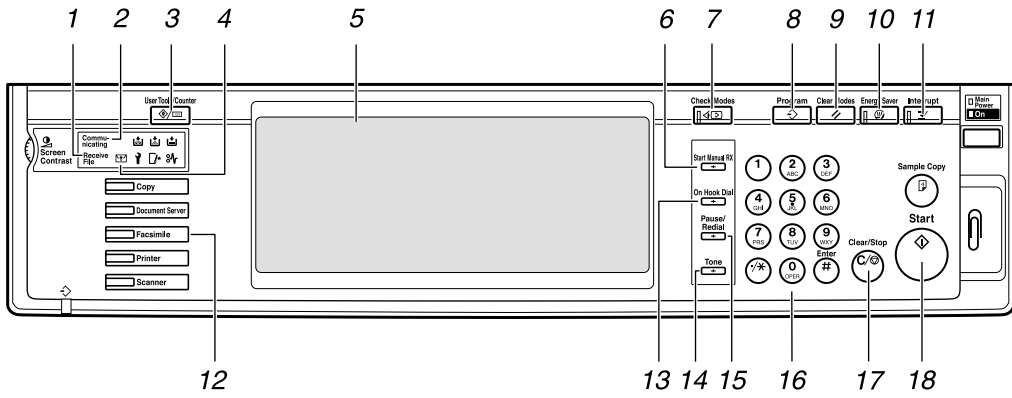
4. ISDN Line Connector (Option)

5. Extra G3 Interface Unit Connector (Option)

⇒ Appendix, "Connecting the Machine to a Telephone Line and Telephone" in the Advanced Features manual

Control Panel

1



ZEWS000N

1. Receive File Indicator

Lights when a message other than a Confidential Reception or Memory Lock file has been received. ⇒ Chapter 5, "When the Confidential File Indicator is Lit or Blinking" in the Advanced Features manual

2. Communicating Indicator

Lights during transmission or reception.

3. [User Tools/Counter] key

User Tools:

Press to enter User Tools mode. These tools allow you to customize the default settings. ⇒ Chapter 7, "General Setting/Adjustment" in the Advanced Features manual

Counter:

Display and print the total number of pages transmitted and received.

4. Confidential File Indicator

Lights when a message has been received into memory with Confidential Reception. Blinks when a Memory Lock file has been received into memory. ⇒ Chapter 3, "Printing a Confidential Message" and Chapter 3, "Printing a File Received with Memory Lock" in the Advanced Features manual

5. LCD display

This guides you through tasks and informs you of the machine status. A messages appears here. ⇒ p.12 "Reading the Display"

6. [Start Manual RX] key

Press to start manual reception.

7. [Check Modes] key

Press this key before pressing the [Start] key to check the settings selected for the fax about to be sent.

8. [Program] key

Press to use the program function. ⇒ Chapter 6, "Simplifying the Operation" in the Advanced Features manual

9. [Clear Modes] key

Press to cancel the current settings and return to standby mode.

10. [Energy Saver] key

Hold down for more than a second to enter Energy Saver mode.

11. [Interrupt] key

Press to interrupt the current fax operation in order to start copying.

12. **[Facsimile]** key

Press to switch to Facsimile mode. ⇒ p.14
"Standby Display"

- Lights in yellow
Facsimile mode has been selected.
- Lights in green
Facsimile mode has been printing.
- Lights in red
Lights up whenever any facsimile error occurs. Press **[Facsimile]** to display the error message and take the appropriate action. ⇒ p.78 "When the **[Facsimile]** Key is Lit in Red"

13. **[On Hook Dial]** key

Use to dial a number from the number keys without having to lift the handset. ⇒ Chapter 4, "Handy Dialing Functions" in the Advanced Features manual

14. **[Tone]** key

Press to send tonal signals down a pulse dialing line. ⇒ p.43 "Tone"

15. **[Pause/Redial]** key

Pause:

Insert a pause when you are dialing or storing a fax number. A pause cannot be inserted as the first digit. ⇒ p.42 "Pause"

Redial:

Press to redial one of the last ten numbers. ⇒ Chapter 4, "Redial" in the Advanced Features manual

16. **Number keys**

Use to dial fax numbers or enter the number of copies.

17. **[Clear/Stop]** key

Clear:

Deletes one character or digit.

Stop:

Interrupts the current operation (transmission, scanning, copying or printing).

18. **[Start]** key

Press to start transmitting or printing.

Starting the Machine

1

To start the machine, turn on the operation switch.

Note

- This machine automatically enters Energy Saver mode or turns itself off if you do not use the machine for a while. ⇒ "Energy Saver Timer", "Auto Off Timer" in the Copy Reference

Power switches

This machine has two power switches: ⇒ p.3 "Guide to Components"

❖ Operation switch

Turn on this switch to activate the machine. When the machine has warmed up, you can make copies or send faxes.

❖ Main power switch

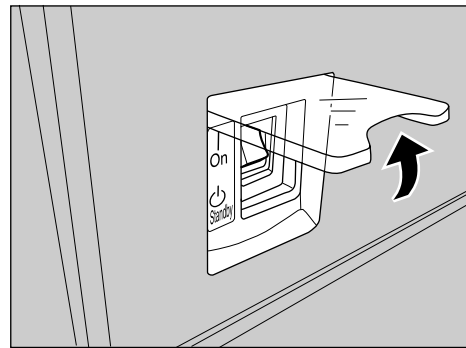
Do not touch the **Main Power** switch. It should be used only by a service representative when the optional fax unit is installed.

Important

- If you leave the **Main Power** switch off for more than one hour, all fax files in memory are deleted. See "Turning Off The Power" below.

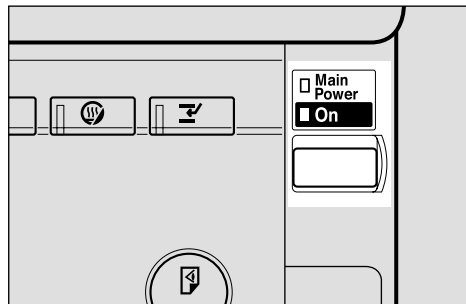
Turning On the Power

- 1** Confirm that the power cord is plugged into the wall outlet firmly and the Main Power switch is on.
- 2** Confirm that the Main power switch is on.



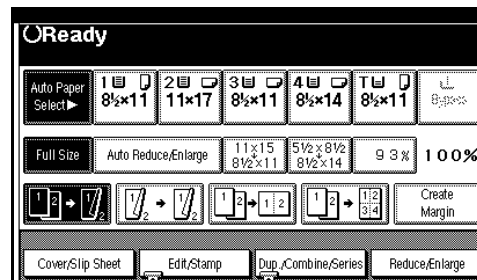
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- 3** Turn on the operation switch. The On indicator should light.



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The panel display will turn on.

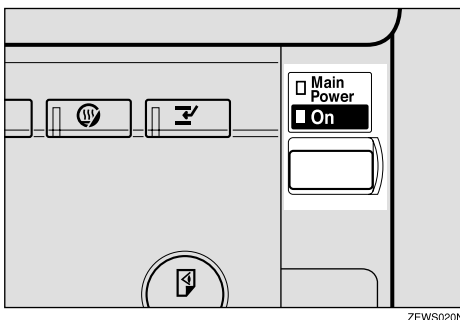


Note

- If nothing happens when you turn on the operation switch, make sure the **Main Power** switch is turned on.
- You can use the machine within 10 seconds after the power has turned on.
- If "Ready" is not displayed, refer to the Copy Reference.
- You can have the machine start in Facsimile mode when you turn the machine on or when modes are cleared automatically. ⇒ "Changing the Machine's settings" in the Copy Reference

4 Press the **[Facsimile]** key.

The Facsimile mode is displayed.

Turning Off the Power**1** Turn off the operation switch. The On indicator will go out.**Note**

- The On indicator blinks when:
 - The exposure glass cover or document feeder (ADF) is open.
 - The machine is communicating with other destination machines.
 - The hard disk is running.

Important

- Fax files stored in memory will be deleted an hour after you turn the **Main Power** switch off or you unplug the power cord. ⇒ Chapter 10, "When Power is Turned Off or Fails" in the Advanced Features manual

Turning Off the Main Power Switch

When the **Main Power** switch is turned off while using the fax function, waiting fax jobs and print jobs may be canceled, and incoming fax documents cannot be received. Normally, only the service representative operates this switch. When you have to turn off this switch for some reason, follow the procedure below.

Important

- Do not turn off the **Main Power** switch while the indicator is lit or blinking. This may cause problems in the hard disk or memory.
- Be sure to turn off the **Main Power** switch before unplugging the power cord. This may cause problems in the hard disk or memory.
- Make sure that 100% is shown on the display before you turn the **Main Power** switch off or unplug the power cord. Fax files programmed in memory will be deleted an hour after you turn the **Main Power** switch off or unplug the power cord.

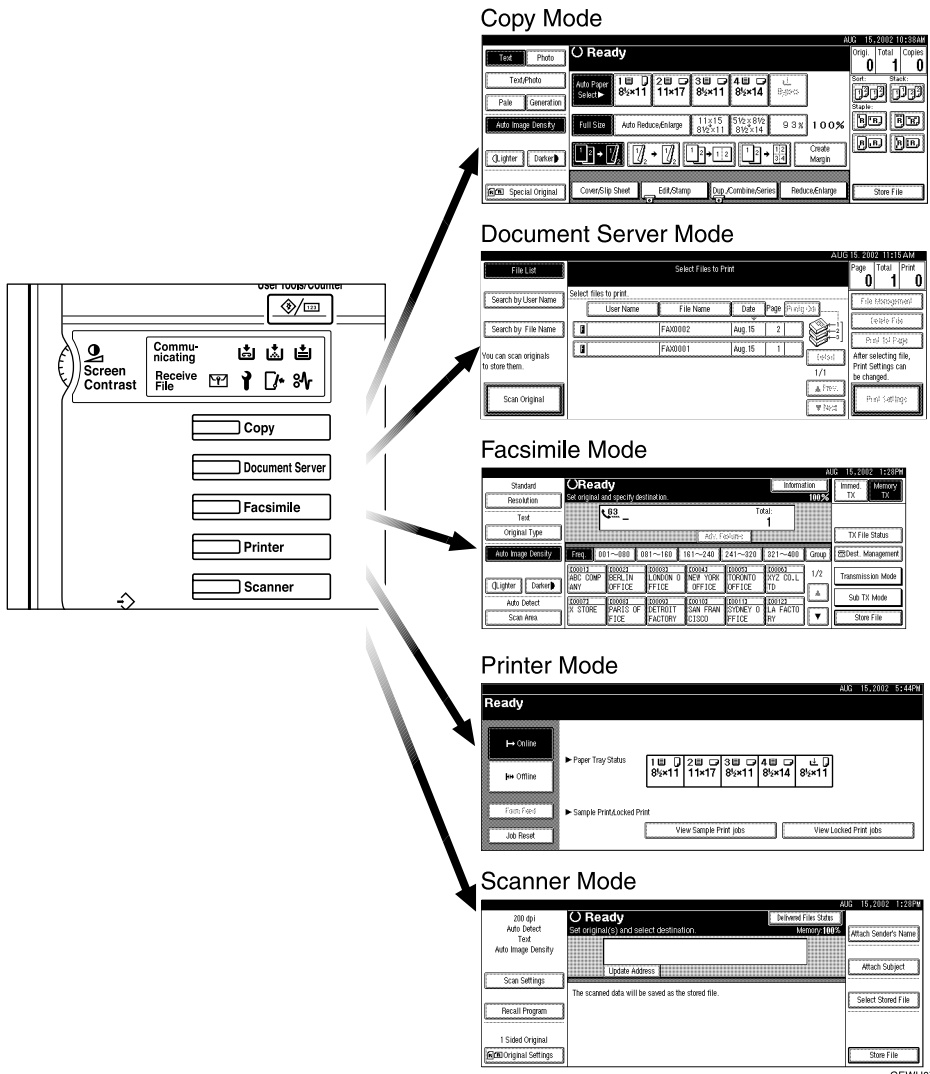
1 Make sure the On indicator is off.**2** Turn off the Main Power switch.

The Main Power indicator turns off.

Switching Between Copy Mode, Facsimile Mode and Printer/Scanner Mode

1

This machine is both a fax and a copier. When you turn on the power switch, the copier screen is shown and the machine is ready to make copies. When you wish to use fax functions, press the **[Facsimile]** key on the left of the operation panel. You can set the machine to start in the Facsimile mode. ⇒ "Changing the Machine Settings" in the Copy Reference



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 **Limitation**

- ❑ You cannot switch modes under the following circumstances:
 - While scanning in a fax
 - During Immediate Transmission
 - While editing the System Settings
 - During Interrupt Copying
 - While using On Hook Dial
 - During Energy Saver mode

Reading the Display

The display tells you the machine status and guides you through operations.

Note

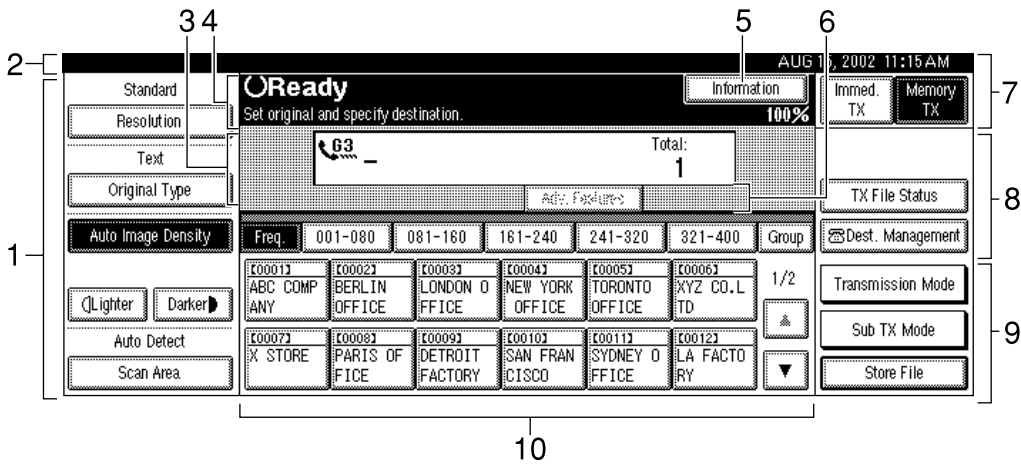
- ❑ Functions that have been selected are highlighted (for example **Auto Image Density**). Keys that you cannot select are shown with a dashed outline (for example **Dest. Management**).
- ❑ All procedures in this manual assume you are in Facsimile mode. By default, when you turn the machine on, it is in Copy mode. Press the **[Facsimile]** key to change to Facsimile mode. You can have the machine start in Facsimile mode. ⇒ "Changing the Machine's Settings" in the Copy Reference

Reading the Display Panel and Using Keys

Note

- ❑ When optional components are not installed, the display is as below. If optional components are installed, the display changes.

◆ **Facsimile standby mode**



- ① Displays the scanning conditions and sizes you can choose.
- ② Displays the name and facsimile number of a destination when transmitting. Also displays the size of the original.
- ③ Displays the entered number of a destination. When adding destinations with the number keys, press **[Add]**.
- ④ Displays messages and the machine status.
- ⑤ Press to display various information about transmission.

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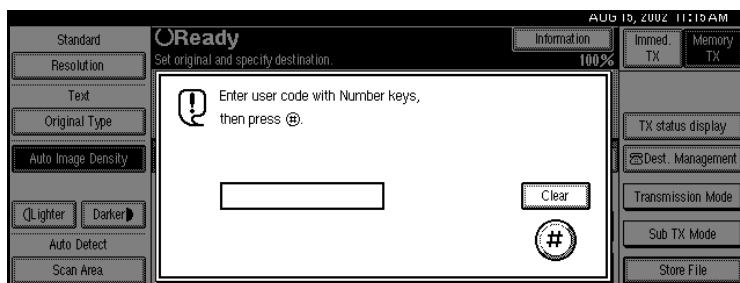
- ⑥ Appears when a destination is entered. Press **[Clear]** to erase characters or numbers one by one.
- ⑦ Switches the transmission mode between memory transmission and immediate transmission.
- ⑧ Displays Quick Operation Keys set for often used functions. **[TX status display]** and **[Dest. Management]** are preset.
- ⑨ Displays various functions for transmitting.
- ⑩ Displays the Quick Dial table of programmed destinations.

User Code Management

The machine can be set up so that no one can use it without entering a user code. This prevents unauthorized people from sending fax messages and helps track the activity of each user.

Note

- You can specify a user code with "System Settings".
- Even when user code management is set to on, you can still receive and print fax messages as usual.
- When you specify a user name, all reports are printed with the user name in the user code area.
- ① When the following message appears on the display, user code management is set to on.



- ② Enter a user code of up to 8 digits with the number keys.
- ③ Press **[#]**.

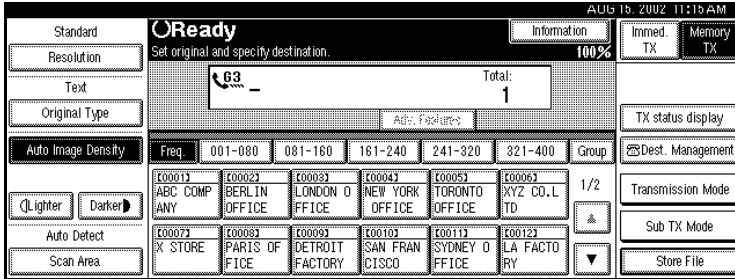
Note

- If an unprogrammed user code is entered, the display returns to step ①.

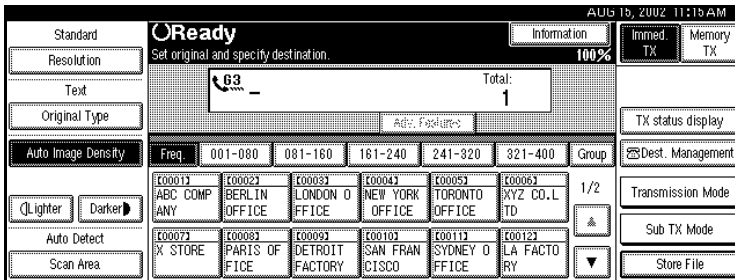
Standby Display

While the machine is in standby mode (immediately after the **[Facsimile]** key is pressed or after the **[Clear Modes]** key is pressed), the following display is shown.

❖ Memory Transmission



❖ Immediate Transmission



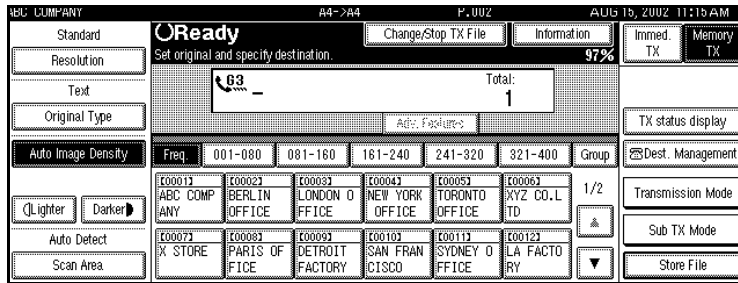
📌 Note

- ❑ To return the machine to standby mode, do one of the following:
 - If you have placed the original and have not pressed the **[Start]** key, remove the original.
 - If you have not placed an original, press the **[Clear Modes]** key.
 - If you are in User Tools mode, press the **[User Tools/Counter]** key.

Communication Display

While the machine is communicating, the status is displayed.

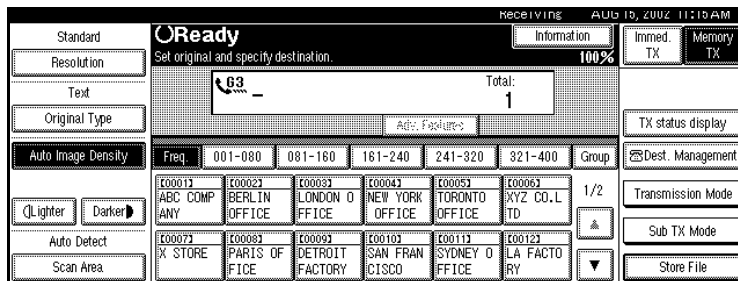
❖ Memory Transmission



Note

- ❑ Even when the machine is using memory to fax a message or receive a message, you can still scan the next original into memory. ⇒ Chapter 4, "More Transmission Functions" in the Advanced Features manual

❖ Reception



Note

- ❑ Even when the machine is being used as a copier or printer, the sender's name or number will be displayed for received faxes.

❖ Immediate Transmission

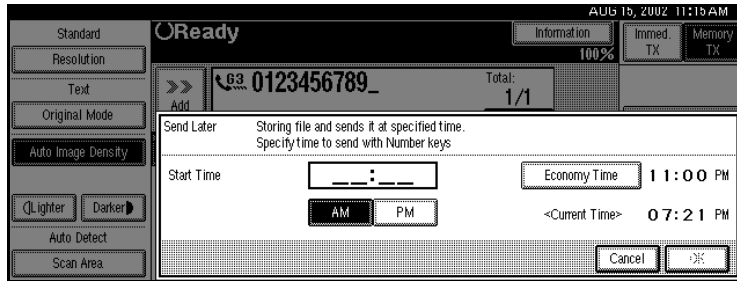


Display Prompts

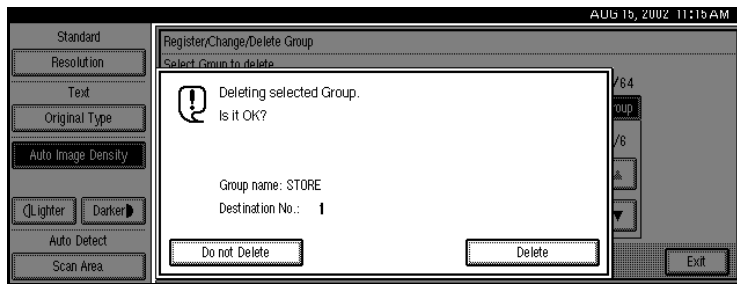
Depending on the situation, the machine will show various prompts on the display.

1

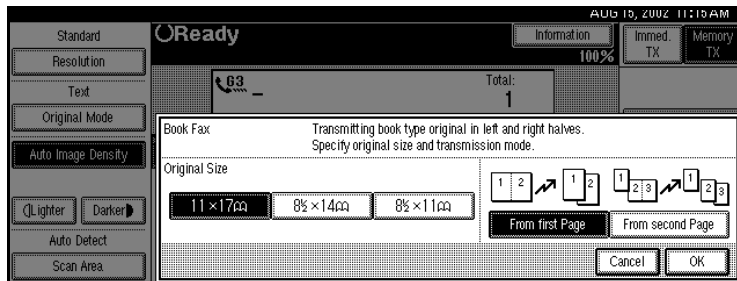
◆ Instructions and Requests



◆ Questions



◆ Selections



◆ Status



Transmission Modes

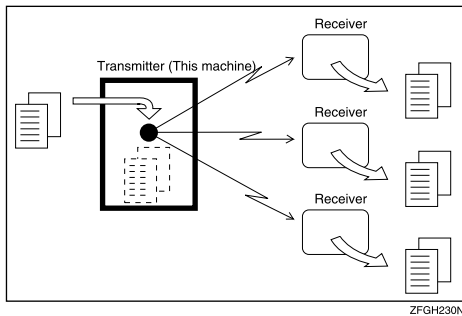
There are two types of transmission.

❖ Memory Transmission

When a fax document is stored in memory, then transmission starts automatically.

This makes it convenient when you would like to take documents back in a hurry.

You can send the same message to more than one destination in a single operation. This technique is referred to as Broadcasting.

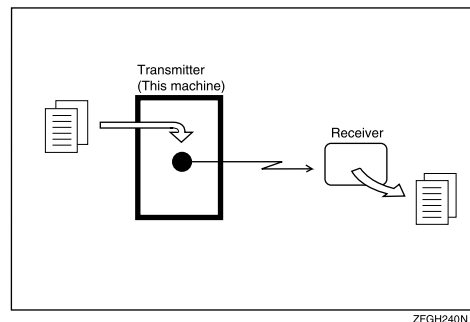


❖ Immediate Transmission

The machine dials immediately, and transmits the fax while scanning.

It is convenient when you would like to send a document immediately, and would like to check whether you have successfully connected with the other party's fax machine.

A fax document is not stored in memory.



⚠ Important

- ❑ If there is a power failure, the power switch is turned off, or the plug is pulled out for more than 12 hours, all documents stored in memory are deleted. As soon as power is restored, the Power Failure Report is printed to help you identify deleted documents. See Chapter 7 "Power Failure Report" in the Advanced Features manual.

Placing Originals

In this manual an original can mean a single or multiple page document. You can place your originals either in the Document Feeder (ADF) or on the exposure glass. Some types of originals are unsuitable for the Document Feeder (ADF) so they must be placed on the exposure glass.

Which way you place your original depends on its size and whether you are using the Document Feeder (ADF) or the exposure glass.

⚠ Limitation

- ❑ If you place HLT size documents on the exposure glass, they will not be detected. HLT size documents placed in the ADF are sent as LT size.

📝 Note

- ❑ When sending a fax, the image output at the other end depends on the size and direction of paper used in the destination's terminal. If the destination does not use paper of the same size and direction as that of the original, the fax image may be reduced in size, trimmed at both edges, or divided into two or more sheets. When sending an important original, we recommend that you ask the receiver about the size and direction of the paper used in their terminal.
- ❑ When sending an original of an irregular (i.e. non-standard) size or part of a large original, you can specify the scan area precisely. ⇒ p.21 "Setting a Scan Area"

- ❑ You can scan non-standard sized documents as standard sized documents with the Irregular Scan Area feature. When you turn on this feature, the area scanned will be in the specified range regardless of the actual document size. A blank margin will appear or the image will be cut at the receiving end.
- ❑ Make sure that all ink, correcting fluid etc., has completely dried before placing your original. If it is still wet, the exposure glass will be marked and those marks will appear on the received image.
- ❑ If you place an LT size original in the portrait direction, the machine rotates the image by 90 degrees before sending it. ⇒ Chapter 4, "Transmission with Image Rotation" in the Advanced Features manual
- ❑ You can send the first pages from the exposure glass then the remaining pages from the Document Feeder (ADF). After you have removed the last page from the exposure glass, insert the remaining pages in the Document Feeder (ADF), then press the **[Start]** key.

🔍 Reference

For how to place 2-sided documents, see Chapter 4, "2-sided Transmission" in the Advanced Features manual.

How to place A4, B4, A3, LT, LG and DLT size originals

Original	Where to place originals	
	Exposure glass	Document Feeder(ADF)
*1 		
*2 		

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Note

- When you place originals in the ADF as shown in the above illustration, the Fax Header will be printed on the received faxes at the destination as follows:

- *1 On the top of the fax
- *2 On the left side of the fax

How to place A4, A5, HLT and B5 size originals

Original	Where to place originals	
	Exposure glass	Document Feeder(ADF)
*2 		
*1 		

ZFGH011N

Limitation

- A5, HLT size documents are not detected on the exposure glass. Place A5, HLT size documents in the ADF.

Note

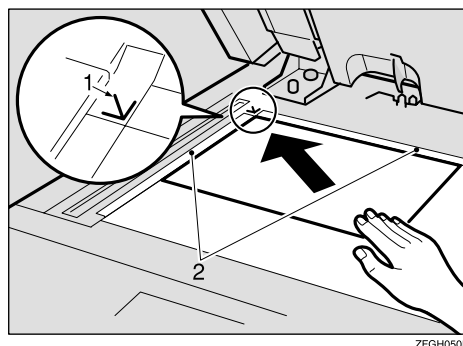
- When you place originals on the ADF as shown in the above illustration, the Fax Header will be printed on the received faxes at the destination as follows:

- *1 On the top of the fax
- *2 On the left side of the fax

Placing a Single Original on the Exposure Glass

Place originals that cannot be placed in the Document Feeder (ADF), such as a book, on the exposure glass one page at a time.

- 1 Lift the Document Feeder (ADF) by at least 30 degrees. Place the original face down and align its upper left corner with the reference mark at the upper left corner of the exposure glass.



ZFGH050N

1. Reference mark
2. Scale

Note

- If you do not raise the Document Feeder (ADF) by at least 30 degrees, the original size will not be detected.

2 Close the Document Feeder (ADF).

Note

- When setting a bound original, the received image may contain some black areas. To reduce this effect, hold down the original to prevent its bound part from rising.

Bound Original Page Order

When setting bound originals (books, magazines, etc.), you can choose to have either the left page or right page sent first. ⇒ Chapter 4, "Book Fax" in the Advanced Features manual

Note

- You can choose whether the left page or right page is sent first. ⇒ Chapter 8, "Changing the User Parameters" in the Advanced Features manual

Placing Originals in the Document Feeder (ADF)

Use the Document Feeder (ADF) to scan in a stack of originals in one operation. The Document Feeder (ADF) can handle both single-sided and double-sided originals.

Limitation

- The maximum document length is 1200mm (47").
- Place all the originals to be sent in a single stack.
- You cannot place originals in the Document Feeder (ADF) one page at a time or in sheaves.
- Do not open the Document Feeder (ADF) while it is scanning the originals or a document could become jammed.

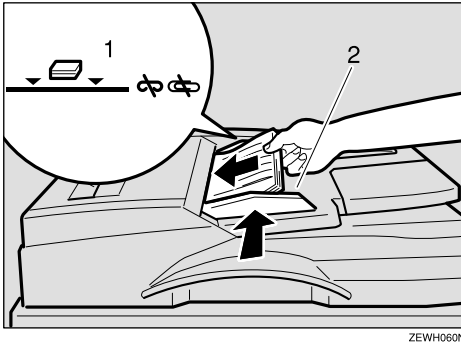
Note

- If you send documents longer than 420mm (17"), select Long Document mode with the User Parameters. If a jam occurs, the document might be damaged because scanning will not stop. ⇒ p.21 "Setting a Scan Area" ⇒ Chapter 8, "Changing the User Parameters" in the Advanced Features manual
- Documents longer than 432mm (17") must be sent by memory transmission (immediate transmission is not possible).
- If an original jams, press the **[Clear/Stop]** key then remove the original carefully.
- If your original is bent or folded, flatten it before you place it.
- Place thin originals on the exposure glass.

Reference

For information about the sizes and number of originals that can be placed in the Document Feeder (ADF), ⇒ Appendix, "Acceptable types of Originals" in the Advanced Features manual

- 1 Adjust the document guide to match the size of your originals. Align the edges of your originals and stack them in the Document Feeder (ADF) face up.



1. Limit mark
2. Document guide

Originals unsuitable for the Document Feeder (ADF)

Do not place the following types of originals in the Document Feeder (ADF) because they may be damaged. Place them on the exposure glass instead.

- Originals containing staples or clips
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermosensitive paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with index tabs, tags, or other projecting parts
- Sticky originals, such as translucent paper
- Thin and soft originals
- Originals of inappropriate weight

- Originals in bound form, such as books
- Transparent originals, such as OHP transparencies or translucent paper

Setting a Scan Area

Normally, the area of a placed document is scanned automatically. If a scan area is specified, the document is scanned accordingly. Thus, documents can be sent without extra space or blank margins.

❖ Auto Detect

The area of a placed document is scanned automatically.

❖ Regular

The placed document is scanned according to the specified size regardless of its actual size.

The sizes that can be specified are A4, B4, A3, LT, LG, and DLT.

❖ Area

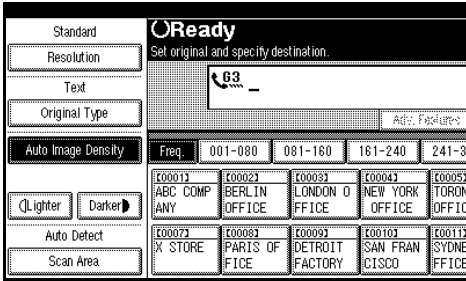
Enter the area to be scanned. The placed document is scanned according to the entered size regardless of its actual size. ⇒ Chapter 7, "Programming and Changing a Scan Size" in the Advanced Features manual

- 1 Place the originals, and select any scan settings you require.

✎ Note

- When placing different size originals into the ADF, adjust the document guide to the largest original.
- Small originals may be sent at a slight slant since they do not match the document guide.

2 Press the [Scan Area] key.

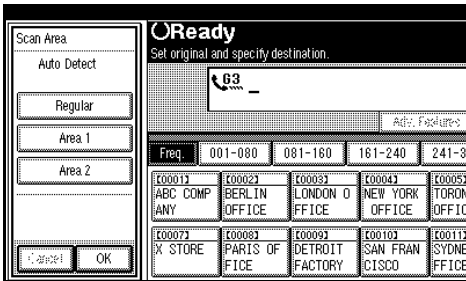


The Scan Area menu is shown.

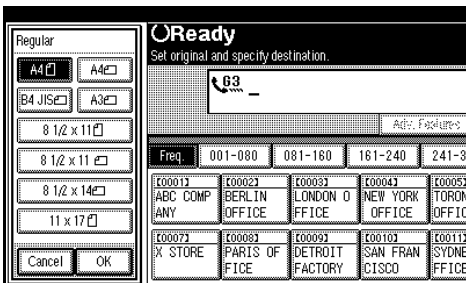
3 Select the scan area.

Specifying Standard Sizes

1 Press the [Regular] key.



2 Press the size of the originals to be sent.



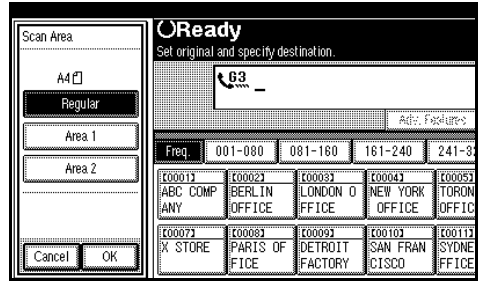
Note

- To cancel the specified standard size, press [Cancel]. The display appears as in step 2.
- 8 1/2 x 11 is LT, 8 1/2 x 14 is LG, and 11 x 17 is DLT.

3 Press [OK].

The specified size is shown.

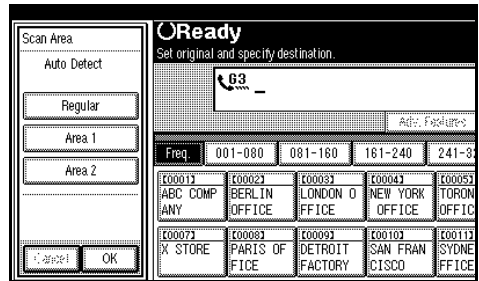
4 Press [OK].



[Regular] is highlighted on the display and the size is shown above this.

Specifying programmed Sizes

1 Press the [Area 1] or [Area 2] key.

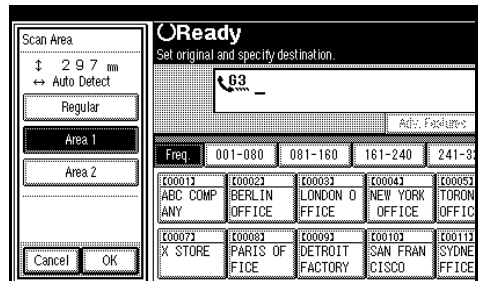


The length and width of the programmed size is shown.

Note

- To cancel the set programmed size, press [Cancel]. The menu returns to that of step 2.

2 Press [OK].

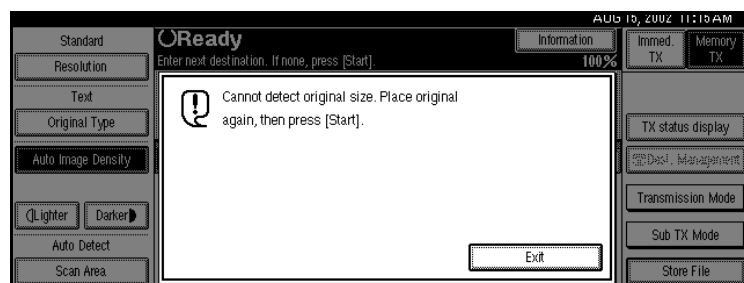


[Area 1] or [Area 2] is highlighted on the display the scan area is shown above this.

4 Dial a destination and press the [Start] key.

If the Machine Cannot Detect the Size of Your Original

If the machine cannot detect the original size, the following display is shown:



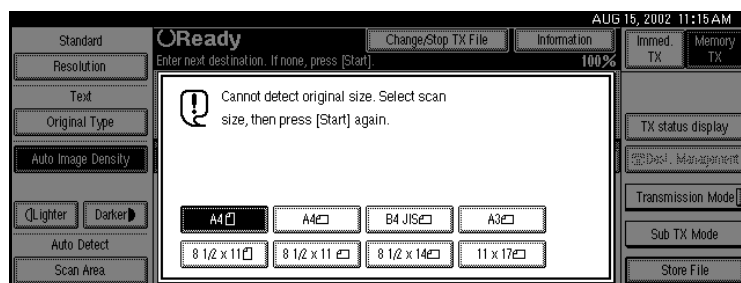
If this happens, carry out the following steps.

- 1** Press **[Exit]**.
- 2** Remove the original and replace it on the exposure glass.
- 3** Press the **[Start]** key to scan the original again.

If the above display appears again, repeat steps **1** to **3**.

Note

- If the machine still cannot detect the original size, the following display is shown:



- If this happens, carry out the following steps.
 - Press the key to switch the scan size.
 - Press the **[Start]** key again.

Original Sizes Difficult to Detect

The machine finds it difficult to detect the size of the following kinds of originals. If this happens, the receiving machine may not select print paper of the correct size. ⇒ p.23 “If the Machine Cannot Detect the Size of Your Original”

- Documents placed on the exposure glass of sizes other than those listed in the table below
- Originals with index tabs, tags, or projecting parts
- Transparent originals, such as OHP transparencies or translucent paper
- Dark originals with many characters or drawings
- Originals which partially contain solid printing
- Originals which have solid printing at their edges
- Slippery originals
- Originals in bound form of more than 10mm (") thick such as books

The following paper sizes are automatically detected in Facsimile mode.

❖ Inch Version

Paper Size Where Original is placed	11"×17" (DLT) ☐	8 1/2"×14" (LG) ☐	8 1/2"×11" (LT) ☐ ☐	5 1/2"×8 1/2" (HLT) ☐ ☐
Exposure Glass	O	O	O	×
Document Feeder (ADF)	O	O	O	O

O - Auto detect

× - Unable to auto detect

Memory Transmission

In Memory Transmission mode, after you press the **[Start]** key, the machine does not dial the destination until all pages of your fax message have been scanned into memory (in contrast with Immediate Transmission, where the number is dialed first and pages are scanned and sent one by one).

Memory Transmission is useful because:

- You can take your original away from the machine without having to wait too long
- While your message is being sent, other people can operate the machine
- You can send the same message to more than one place in a single operation (Broadcasting)

Important

- ❑ If there is a power failure (**Main Power** switch is off) or the plug is pulled out for more than 1 hour, all the files programmed in memory are deleted. As soon as power is restored, the Power Failure Report is printed to help you identify deleted files. If you turn just the operation switch off, files are not deleted. ⇒ Chapter 10, "When Power is Turned Off or Fails" in the Advanced Features manual

Limitation

- ❑ If memory is full (0% appears on the display), Memory Transmission is disabled. Use Immediate Transmission instead.
- ❑ The machine will return to the default transmission mode after every transmission. You can change this so that the desired setting is maintained. ⇒ Chapter 7, "General Setting/Adjustment" in the Advanced Features manual

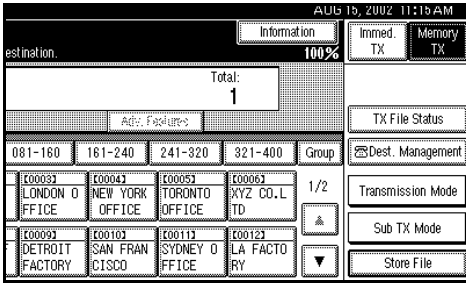
Note

- ❑ Maximum number of Memory Transmission files: 400 (up to 800 files with optional Expansion Memory installed)
- ❑ Maximum number of destinations per Memory Transmission: 500
- ❑ Combined total number of destinations that can be programmed: 500 (2,000, with optional Fax Function Upgrade Unit.)
- ❑ The theoretical maximum number of destinations you can enter with the number keys is 100 (1,000, with optional Fax Function Upgrade Unit), but this will depend on the amount of memory currently available.
- ❑ The number of pages that you can store in memory depends on the original images and the scan settings. You can store up to 160 standard pages (ITU-T #1 chart, Resolution: Standard, Original Mode: Text).
- ❑ The maximum total number of documents that can be programmed in memory is as follows:
 - About 1000 pages with only the optional Expansion Memory installed
 - About 2,080 pages with both the optional Expansion Memory and the optional Fax Function Upgrade Unit installed
- ❑ The machine will return to the default transmission mode (Memory Transmission) after every transmission. You can change this so that the desired settings is maintained. ⇒ Chapter 7, "General Setting/Adjustment" in the Advanced Features manual

- ❑ After dialing a destination, start the next procedure within 30 seconds. If you do not, the destination will be canceled. You can change the interval before cancelation. ⇒ System Setting Manual

2

1 Make sure that Memory Transmission is selected.



If it is not, press the **[Memory TX]** key.

2 Place the original.

Limitation

- ❑ You can send the first pages from the exposure glass then the remaining pages from the Document Feeder (ADF). After you remove the last page from the exposure glass, you have 60 seconds to insert the remaining pages in the Document Feeder (ADF).

- ❑ Note that you cannot place pages on the exposure glass after you have started using the Document Feeder (ADF).

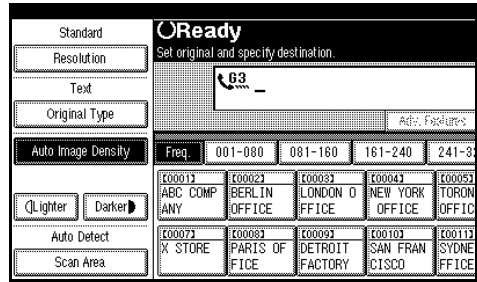
Note

- ❑ To store multiple page originals from the exposure glass, place them page by page.
- ❑ The original can be placed in either the Document Feeder (ADF) or Exposure Glass until the **[Start]** key is pressed.

Reference

p.18 "Placing Originals"

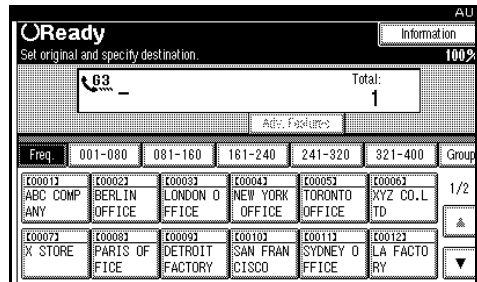
3 Make the necessary settings you require.



Reference

- ⇒ p.36 "Scan Settings"
- ⇒ p.37 "Original Type"
- ⇒ p.38 "Image Density (Contrast)"

4 Dial.



If you make a mistake, press the **[Clear/Stop]** key or **[Clear]** and enter the correct number.

Reference

- ⇒ p.41 "Dialing"
- ⇒ p.44 "Quick Dials"
- ⇒ p.45 "Groups"
- ⇒ Chapter 4, "Chain Dial" and "Redial" in the Advanced Features manual

- 5** To send the same messages to several destinations (Broadcasting), press **[Add]**.

Note

- If Broadcasting is not required, go to step **7**.

Standard		OReady			
Resolution	Enter next destination. If none, press [Start].				
Text	93 0123456789_				
Original Type	Add	Adv. Features			
Auto Image Density	Freq.	001-080	081-160	161-240	241-320
Lighter Darker	E00013	E00023	E00033	E00043	E00053
Auto Detect	ABC COMP ANY	BERLIN OFFICE	LONDON OFFICE	NEW YORK OFFICE	TORONTO OFFICE
Scan Area	E00073	E00083	E00093	E00103	E00113
	X STORE	PARIS OFFICE	DETROIT FACTORY	SAN FRAN CISCO	SYDNEY OFFICE

Note

- When specifying a destination using Quick Dial or Group Dial, the destination is added even without pressing **[Add]**.

- 6** Dial a destination.

OReady		Change/Stop TX File	Information			
Set original and specify destination.		Total: 2	100%			
93 _		▲ Prev.	▼ Next			
Adv. Features						
Freq.	001-080	081-160	161-240	241-320	321-400	Group
E00013	E00023	E00033	E00043	E00053	E00063	1/2
ABC COMP ANY	BERLIN OFFICE	LONDON OFFICE	NEW YORK OFFICE	TORONTO OFFICE	XYZ CO.L TD	
E00073	E00083	E00093	E00103	E00113	E00123	
X STORE	PARIS OFFICE	DETROIT FACTORY	SAN FRAN CISCO	SYDNEY OFFICE	LA FACTORY	

Note

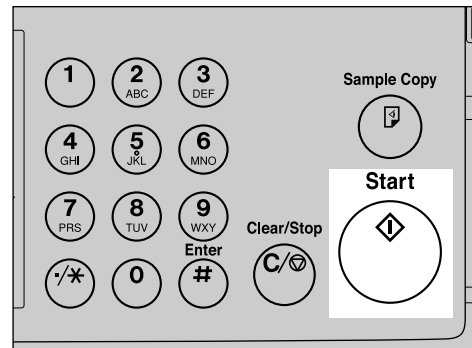
- Repeat steps **5** and **6** for more destinations.

- 7** Press the **[Start]** key.

The machine starts scanning the original.

Note

- Do not open the Document Feeder (ADF) while it is scanning originals.



The machine starts calling the destinations. After scanning, the machine will return to standby mode.

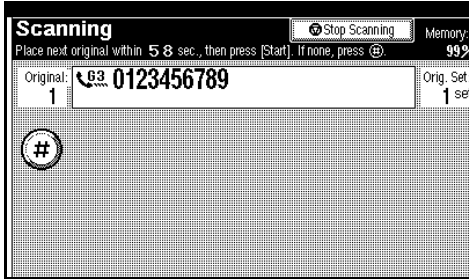
OReady		Change/Stop TX File	Information			
Set original and specify destination.		Total: 1	100%			
93 _		▲ Prev.	▼ Next			
Adv. Features						
Freq.	001-080	081-160	161-240	241-320	321-400	Group
E00013	E00023	E00033	E00043	E00053	E00063	1/2
ABC COMP ANY	BERLIN OFFICE	LONDON OFFICE	NEW YORK OFFICE	TORONTO OFFICE	XYZ CO.L TD	
E00073	E00083	E00093	E00103	E00113	E00123	
X STORE	PARIS OFFICE	DETROIT FACTORY	SAN FRAN CISCO	SYDNEY OFFICE	LA FACTORY	

Sending Originals from the Exposure Glass

- 1** Place the first page of your original on the exposure glass face down.
- 2** Dial.
- 3** Select any scan settings you require.
- 4** Press the **[Start]** key.

The machine starts scanning the original.

- 5 Place the next original on the exposure glass within 60 seconds after the machine has finished scanning the first original.



Note

- Repeat steps 3 to 5 for all pages.

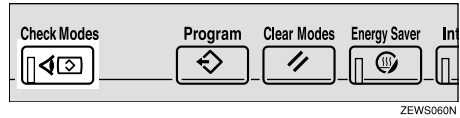
- 6 Place the last original then press [#].
- 7 Press the [Start] key.

The machine calls the destination.

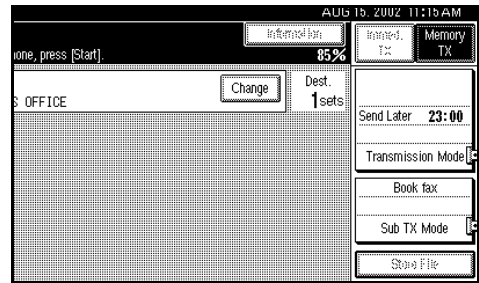
Checking the Transmission Settings

You can check the transmission settings (e.g. destination and transmission mode) on the display.

- 1 Press the [Check Modes] key.



The following display appears.



- 2 After checking the settings on the display, press the [Check Modes] key.

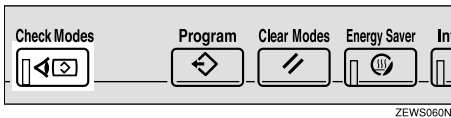
This returns the display to the display shown before pressing the [Check Modes] key the first time.

Canceling a Memory Transmission

Canceling the Transmission Before the Original is Scanned

Use this procedure to cancel a transmission after the original has been scanned.

- 1 Press the **[Clear Modes]** key.



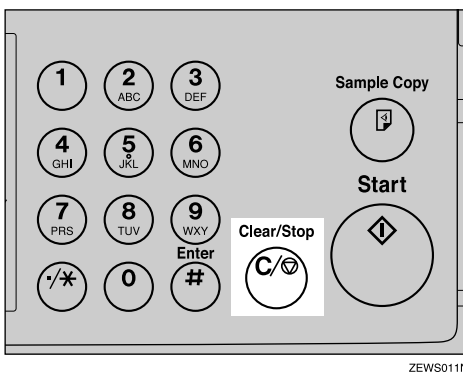
Note

- When documents are placed in the Document Feeder (ADF), you can cancel the transmission by just removing them.

Canceling a Transmission While the Original is Being Scanned

Use this procedure to cancel a transmission after the original has been scanned.

- 1 Press the **[Clear/Stop]** key.



The machine will stop storing the original and the data will not be sent.

Note

- You can cancel a transmission also by pressing **[Stop Scanning]**.

Canceling a Transmission During Transmission Standby Mode

Use this procedure to cancel a transmission after the original has been scanned.

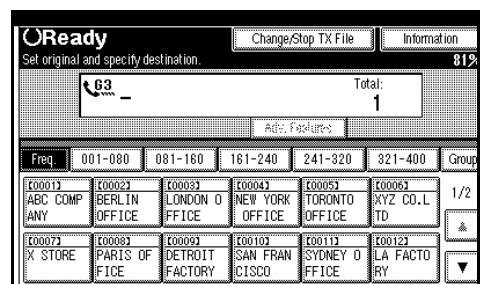
Limitation

- You cannot cancel the pages which already have been sent to the destination even if you cancel a transmission.
- If transmission finishes while you are carrying out this procedure, it will not be canceled.

Note

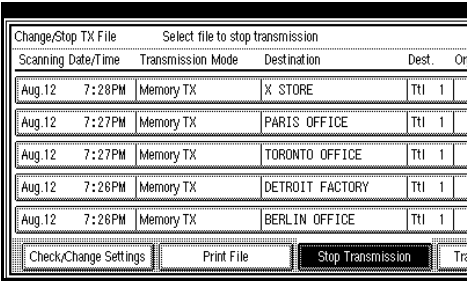
- If you cancel a message while it is being sent, transmission is halted as soon as you finish this procedure. However, some pages of your message may have already been sent and will be received at the other end.

- 1 Press **[Change/Stop TX File]**.



The list of stored files being transmitted or awaiting transmission is displayed.

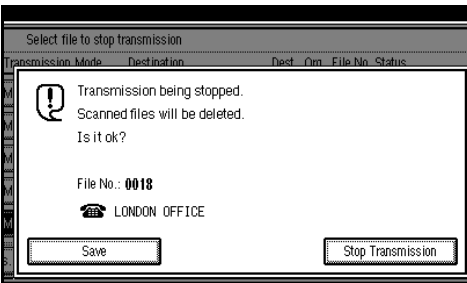
2 Select the file you want to cancel.



Note

- If the desired file is not shown, press [**▲ Prev.**] or [**▼ Next**].

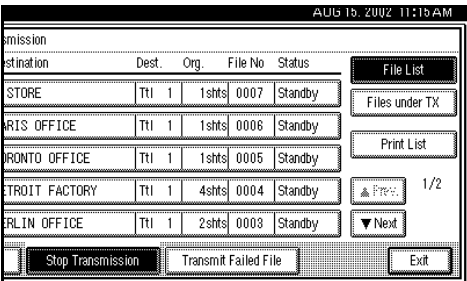
3 Press [**Stop Transmission**].



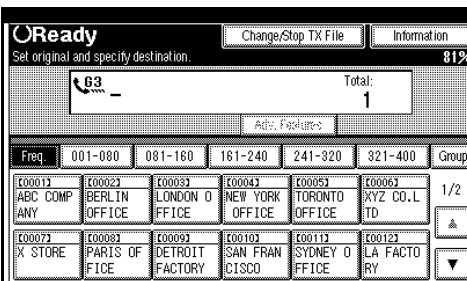
Note

- To cancel another file, repeat steps **2** and **3**.

4 Press [**Exit**].

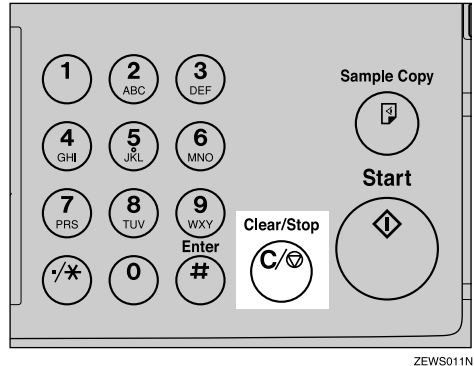


The machine will return to standby mode.



Canceling a Transmission While the Message is Being Sent

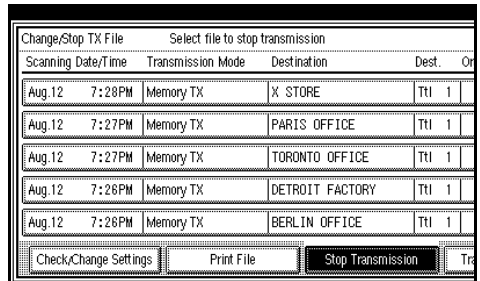
1 Press the [**Clear/Stop**] key.



Note

- You can cancel a transmission also by pressing [**Change/Stop TX File**].

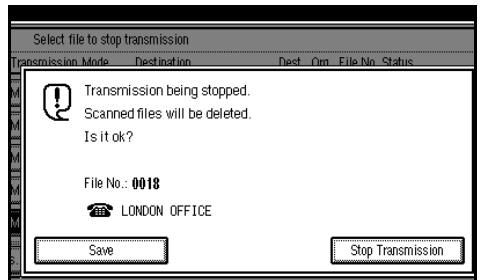
2 Select the file you want to cancel.



Note

- If the desired file is not shown, press [**▲ Prev.**] or [**▼ Next**].

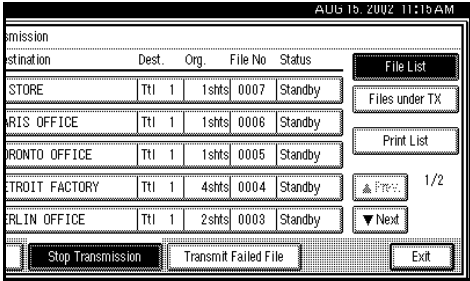
3 Press [**Stop Transmission**].



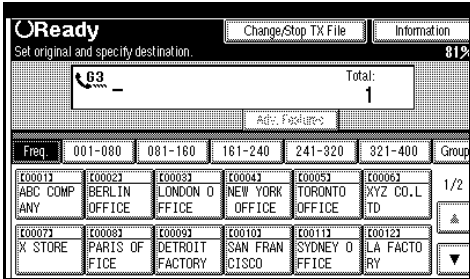
Note

- To cancel another file, repeat steps **2** and **3**.

4 Press [Exit].



The machine will return to standby mode.



Immediate Transmission

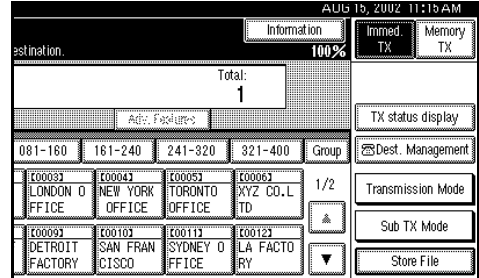
With Immediate Transmission, when you press the **[Start]** key, the fax number is dialed immediately. The message is scanned and transmitted page by page without being stored in memory. This contrasts with Memory Transmission which scans all pages into memory before dialing the destination.

Immediate Transmission is useful if you want immediate confirmation that the message is being sent to the correct destination (just check for the other terminal's Own Name or Own Fax Number on the operation panel during transmission).

 **Note**

- You can choose whether the transmission mode is set to Immediate Transmission or Memory Transmission when the machine is turned on or modes are cleared. Use the **[Gen. Settings/Adjust]** key. ⇒ Chapter 7, "General Setting/Adjustment" in the Advanced Features manual
- You cannot send the same message to multiple destinations (Broadcasting). Use Memory Transmission for this purpose.
- The machine will return to the default transmission mode after every transmission. You can change this so that the desire setting is maintained. ⇒ Chapter 7, "General Setting/Adjustment" in the Advanced Features manual

1 Make sure that Immediate Transmission is selected.



If it is not selected, press the **[Immed. TX]** key.

2 Place the original.

 **Limitation**

- You can scan some pages of your original from the exposure glass and the remainder from the Document Feeder (ADF). When you have finished scanning from the exposure glass, place the remainder of the pages in the Document Feeder (ADF) and press the **[Start]** key within 10 seconds.

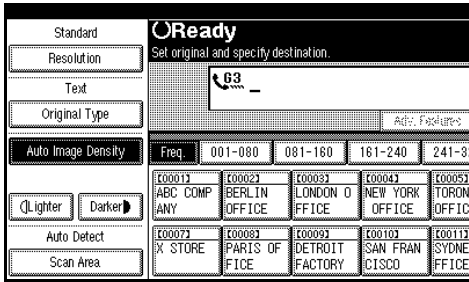
 **Note**

- Place the original on the exposure glass or in the Document Feeder (ADF). To send two or more pages from the exposure glass, place them one page at a time.
- The original can be placed in either the Document Feeder (ADF) or Exposure Glass until the **[Start]** key is pressed.

 **Reference**

p.18 "Placing Originals"

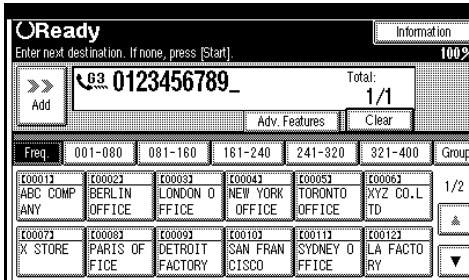
- 3** Select any scan settings you require.



Reference

- ⇒ p.36 "Scan Settings"
- ⇒ p.37 "Original Type"
- ⇒ p.38 "Image Density (Contrast)"

- 4** Dial.



If you make a mistake, press the **[Clear/Stop]** key or **[Clear]** and enter the correct number.

Reference

- ⇒ p.41 "Dialing"
- ⇒ p.44 "Quick Dials"
- ⇒ Chapter 4, "Chain Dial" and "Redial" in the Advanced Features manual

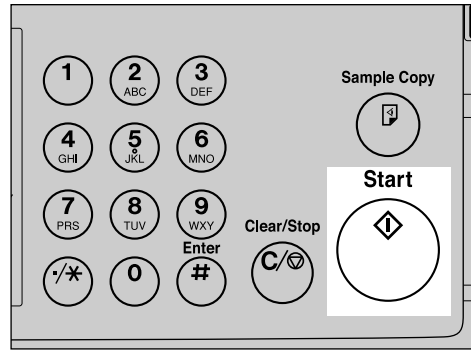
- 5** Press the **[Start]** key.

The machine starts dialing.

Limitation

- ❑ Do not open the Document Feeder (ADF) while it is scanning the originals. This can cause originals to jam.

2



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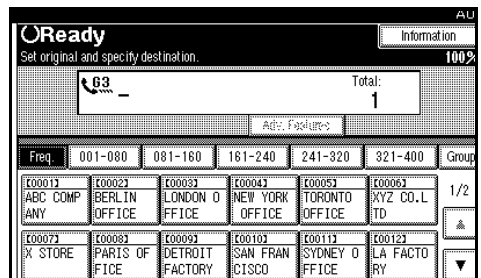
The Sender Name/Number isn't displayed until the machine connects to the other one.



Reference

- p.47 "Initial Settings and Adjustments"

After transmission the machine will return to standby mode.



Sending Originals from the Exposure Glass

- 1 Place the first page face down on the exposure glass.
- 2 Dial.
- 3 Select any scan settings you require.
- 4 Press the **[Start]** key.

The machine starts scanning the original.

- 5 Place the next original on the exposure glass within 10 seconds after the machine has finished scanning the first original.



Note

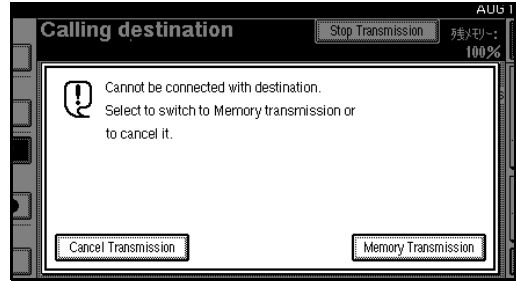
- Repeat steps 3 to 5 for all originals.

- 6 Place the last original then press **[#]**.
- 7 Press the **[Start]** key.

The machine starts to call the destination.

If the Connection Could Not Be Made

The following display appears if the fax could not be sent:



Do one of the following:

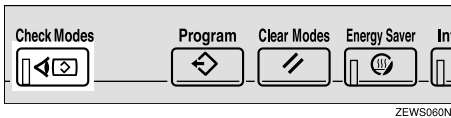
- Press **[Cancel Transmission]** and try again.
- Press **[Memory Transmission]** to have the machine store the scan in memory and then automatically redial the number.

Canceling an Immediate Transmission

Canceling a Transmission Before You Have Pressed the Start Key

Use this procedure to cancel a transmission after the original has been scanned.

- 1 Press the **[Clear Modes]** key.



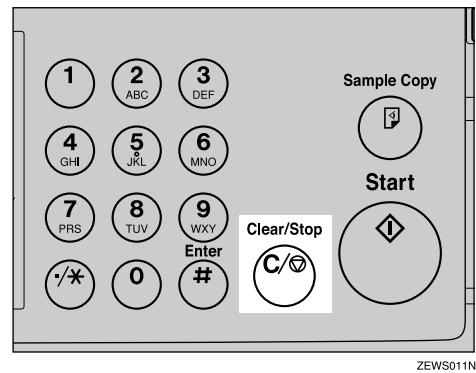
Note

- When the original is placed, you can also cancel an Immediate Transmission by removing the original from the machine.

Canceling a Transmission After You Have Pressed the Start Key

Use this procedure to cancel a transmission after the original has been scanned.

- 1 Press the **[Clear/Stop]** key, and then remove the original.



Note

- You can cancel a transmission also by pressing **[Stop Transmission]**.
- If the transmission finishes while you are carrying out this procedure, it will not be canceled.

Scan Settings

You may wish to send many different types of fax messages. Some of these may be difficult to reproduce at the other end. However, your machine has three settings that you can adjust to help you transmit your document with the best possible image quality.

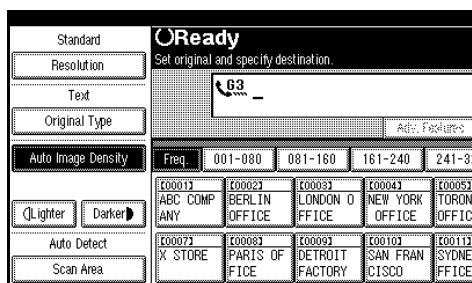
- ❖ **Resolution:**
Standard, Detail, Super Fine (option)
- ❖ **Image density:**
Auto Image Density, Manual Image Density (7 levels)
- ❖ **Original Type:**
Text, Text/Photo, Photo

Resolution

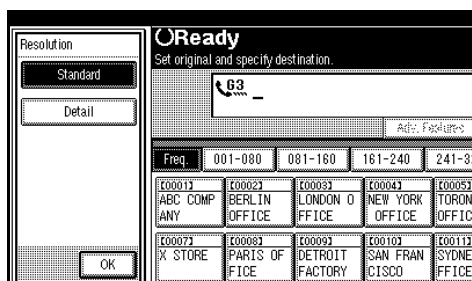
Images and text are scanned into the machine by converting them to sequences of dots. The frequency of dots determines the quality of the image and how long it takes to transmit. Therefore, images scanned at high resolution (**Super Fine**) have high quality but transmission takes longer. Conversely, low resolution (**Standard**) scanning results in lower quality but your original is sent more quickly. Choose the setting that matches your needs based upon this trade off between speed and image clarity.

- ❖ **Standard (8×3.85lines/mm, 200×100dpi)**
Select for originals containing normal sized characters.
 - ❖ **Detail (8×7.7lines/mm, 200×200dpi)**
Select for originals containing small characters or when you require greater clarity. This resolution is twice as fine as Standard.
 - ❖ **Super Fine (optional Expansion Memory required: 16×15.4lines/mm, 400×400dpi)**
Select for originals with very fine details or when you require the best possible image clarity. This resolution is eight times as fine as Standard.
- 💡 **Limitation**
 - ❑ If the other party's machine does not support the resolution at which you are sending, this machine automatically switches to a resolution which is supported.
 - ❑ Sending with **Super Fine** resolution requires that your machine has the optional Expansion Memory and the other party's machine has the capability to receive fax messages at **Super Fine** resolution.
 - ❑ Note that even if the option is installed on your machine, transmission and reception may take place using **Detail** resolution if the other party's machine does not support this feature. ⇒ Chapter 4, "Printed Report" in the Advanced Features manual
 - 📝 **Note**
 - ❑ You can choose whether the resolution is set to Standard, Detail or Super Fine (Option) when the machine is turned on or modes are cleared. Use the **[Gen. Settings/Adjust]** key. ⇒ Chapter 7, "General Setting/Adjustment" in the Advanced Features manual
 - ❑ The resolution returns to the default setting after every transmission. You can change this with the **[Gen. Settings/Adjust]** key. ⇒ Chapter 7, "General Setting/Adjustment" in the Advanced Features manual

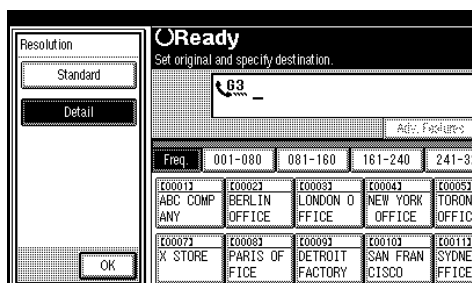
1 Press [Resolution].



2 Select the resolution you require.



3 Press [OK].



Original Type

If your original contains photographs, illustrations or diagrams with complex shading patterns or grays, select the appropriate Original Type to optimize image clarity.

❖ Text

Select **Text** to send an original containing a high-contrast black-and-white image. Use this setting even if your original contains text and photographs or if you only want to send clearer text.

❖ Text / Photo

Select **Text / Photo** to send an original containing both a high-contrast black-and-white image, such as text, and a halftone image such as a photograph.

❖ Photo

Select **Photo** to send an original containing a halftone image such as a photograph or a color original.

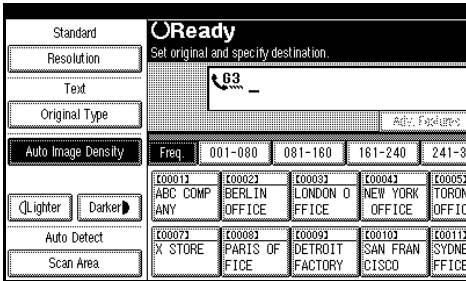
📌 Note

- If you select **Text / Photo** or **Photo**, the transmission will take longer than when **Text** is selected.
- If you send a fax message with **Text / Photo** or **Photo** and the background of the received image is dirty, reduce the density setting and re-send the fax.
- You can choose whether Original Type is set to **TEXT**, **TEXT/PHOTO** or **PHOTO** when the machine is turned on or modes are cleared. Use the **[Gen. Settings/Adjust]** key. ⇒ Chapter 7, "General Setting/Adjustment" in the Advanced Features manual

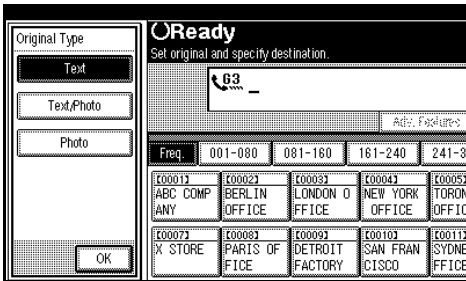
- The machine returns to the Original Type default setting after every transmission. You can change this with the **[Gen. Settings/Adjust]** key. ⇒ Chapter 7, "General Setting/Adjustment" in the Advanced Features manual

2

1 Press **[Original Type]**.



2 Select the original mode you require.



3 Press **[OK]**.

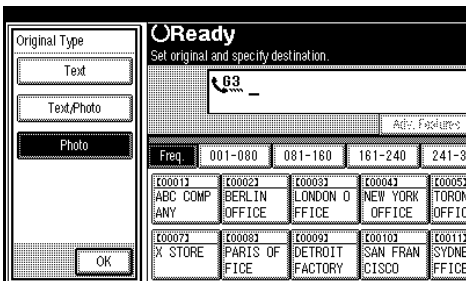


Image Density (Contrast)

The text and diagrams in your original should stand out clearly from the paper they are written on. If your original has a darker background than normal (for example, a newspaper clipping), or if the writing is faint, adjust the image density.

❖ **Auto Image Density**

The appropriate density setting for the original is automatically selected.

❖ **Manual Image Density**

Use manual image density to set image density yourself.

❖ **Combined Auto and Manual Image Density**

You can adjust image density for only photographs, illustrations or diagrams when the original has a dark background.

Note

- You can choose whether the image density is set to Auto Image Density, Manual Image Density or Combined Auto and Manual Image Density when the machine is turned on or modes are cleared. Use the **[Gen. Settings/Adjust]** key. ⇒ Chapter 7, "General Setting/Adjustment" in the Advanced Features manual
- The machine returns to the Original Type default setting after every transmission. You can change this with the **[Gen. Settings/Adjust]** key. ⇒ Chapter 7, "General Setting/Adjustment" in the Advanced Features manual

1 Selecting the type of image density.

Auto Image Density

1 Make sure that [Auto Image Density] is selected.

Standard		OReady														
Resolution		Set original and specify destination.														
Text		63														
Original Type		Adf: Fasture<														
Auto Image Density		Freq. 001-080 081-160 161-240 241-3														
Lighter Darker		<table border="1"> <tr> <td>[00013] ABC COMP ANY</td> <td>[00023] BERLIN OFFICE</td> <td>[00033] LONDON OFFICE</td> <td>[00043] NEW YORK OFFICE</td> <td>[00053] TORON OFFICE</td> </tr> <tr> <td>[00073] X STORE</td> <td>[00083] PARIS OFFICE</td> <td>[00093] DETROIT FACTORY</td> <td>[00103] SAN FRAN CISCO</td> <td>[00113] SYDNE FFICE</td> </tr> </table>					[00013] ABC COMP ANY	[00023] BERLIN OFFICE	[00033] LONDON OFFICE	[00043] NEW YORK OFFICE	[00053] TORON OFFICE	[00073] X STORE	[00083] PARIS OFFICE	[00093] DETROIT FACTORY	[00103] SAN FRAN CISCO	[00113] SYDNE FFICE
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[00073] X STORE	[00083] PARIS OFFICE	[00093] DETROIT FACTORY	[00103] SAN FRAN CISCO	[00113] SYDNE FFICE												
Auto Detect																
Scan Area																

Note

- If [Auto Image Density] is not selected, press [Auto Image Density].

Manual Image Density

1 Make sure that [Auto Image Density] is not selected. If it is selected, press [Auto Image Density] to turn it off.

Standard		OReady														
Resolution		Set original and specify destination.														
Text		63														
Original Type		Adf: Fasture<														
Auto Image Density		Freq. 001-080 081-160 161-240 241-3														
Lighter Darker		<table border="1"> <tr> <td>[00013] ABC COMP ANY</td> <td>[00023] BERLIN OFFICE</td> <td>[00033] LONDON OFFICE</td> <td>[00043] NEW YORK OFFICE</td> <td>[00053] TORON OFFICE</td> </tr> <tr> <td>[00073] X STORE</td> <td>[00083] PARIS OFFICE</td> <td>[00093] DETROIT FACTORY</td> <td>[00103] SAN FRAN CISCO</td> <td>[00113] SYDNE FFICE</td> </tr> </table>					[00013] ABC COMP ANY	[00023] BERLIN OFFICE	[00033] LONDON OFFICE	[00043] NEW YORK OFFICE	[00053] TORON OFFICE	[00073] X STORE	[00083] PARIS OFFICE	[00093] DETROIT FACTORY	[00103] SAN FRAN CISCO	[00113] SYDNE FFICE
[00013] ABC COMP ANY	[00023] BERLIN OFFICE	[00033] LONDON OFFICE	[00043] NEW YORK OFFICE	[00053] TORON OFFICE												
[00073] X STORE	[00083] PARIS OFFICE	[00093] DETROIT FACTORY	[00103] SAN FRAN CISCO	[00113] SYDNE FFICE												
Auto Detect																
Scan Area																

2 Press [Lighter] or [Darker] to change the density.

Standard		OReady														
Resolution		Set original and specify destination.														
Photo		63														
Original Type		Adf: Fasture<														
Auto Image Density		Freq. 001-080 081-160 161-240 241-3														
Lighter Darker		<table border="1"> <tr> <td>[00013] ABC COMP ANY</td> <td>[00023] BERLIN OFFICE</td> <td>[00033] LONDON OFFICE</td> <td>[00043] NEW YORK OFFICE</td> <td>[00053] TORON OFFICE</td> </tr> <tr> <td>[00073] X STORE</td> <td>[00083] PARIS OFFICE</td> <td>[00093] DETROIT FACTORY</td> <td>[00103] SAN FRAN CISCO</td> <td>[00113] SYDNE FFICE</td> </tr> </table>					[00013] ABC COMP ANY	[00023] BERLIN OFFICE	[00033] LONDON OFFICE	[00043] NEW YORK OFFICE	[00053] TORON OFFICE	[00073] X STORE	[00083] PARIS OFFICE	[00093] DETROIT FACTORY	[00103] SAN FRAN CISCO	[00113] SYDNE FFICE
[00013] ABC COMP ANY	[00023] BERLIN OFFICE	[00033] LONDON OFFICE	[00043] NEW YORK OFFICE	[00053] TORON OFFICE												
[00073] X STORE	[00083] PARIS OFFICE	[00093] DETROIT FACTORY	[00103] SAN FRAN CISCO	[00113] SYDNE FFICE												
Auto Detect																
Scan Area																

Note

- You can select one of seven density levels.

Combined Auto and Manual Image Density

1 Make sure that [Auto Image Density] is selected. If it is not selected, press [Auto Image Density] to turn it on.

Standard		OReady														
Resolution		Set original and specify destination.														
Text		63														
Original Type		Adf: Fasture<														
Auto Image Density		Freq. 001-080 081-160 161-240 241-3														
Lighter Darker		<table border="1"> <tr> <td>[00013] ABC COMP ANY</td> <td>[00023] BERLIN OFFICE</td> <td>[00033] LONDON OFFICE</td> <td>[00043] NEW YORK OFFICE</td> <td>[00053] TORON OFFICE</td> </tr> <tr> <td>[00073] X STORE</td> <td>[00083] PARIS OFFICE</td> <td>[00093] DETROIT FACTORY</td> <td>[00103] SAN FRAN CISCO</td> <td>[00113] SYDNE FFICE</td> </tr> </table>					[00013] ABC COMP ANY	[00023] BERLIN OFFICE	[00033] LONDON OFFICE	[00043] NEW YORK OFFICE	[00053] TORON OFFICE	[00073] X STORE	[00083] PARIS OFFICE	[00093] DETROIT FACTORY	[00103] SAN FRAN CISCO	[00113] SYDNE FFICE
[00013] ABC COMP ANY	[00023] BERLIN OFFICE	[00033] LONDON OFFICE	[00043] NEW YORK OFFICE	[00053] TORON OFFICE												
[00073] X STORE	[00083] PARIS OFFICE	[00093] DETROIT FACTORY	[00103] SAN FRAN CISCO	[00113] SYDNE FFICE												
Auto Detect																
Scan Area																

2 Press [Lighter] or [Darker] to change the density.

Standard		OReady														
Resolution		Set original and specify destination.														
Text		63														
Original Type		Adf: Fasture<														
Auto Image Density		Freq. 001-080 081-160 161-240 241-3														
Lighter Darker		<table border="1"> <tr> <td>[00013] ABC COMP ANY</td> <td>[00023] BERLIN OFFICE</td> <td>[00033] LONDON OFFICE</td> <td>[00043] NEW YORK OFFICE</td> <td>[00053] TORON OFFICE</td> </tr> <tr> <td>[00073] X STORE</td> <td>[00083] PARIS OFFICE</td> <td>[00093] DETROIT FACTORY</td> <td>[00103] SAN FRAN CISCO</td> <td>[00113] SYDNE FFICE</td> </tr> </table>					[00013] ABC COMP ANY	[00023] BERLIN OFFICE	[00033] LONDON OFFICE	[00043] NEW YORK OFFICE	[00053] TORON OFFICE	[00073] X STORE	[00083] PARIS OFFICE	[00093] DETROIT FACTORY	[00103] SAN FRAN CISCO	[00113] SYDNE FFICE
[00013] ABC COMP ANY	[00023] BERLIN OFFICE	[00033] LONDON OFFICE	[00043] NEW YORK OFFICE	[00053] TORON OFFICE												
[00073] X STORE	[00083] PARIS OFFICE	[00093] DETROIT FACTORY	[00103] SAN FRAN CISCO	[00113] SYDNE FFICE												
Auto Detect																
Scan Area																

Note

- You can select one of seven density levels.

2

Mixing Scan Settings for a Multiple Page Original

When sending an original consisting of several pages, you can select different Image Density, Resolution and Original Mode settings for each page. Place your original, select the scan settings for the first page, dial and press the **[Start]** key as you would normally. Then follow one of the following two procedures.

Note

- It is recommended that originals are placed on the exposure glass when mixing scan settings for a multiple page original.

When placing originals on the exposure glass

While the machine is beeping, you have about 60 seconds (10 for Immediate Transmission) to select density, resolution and original mode. The remaining time is shown on the display.

- Check which pages you wish to scan with different settings.
- Remove the previous page and place the next page.
- Select the Image Density, Resolution and Original Mode.

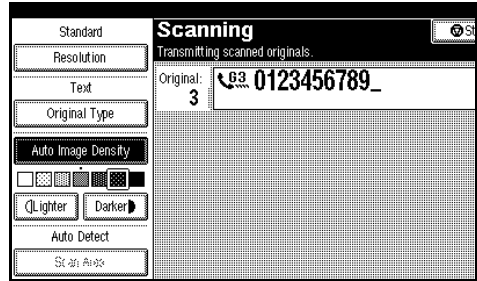


Note

- Adjust settings for each page before you press the **[Start]** key.

When placing originals in the document feeder (ADF)

- Check which pages you wish to scan with different settings.
- Select the Image Density, Resolution and Original Mode before the next page is scanned.



Dialing

There are two main ways to dial a number:

❖ Number keys:

Enter numbers directly using the key pad on the right side of the operation panel.

❖ Quick Dials:

When you have programmed a destination's number in a Quick Dial key, you can dial the number by just pressing that key. Additionally, you can store a name that will appear on the display whenever you press that Quick Dial.

This section covers these features and others in more detail.

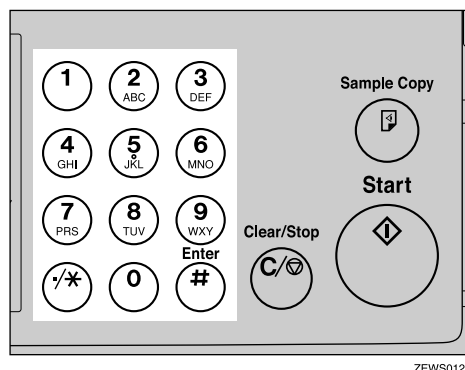
Number Keys

Enter numbers directly using the key pad on the right side of the operation panel.

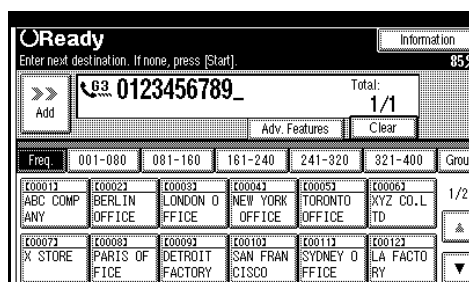
Note

- ❑ Maximum length of a fax number: 254 digits.
- ❑ You can insert pauses and tones in a fax number. ⇒ p.42 "Pause", p.43 "Tone"
- ❑ If the optional ISDN Unit is installed, you may need to enter a sub-address. ⇒ Chapter 4, "Sub-address" in the Advanced Features manual

- 1** Enter the fax number with the number keys.



The digits appear on the display as you enter them.



Note

- ❑ If you make a mistake, press the **[Clear/Stop]** key or **[Clear]** and enter again.
- ❑ If the optional ISDN Unit or the optional Extra G3 Interface Unit Connector is installed, select G3 or G4 before you press the **[Start]** key. ⇒ Chapter 4, "Changing the Line Type" in the Advanced Features manual

Restrictions When Dialing with the Number Keys

Fax numbers entered with the number keys are programmed in internal memory (separate from memory for storing original data). Therefore, using the number keys, you cannot program more than 100 numbers in total for the following:

- Destinations specified in a Memory Transmission (including Confidential Transmission and Polling Reception)
- Transfer Stations and End Destinations specified in a Transfer Request
- Destinations and Transfer Stations specified in a Group
- Destinations specified in program registration

For example, when 90 destinations are programmed in a Group with the number keys, only 10 destinations can be dialed for Memory Transmission from the number keys.

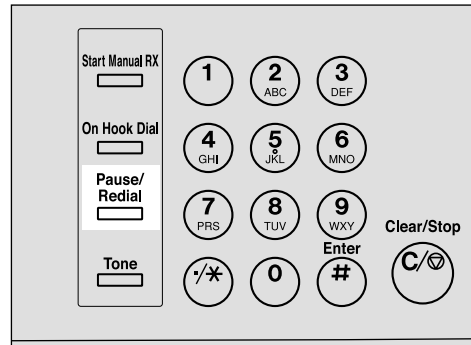
Note

- ❑ When this machine is requested to transfer a call (i.e. become a Transfer Station), 2 fax numbers are automatically programmed. Therefore, the number of destinations that can be dialed from the number keys decreases by two whenever this machine is requested to transfer a call.
- ❑ When a total of 100 fax numbers is programmed, only Immediate Transmission is allowed.

- ❑ If a memory file is awaiting transmission and the "Memory is full. Cannot scan more. Transmitting only scanned pages." message is displayed when dialing with the number keys, you cannot dial any more numbers. This is because fax numbers have been dialed with the number keys for some of the files awaiting transmission. When these files have been sent and their fax numbers are deleted from memory, additional fax numbers can be dialed.
- ❑ The display shows the percentage of free memory space for storing originals. Since fax numbers are programmed in separate memory, dialing fax numbers with the number keys does not change the percentage on the display.

Pause

Press the **[Pause/Redial]** key when dialing or storing a number to insert a pause of about two seconds.



ZEWS013N

Limitation

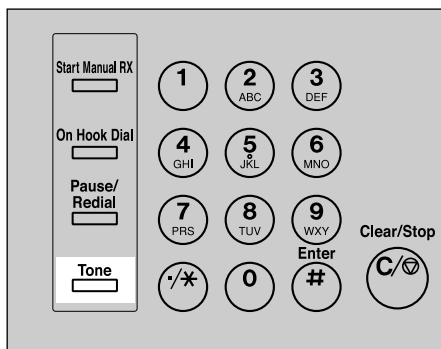
- ❑ You cannot insert a pause before the first digit of a fax number.

Note

- ❑ A pause is shown as a "-" on the display.

Tone

This feature allows a machine connected to a pulse dialing line to send tonal signals (for example if you want to use a special service on a tone dialing line). When you press the **[Tone]** key, the machine dials the number using tonal signals.



Limitation

- You cannot place a tone before the first digit of a fax number.
- Some services may not be available when using the **[Tone]** key.

Note

- A tone is shown as a "•" on the display.

Using the **[Tone]** key with On Hook Dial

- ① Press the **[On Hook Dial]** key.
- ② Enter the fax number with the number keys.
- ③ Press the **[Tone]** key.

Sending Tonal Signals by ISDN (Optional ISDN Unit Required)

You can still send tonal signals to a G3 user even if the machine is only connected to an ISDN line.

Note

- This feature can only be used for Memory or Immediate Transmission. You cannot dial through ISDN using On Hook Dial or Manual Dial.
- When G4 is selected, the display shows UUI after a tone indication "*". ⇒ Chapter 4, "Advanced Features" in the Advanced Features manual
- When G3 is selected on ISDN line, you can set the indication after a tone indication "*" in the User Parameters : PB(tone) or UUI. ⇒ Chapter 4, "Advanced Features", Chapter 8, "Changing Key Operator Settings" in the Advanced Features manual

Quick Dials

When you have programmed a destination's number in a Quick Dial table, you can dial the number by just selecting the destination from the Quick Dial table.

Additionally, you can store a name that will appear on the display whenever you press that Quick Dial.

Preparation

You must program the fax number of a destination for the Quick Dial table prior to using Quick Dial. ⇒ p.54 "Programming Quick Dials"

Note

- ❑ When you press the title key above the destination keys, the destination keys programmed in that title key appear.
- ❑ To check the contents of Quick Dial, print the Quick Dial list. ⇒ Chapter 7, "Reports/Lists" in the Advanced Features manual
- ❑ A stored name can be printed out on the first page of a received fax at the other end. ⇒ Chapter 4, "Transmission Options" in the Advanced Features manual

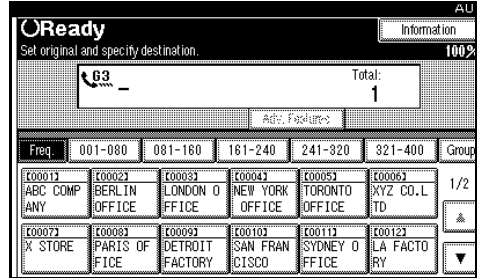
Reference

⇒ p.41 "Dialing"

1 Place your original and select any scan settings you require. ⇒ p.36 "Scan Settings"

2 Press the title key for the table with the desired destination key.

3 Press the destination key. If the desired destination key is not shown, press [▲] and [▼] to look through the table.



Note

- ❑ To cancel a selected destination, press that destination again.
- ❑ If you wish to dial another destination, press [Add] and repeat steps 2 and 3.

4 Press the [Start] key.

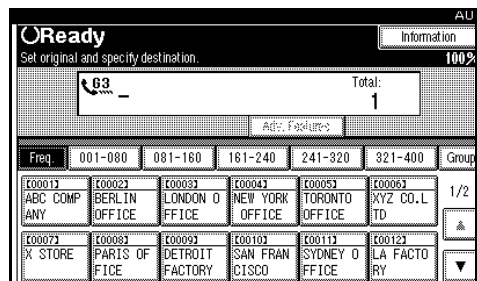
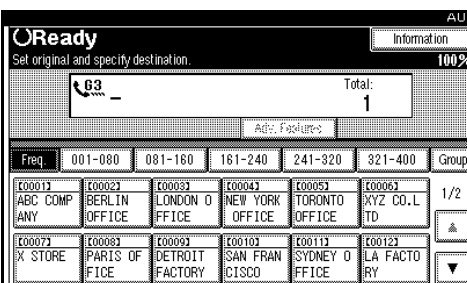
Changing Display Method

- ① Press [Dest. Management].
- ② Press [Switch Display].
- ③ Select [Display Quick Dial Tbl] or [Display Number Keys].
- ④ Press [OK].

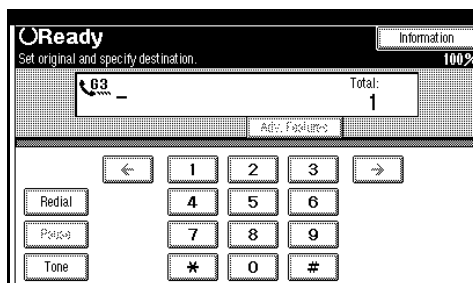
Note

- ❑ To cancel the change, press [Cancel]. The display appears as in step ②.
- ⑤ Press [Exit].

Quick Dial Table



◆ Display Number Key



Groups

If you frequently send the same message to more than one place, program these numbers into a Group. Then you can send messages to all the destinations in that Group with just a few keystrokes. You can also program a name for the Group (for example, "Branch Offices") which will be displayed before you press the **[Start]** key.

📁 Preparation

You need to program the Groups.
⇒ p.63 "Programming Groups"

⚠ Limitation

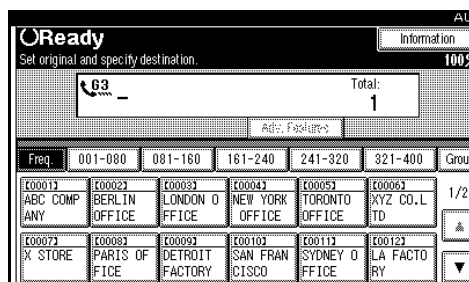
- ❑ Group Dial can be used only for Memory Transmission; it cannot be used for Immediate Transmission. The machine automatically changes to Memory Transmission when you use Group Dial.

📖 Note

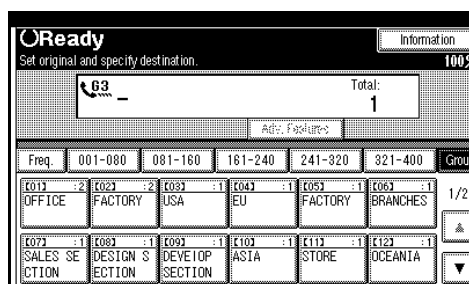
- ❑ To check the contents of the Groups, print the list. ⇒ Chapter 7, "Printing the Group Dial List" in the Advanced Features manual
- ❑ A total of 500 destinations can be programmed for Group Dial.

1 Place your original and select any scan settings you require.

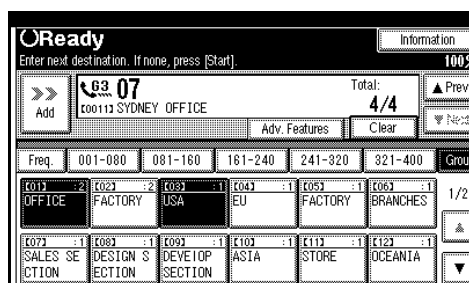
2 Press **[Group]**.



3 Press the group key for the desired group.



A programmed destination and the total number of destinations is displayed. Press **[▲ Prev.]** or **[▼ Next]** to see the other destinations.



📖 Note

- ❑ If you make a mistake, press the group key or **[Clear]** and start again.

Reception

Selecting the Reception Mode

There are two ways you can set up your machine to handle incoming calls:

- Manual Reception (external telephone required)
- Auto Reception (external telephone required)

Manual Reception

When a telephone call comes in, the machine rings. If the call is a fax message, you must manually change to facsimile mode.

Auto Reception

When a telephone call comes in, the machine automatically receives it as a fax message. Use this setting for a dedicated fax line.

⚠ Limitation

- You cannot select the reception mode when the Extra G3 Interface Unit (option) is installed.
- The optional external telephone is required to use this machine as a telephone.
- You cannot select the reception mode when you use an ISDN line.

💡 Receiving a Fax in Manual Reception Mode

- ① When the machine rings, pick up the handset of the external telephone.
- ② If you hear beeps, press the **【Start】** key or the **【Start Manual RX】** key. (The **【Start】** key is available in the facsimile mode when an original is not placed only.)
- ③ Replace the handset of the external telephone. The machine will start receiving.

Initial Settings and Adjustments

You can send information to the other party when transmitting or receiving a fax message. This information is shown on the display of the other machine and printed as a report. The following information can be sent.

❖ Own Name

The Own Name is sent to the other party when you send or receive a fax. This name should include your name. The Own Name is shown on the display of the other machine and printed in a report.

- You can program letters, symbols, number, and spaces.

💡 Limitation

- Own Name works only when the other machine is the same make and has the Own Name feature.

📝 Note

- You can program up to 20 characters in Own Name.

❖ Fax Header

The Fax Header is printed as the header of every fax you send. You should include your name in Fax Header.

You can program letters, symbols, number, and spaces.

📝 Note

- You can program up to 32 characters in Fax Header. ⇒ Chapter 7, "General Setting/Adjustment" in the Advanced Features manual

❖ Own Fax Number (Facsimile number of sender)

The Own Fax Number of the sender is sent to the other party when sending a fax using a G3 line. The received facsimile number is shown on the display of the other machine and printed in a report. This function is available regardless of the make of the other party's machine.

📝 Note

- You can program up to 20 characters in Own Fax Number

❖ G4 Terminal ID

The optional G4 Unit is required to use this function.

G4 Terminal ID is available when the machine is connected to an ISDN line. This information is printed by the other party's machine when a fax is transmitted.

You can program letters, symbols, number, and spaces.

📝 Note

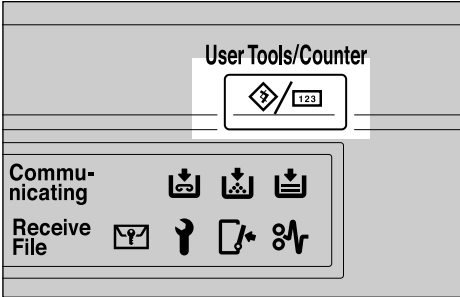
- You can program up to 22 characters in G4 Terminal ID.

🚨 Important

- You can confirm the programmed settings from Parameter Setting. We recommend that you print and keep the Parameter List when you program or change settings. ⇒ Chapter 8, "Printing the User Parameter list" in the Advanced Features manual

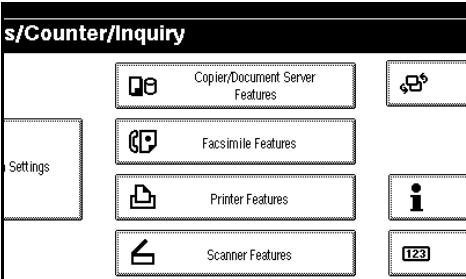
Programming

1 Press the **[User Tools/Counter]** key.

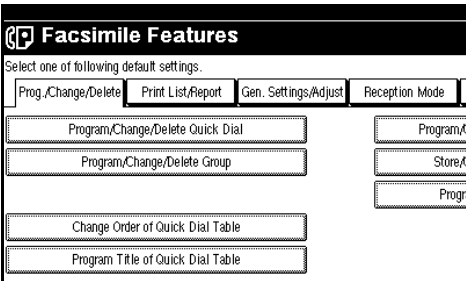


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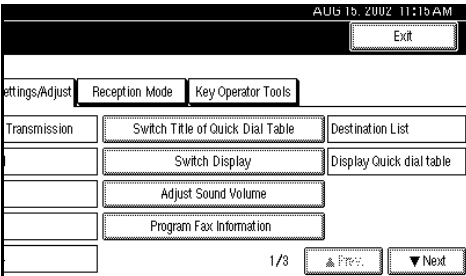
2 Press **[Facsimile Features]**.



3 Press **[Gen. Settings/Adjust]**.



4 Press **[Program Fax Information]**.



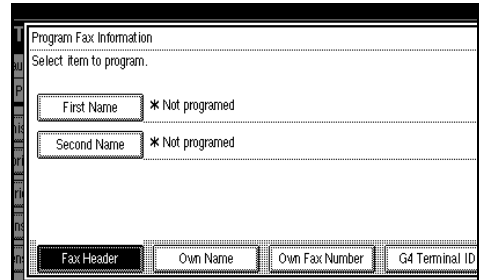
Note

- ❑ If "Program Fax Information" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

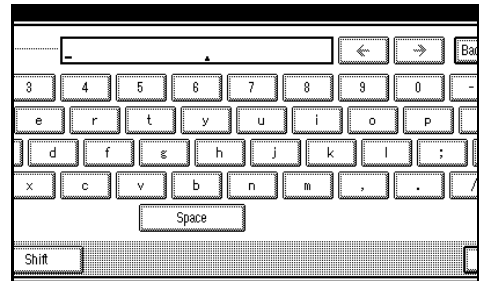
5 Program the name and facsimile number.

Programming a Fax Header

1 Press **[First Name]** or **[Second Name]**.



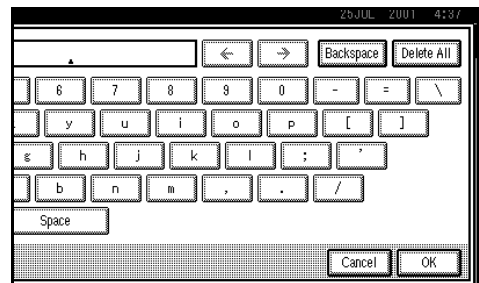
2 Enter a Fax Header.



Reference

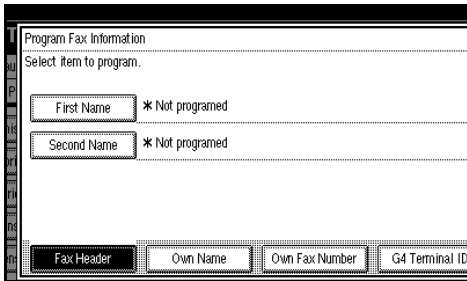
⇒ p.72 "Entering Text"

3 Press **[OK]**.

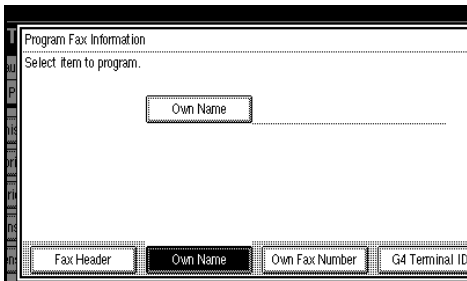


Programming an Own Name

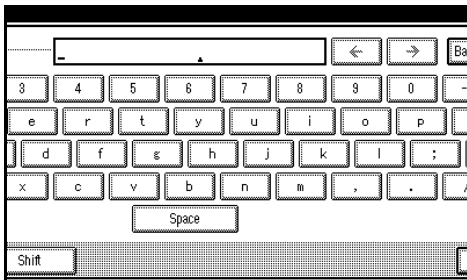
1 Press [Own Name].



2 Press [Own Name].



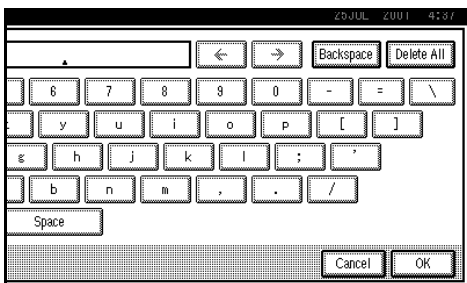
3 Enter an Own Name.



Reference

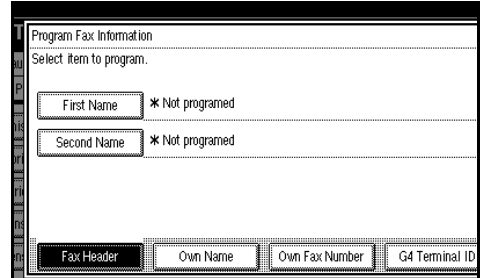
⇒ p.72 "Entering Text"

4 Press [OK].

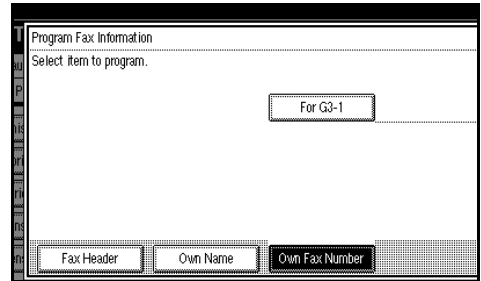


Programming an Own Fax Number

1 Press [Own Fax Number].

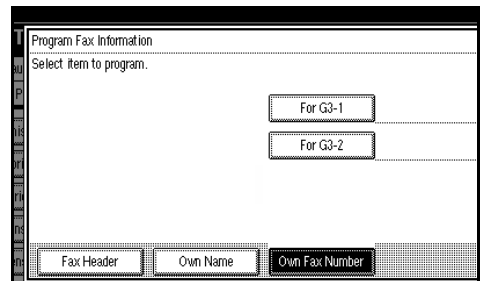


2 Select line type to Program.

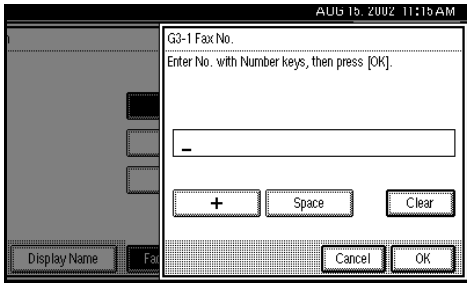


Note

- The display differs according to the number of G3 Interface Unit (option) installed.
- When an Extra G3 Interface Unit (option) is installed, the display appears as below.



3 Enter a facsimile number.



Reference

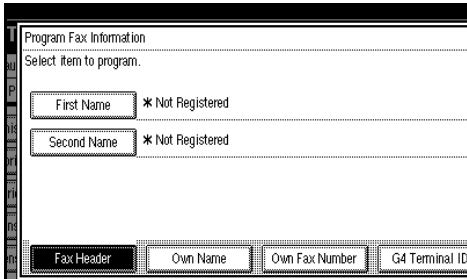
⇒ p.72 "Entering Text"

4 Press [OK].

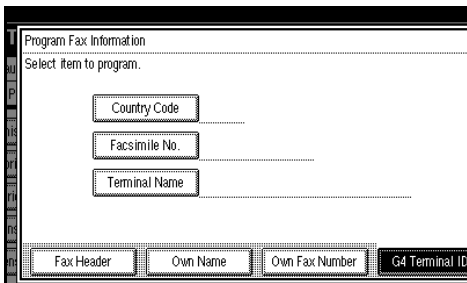
Programming G4 Terminal ID

The display appears as below when the optional ISDN Unit is installed.

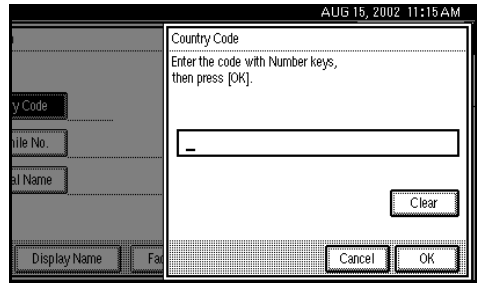
1 Press [G4 Terminal ID].



2 Press [Country Code].

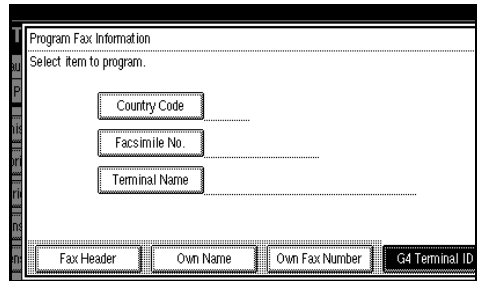


3 Enter a country code using the number keys.

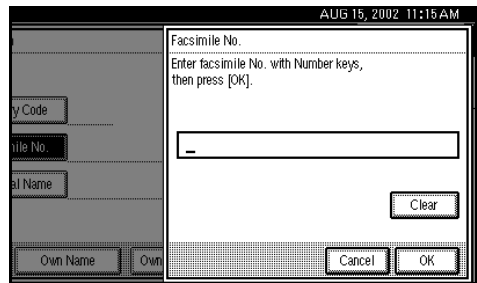


4 Press [OK].

5 Press [Facsimile No.].

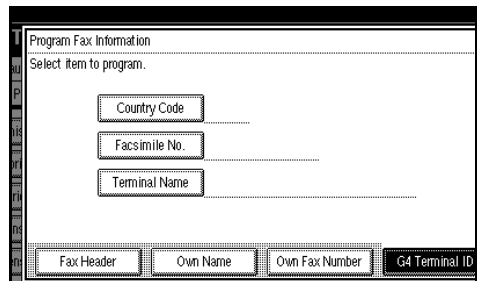


6 Enter a facsimile number using the number keys.

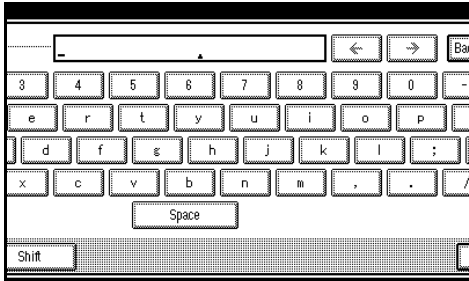



7 Press [OK].

8 Press [Terminal Name].



9 Enter a terminal name.



 **Reference**
⇒ p.72 “Entering Text”

10 Press [OK].

6 Press [Exit].

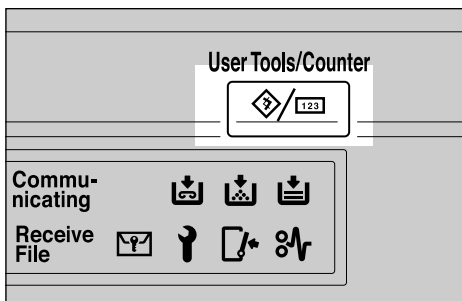
7 Press the [User Tools/Counter] key.
The machine will return to standby mode.

Editing

 **Note**

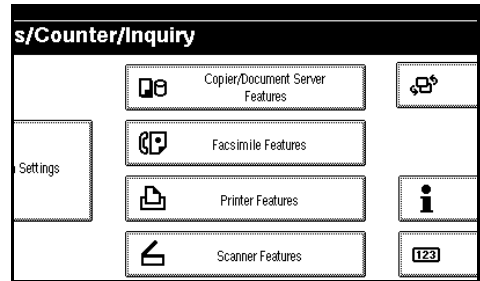
- The following procedure explains how to edit Own Name as an example.

1 Press the [User Tools/Counter] key.

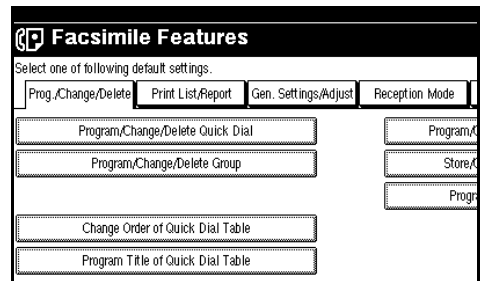


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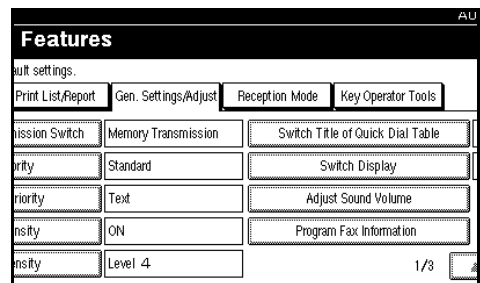
2 Press [Facsimile Features].



3 Press [Gen. Settings/Adjust].



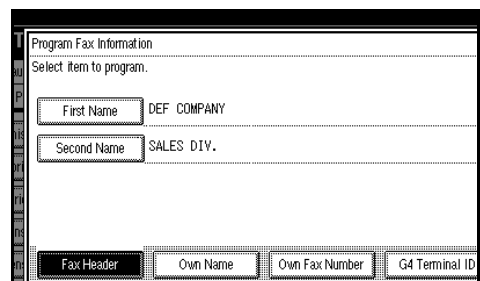
4 Press [Program Fax Information].



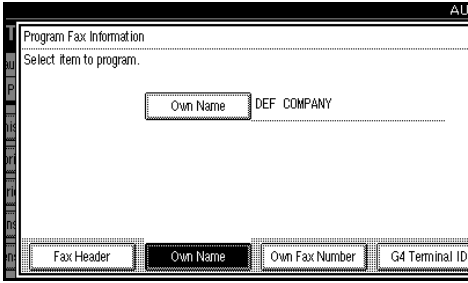
 **Note**

- If "Program Fax Information" is not shown, press [▲ Prev.] or [▼ Next].

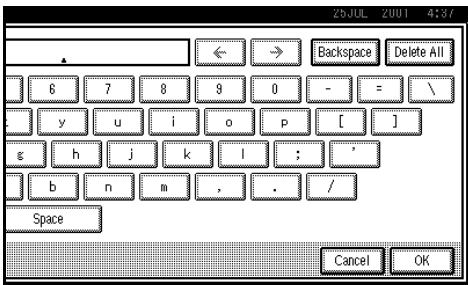
5 Press [Fax Header], [Own Name] or [Own Fax Number] for editing.



6 Press the item you want to edit.



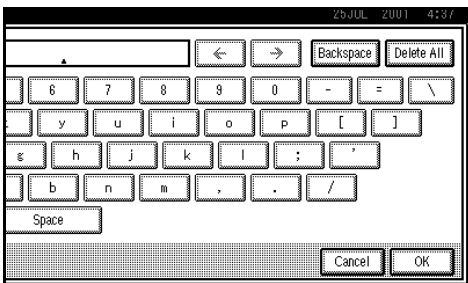
7 Press [Backspace] or [Delete All] and reenter the name or number.



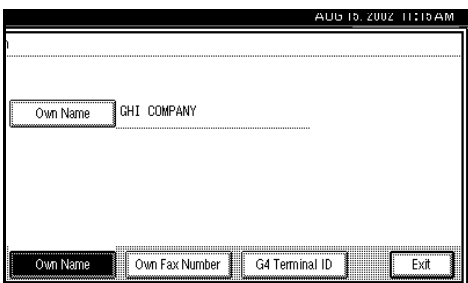
Note

- ❑ Press [Clear] if you want to edit Own Fax Number, Country Code and Own Fax Number of G4 Terminal ID.

8 Press [OK].



9 Press [Exit].



10 Press the [User Tools/Counter] key.

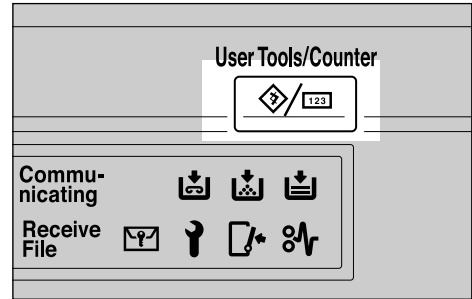
The machine will return to standby mode.

Deleting

Note

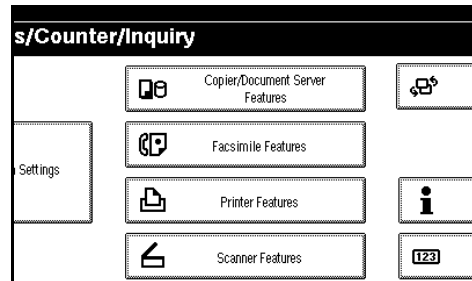
- ❑ The following procedure explains how to edit Own Name as an example.

1 Press the [User Tools/Counter] key.

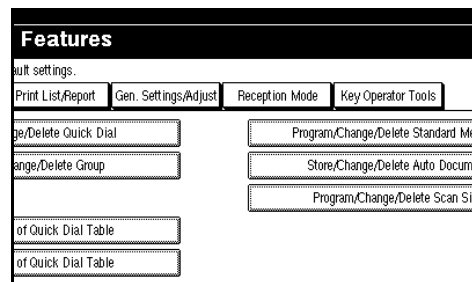


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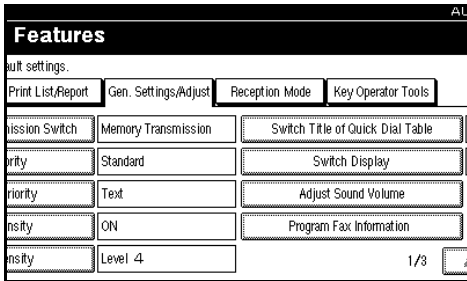
2 Press [Facsimile Features].



3 Press [Gen. Settings/Adjust].



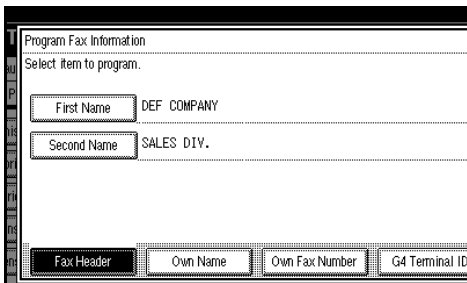
4 Press [Program Fax Information].



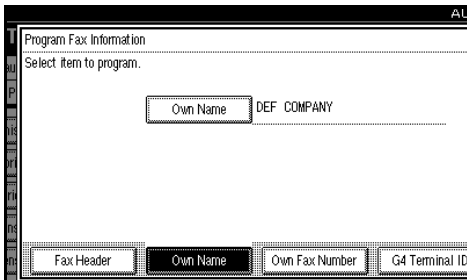
Note

- If "Program Fax Information" is not shown, press [**▲** Prev.] or [**▼** Next].

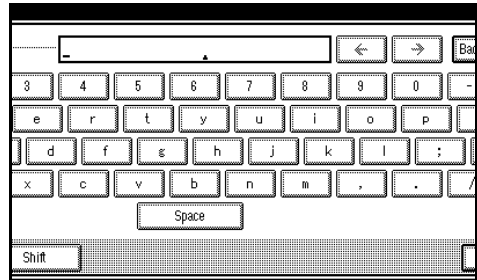
5 Press [Fax Header], [Own Name] or [Own Fax Number] for deleting.



6 Press the item you want to delete.



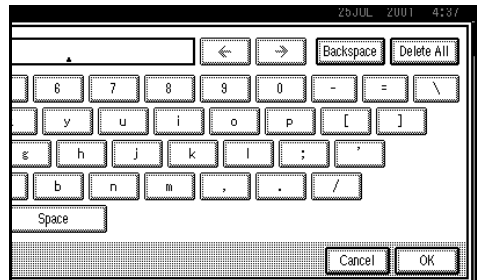
7 Press [Backspace] or [Delete All] and reenter the name or number.



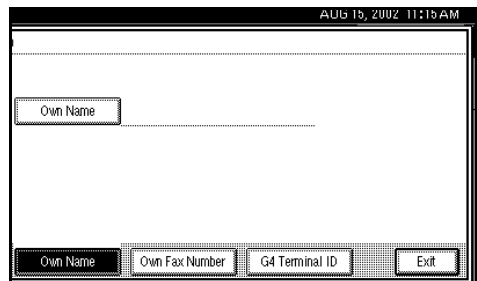
Note

- Press [Clear] if you want to edit Own Fax Number, Country Code and Own Fax Number of G4 Terminal ID.

8 Press [OK].



9 Press [Exit].



10 Press the [User Tools/Counter] key.
The machine will return to standby mode.

Quick Dial

To save time, you can program a fax number that you use often into a Quick Dial key. Then, whenever you are sending a message to that location, just press that Quick Dial key to dial.

Use the following steps to program a new Quick Dial or to edit or overwrite existing Quick Dials.

You can program the following items in each key:

- Destination fax number (up to 254 digits)
You can select a line type for each destination when the ISDN Unit (option) or Extra G3 Interface Unit (option) is installed.
Setting can also be made for SEP, SUB, PWD, PID (up to 20 digits), sub-address (optional ISDN Unit is required), UUI, and tonal signals.
⇒ p.43 "Tone", ⇒ Chapter 4, "Transmission Features" in the Advanced Features manual
- Destination name (up to 20 characters)
- Label Insertion (whether to print the destination name on faxes sent to this number)
- Fax Header (which Fax Header is printed on faxes sent to this number) ⇒ Chapter 4, "Sub Transmission Mode" in the Advanced Features manual
- Key Display
You can program the Key Display shown on the display (up to 16 characters). The Group name (up to 16 characters of the group name) will be programmed as the Key Display automatically if you do not program a Key Display.

- Select Title
You can select a title for display programmed destinations. If no specific title is selected, only "Quick Dial List" will be shown.

Note

- You can program your own messages to be used as standard messages.
⇒ Chapter 7, "Program/Delete Menu" in the Advanced Features manual

Important

- We recommend that you print and keep the Quick Dial List when you program or change fax numbers.
⇒ Chapter 7, "Reports/Lists" in the Advanced Features manual

Programming Quick Dials

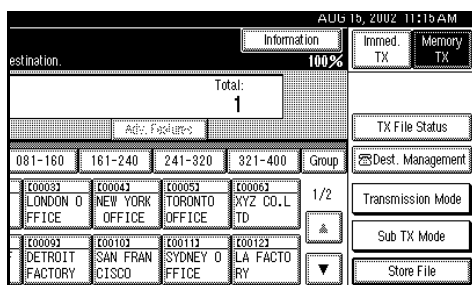
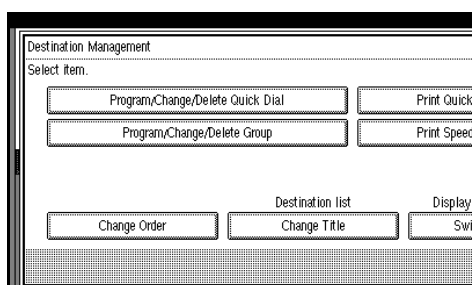
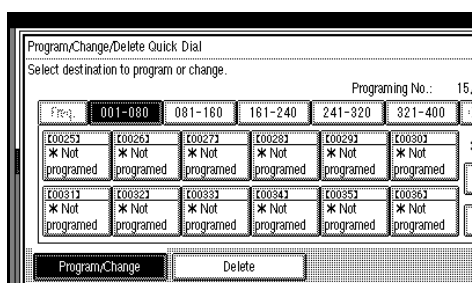
If a destination is programmed in the Quick Dial table, you can just press that Quick Dial key to dial.

Limitation

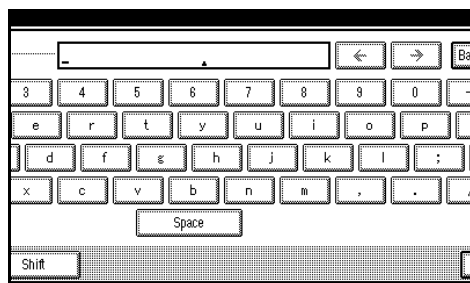
- When a programmed Quick Dial key is being used for a standby Memory Transmission, the message "Specified destination is used by transmission standby file. It cannot be changed or deleted. Specify it again after transmission is completed." is shown. You cannot change the destination for this key at this time.

Note

- ❑ Up to 400 destinations can be programmed. You can program up to 1200 destinations when Fax Function Upgrade Unit is installed.
- ❑ The maximum number of digits for a fax number may be less than 254 due to the settings for the F Code, Space and Sub-address.
- ❑ You can program a destination into the Quick Dial table using [Prog./Change/Delete] in The Facsimile Features. ⇒ Chapter 7, "General Setting/Adjustment" in the Advanced Features manual

1 Press [Dest. Management].**2** Press [Program/Change/Delete Quick Dial].**3** Select the destination key you want to program.**Note**

- ❑ If the destination key has not been programmed, [***Not programmed**] is shown.
- ❑ If an unprogrammed key is not shown, press [**▲ Prev.**] or [**▼ Next**].
- ❑ Press [**Change Title**] to display another title.

4 Enter the name of the destination.**Reference**

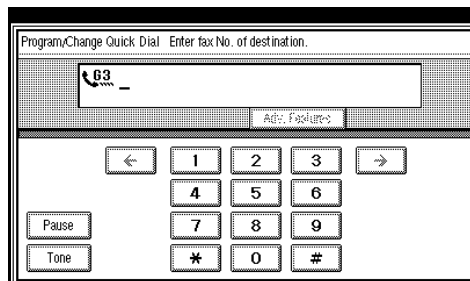
⇒ p.72 "Entering Text"

Note

- ❑ If the key has been programmed already, the contents are shown.

5 Press [OK].

The name has been programmed.

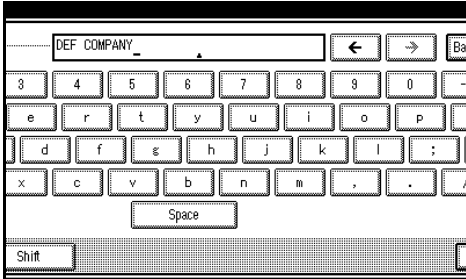
6 Enter the facsimile number you want to program with the number keys or [1], [2], [3], [4], [5], [6], [7],[8], [9], [0], [*****], and [**#**].

Note

- You should program a facsimile number.
- If you make a mistake, press **[Clear]** and start again.
- Press **[Adv. Features]** to edit F code, sub-address or UUI. ⇒ Chapter 4, "Advanced Features" in the Advanced Features manual.
- You can select a line type for each destination when the ISDN Unit (option) or Extra G3 Interface Unit (option) is installed. Press **[Select Line]** to select a line type. ⇒ Chapter 4, "Changing the Line Type" in the Advanced Features manual

Programming/Changing Key Display

- 1 Press **[Key Display]**.
- 2 Enter a Key Display.

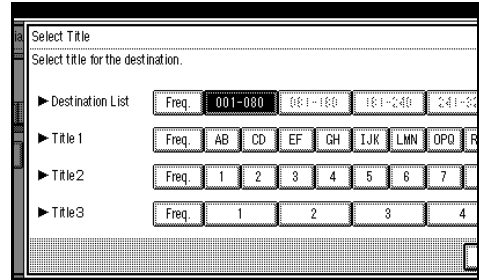
**Note**

- The name which you programmed is shown. ⇒ p.72 "Entering Text"
- 3 Press **[OK]**.

The Key Display which you programmed is shown.

Selecting a Title

- 1 Press **[Select Title]**.
- 2 Select the title you want to program.

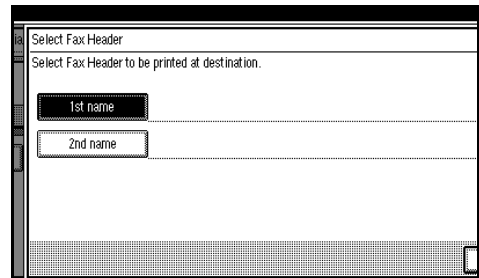
**Note**

- You can program the same destination in **[Title 1]**, **[Title 2]** and **[Title 3]**.
- When **[Freq.]** is selected for one title, **[Freq.]** is selected for all titles. ⇒ Chapter 7, "Program/Delete Menu" in the Advanced Features manual

- 3 Press **[OK]**.

Selecting a Fax Header

- 1 Press **[Select Fax Header]**.
- 2 Select **[1st Name]** or **[2nd Name]** for registration.



- 3 Press **[OK]**.

Programming Label Insertion

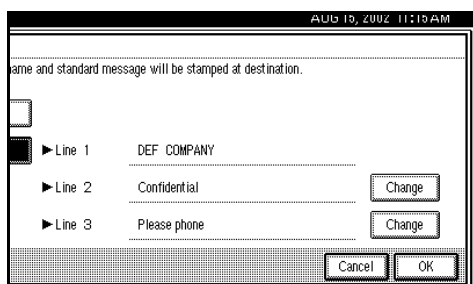
- 1 Press [Label Insertion].
- 2 Select [ON] or [OFF].



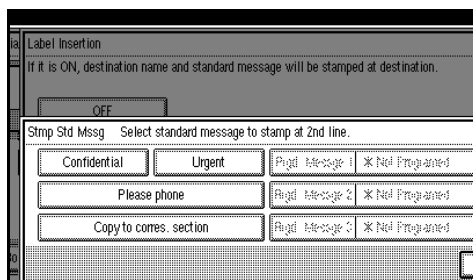
Note

- If you select [OFF] or if you want to insert only the destination name, go to step 6.

- 3 Press [Change] at the right side of the second or third line.



- 4 Select the standard message to be stamped at the second or third line.



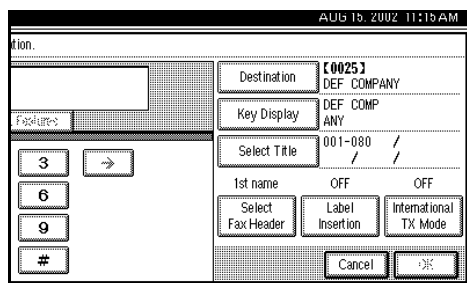
- 5 Press [OK].

Note

- To stamp the standard message at the second or third line, proceed from step 3.

- 6 Press [OK].

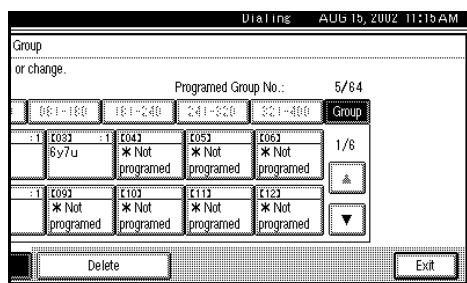
- 7 Press [OK].



Note

- If you press [Cancel], no changes are made. The display appears as in step 3.

- 8 Press [Exit].



- 9 Press [Exit]

The machine will return to standby mode.

Editing Quick Dials

Change the destination information already programmed. Use this procedure to cancel a transmission after the original has been scanned.

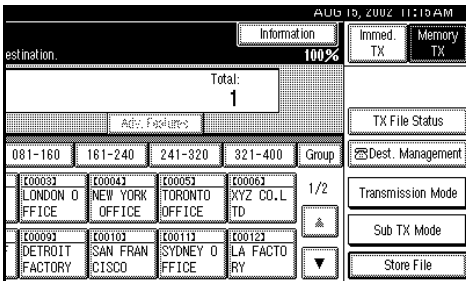
Limitation

- When a programmed Quick Dial key is being used for a standby Memory Transmission, the message "Specified destination is used by transmission standby file. It cannot be changed or deleted. Specify it again after transmission is completed." is shown. You cannot change the destination for this key at this time.

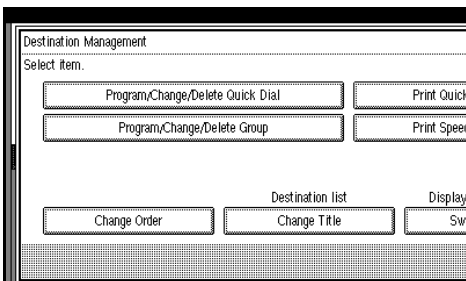
Note

- You also can change the destination information in "Program/Delete Menu" in "The Facsimile Features".

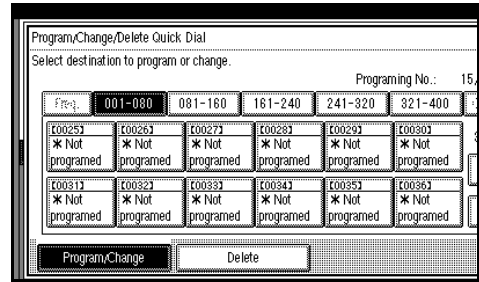
1 Press [Dest. Management].



2 Select [Program/Change/Delete Quick Dial].



3 Select the destination key you want to change.



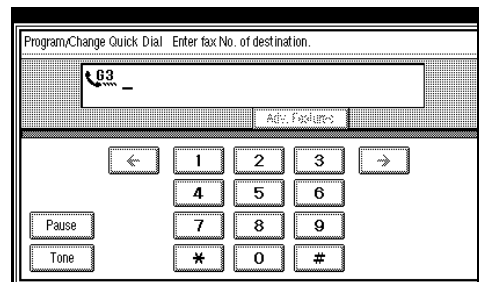
Note

- If the destination key you require is not shown, press [▲ Prev.] or [▼ Next].
- Press [Change Title] to display another title.

4 Edit the items you want to change.

Editing a Facsimile Number

1 Press the [Clear/Stop] key or [Clear] and reenter the facsimile number.

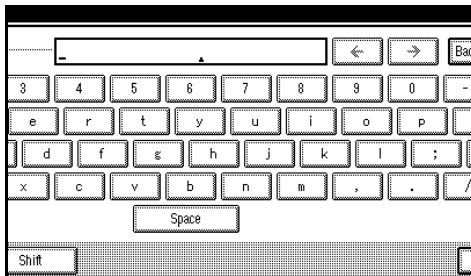


Note

- Press [Adv. Features] to edit F code, sub-address or UUI. ⇒ Chapter 4, "Advanced Features" in the Advanced Features manual
- You can select a line type for each destination when the ISDN Unit (option) or Extra G3 Interface Unit (option) is installed. Press [Select Line] to select a line type. ⇒ Chapter 4, "Changing the Line Type" in the Advanced Features manual

Editing a Destination

- ① Press [Destination].
- ② Reenter the destination.



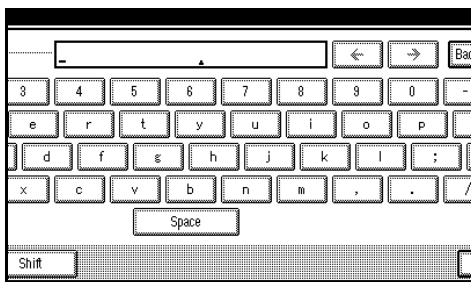
Reference

⇒ p.72 “Entering Text”

- ③ Press [OK].
- The new destination entered is shown.

Editing a Key Display

- ① Press [Key Display].
- ② Reenter the Key Display.



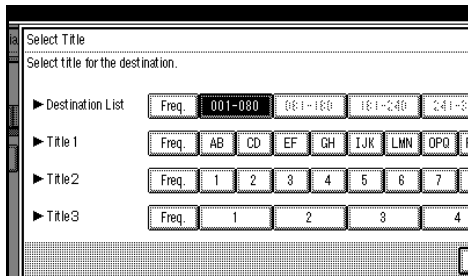
Reference

⇒ p.72 “Entering Text”

- ③ Press [OK].
- The new Key Display entered is shown.

Editing a Title

- ① Press [Select Title].
- ② Select the title you want to edit.



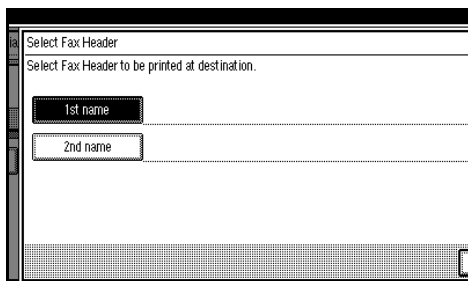
Note

- You can program the same destination in [Title 1], [Title 2] and [Title 3].
- When [Freq.] is selected for one title, [Freq.] is selected for all titles.

- ③ Press [OK].

Editing a Fax Header

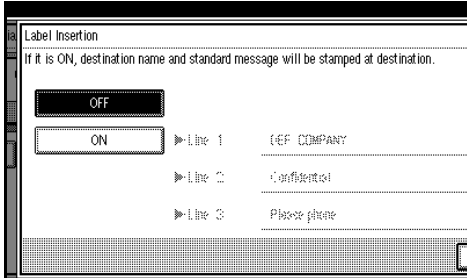
- ① Press [Select Fax Header].
- ② Select [1st Name] or [2nd Name] and edit them.



- ③ Press [OK].

Editing Label Insertion

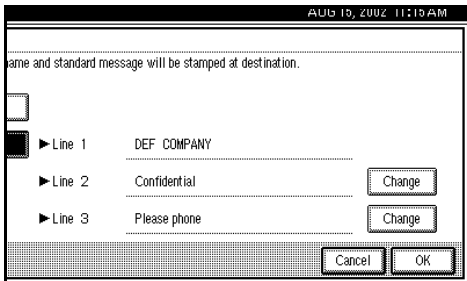
- 1 Press [**Label Insertion**].
- 2 Select [**ON**] or [**OFF**].



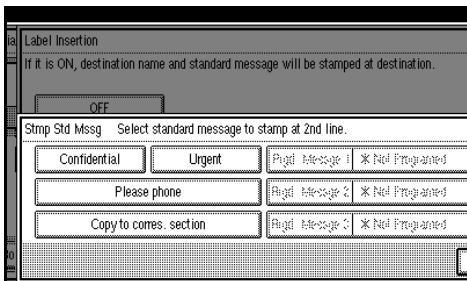
Note

- If you select [**OFF**] or if you want to insert only the destination name, go to step 6.

- 3 Press [**Change**] at the right side of the second or third line.



- 4 Select the standard message to be stamped at the second or third line.



- 5 Press [**OK**].

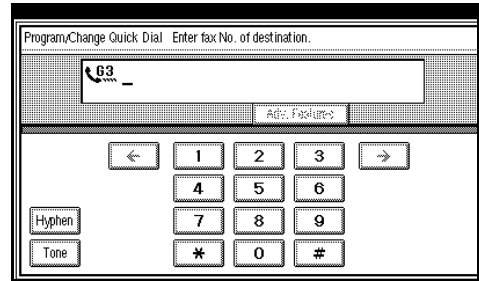
Note

- To stamp the standard message at the second or third line, proceed from step 3.

- 6 Press [**OK**].

- 5 Press [**OK**].

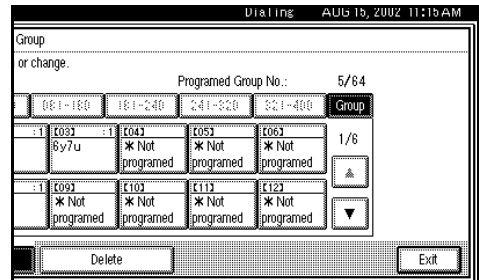
The destination information changes.



Note

- If you press [**Cancel**], no changes are made. The display appears as in step 3.

- 6 Press [**Exit**].



- 7 Press [**Exit**].

The machine will return to standby mode.

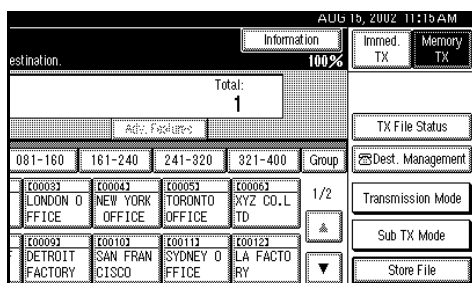
Deleting Quick Dials

This procedure describes how to find a programmed Quick Dial and delete it.

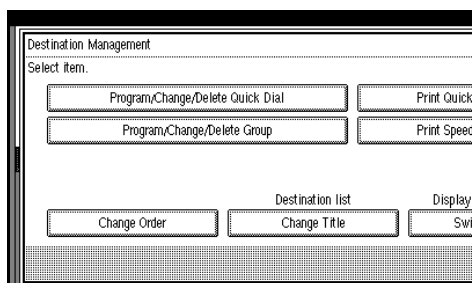
! Limitation

- When you try to delete a Quick Dial key that is being used for a standby Memory Transmission, the message "Specified destination is used by transmission standby file. It cannot be changed or deleted. Specify it again after transmission is completed." is shown. You cannot delete the destination for this key at this time.

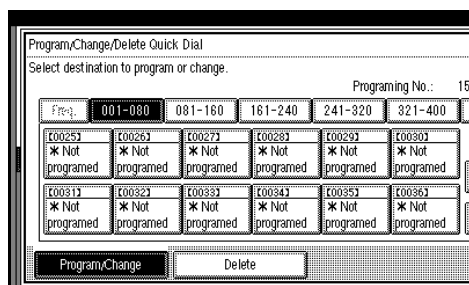
1 Press [Dest. Management].



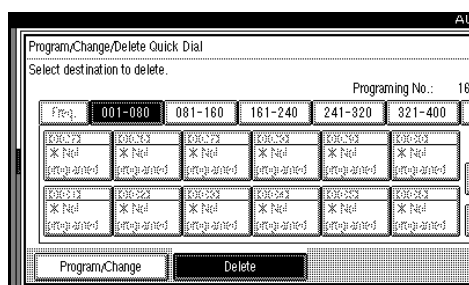
2 Select [Program/Change/Delete Quick Dial].



3 Press [Delete].



4 Select a destination key to be deleted.

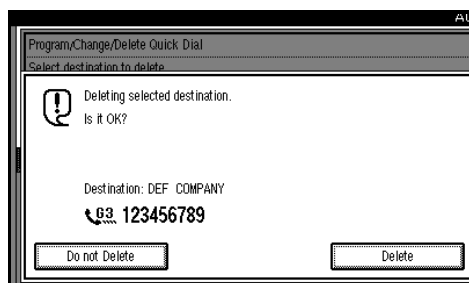


The information for the destination key is shown.

Note

- If the destination key you require is not shown, press [▲ Prev.] or [▼ Next].
- Press [Change Title] to display another title.

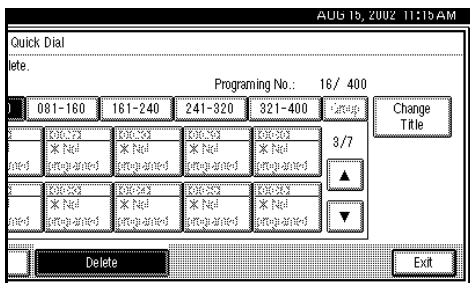
5 Press [Delete].



The destination has been deleted.

Note

- If you press [Do not Delete], the destination is not deleted. The display appears as in step 4.

6 Press [Exit] .**3****7** Press [Exit] .

The machine will return to standby mode.

Groups

Programming Groups

If you send the same message to several destinations at the same time on a regular basis, program these destination numbers as a Group. This allows you to dial these destinations with a single key press.

You can program the following items in a Group:

- Destination fax numbers (up to 500 numbers for each group or 2,200 numbers with optional Fax Function Upgrade Unit, up to 254 digits for each number)
- Group name (up to 20 characters)
- Key Display

You can program the Key Display shown on the display (up to 16 characters). The Group name (up to 16 characters of the group name) will be programmed as the Key Display automatically if you do not program a Key Display.

You can edit destinations which are programmed in a group.

Programming Groups

Preparation

All destinations to be programmed should be selected using the Quick Dial table or entered using the number keys. You can use a combination of the Quick Dial table and number keys.

Important

- It is recommended that you print and keep the Group Dial list when you program or change destinations. ⇒ Chapter 7, "Reports/Lists" in the Advanced Features manual

Limitation

- When a programmed group is being used for a standby Memory Transmission, the message "Specified destination is used by transmission standby file. It cannot be changed or deleted. Specify it again after transmission is completed." is shown. You cannot change the destinations for this Group at this time.

Note

- The maximum number of destinations that can be programmed in total is 500 (2,200 with optional Fax Function Upgrade Unit). With Quick Dial table: 400 (1,200 with optional Fax Function Upgrade Unit) With number keys: 100 (1,000 with optional Fax Function Upgrade Unit)
- The theoretical maximum number of destinations you can store in a Group ^{*1} is 500 ^{*2} (2,200 with optional Fax Function Upgrade Unit installed).

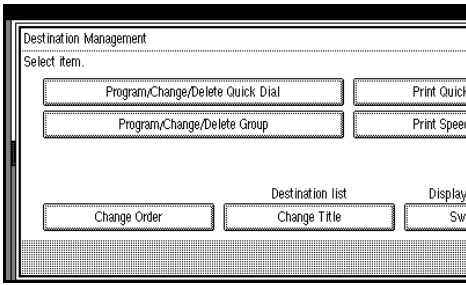
^{*1} If the same destination number is programmed in several Groups, it will only be counted as a single item.

^{*2} A maximum of 400 numbers can be stored with the Quick Dial table and 100 numbers with the number keys.

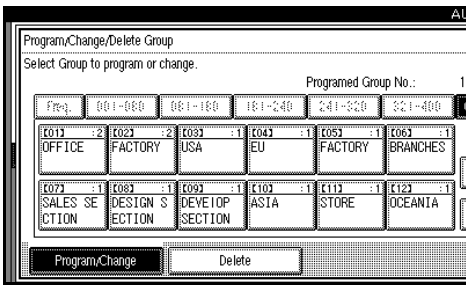
1 Press [Dest. Management].

AUG 19, 2002 11:19 AM			
Information		Immed. TX	Memory TX
Destination:		100%	
Total:		1	
Act. Feature			
081-160	161-240	241-320	321-400
Group			TX File Status
E00033	E00043	E00053	E00063
LONDON OFFICE	NEW YORK OFFICE	TORONTO OFFICE	XYZ CO.,LTD
E00093	E00103	E00113	E00123
DETROIT FACTORY	SAN FRAN CISCO	SYDNEY OFFICE	LA FACTORY
1/2			Dest. Management
▲			Transmission Mode
▼			Sub TX Mode
			Store File

2 Press [Program/Change/Delete Group].



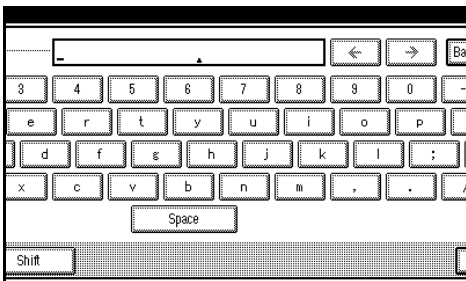
3 Select the group key you want to program.



Note

- If the group key has not been programmed, [***Not programed**] is shown.
- If the destination key you require is not shown, press [**▲ Prev.**] or [**▼ Next**].

4 Enter the name of the group.



Note

- You should program the group name.

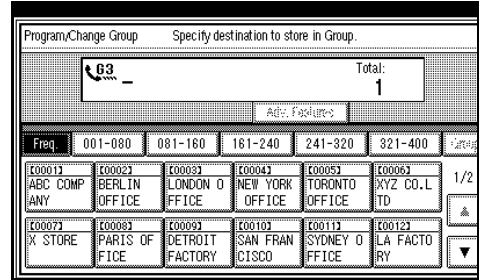
Reference

⇒ p.72 "Entering Text"

5 Press [OK].

The name has been programmed.

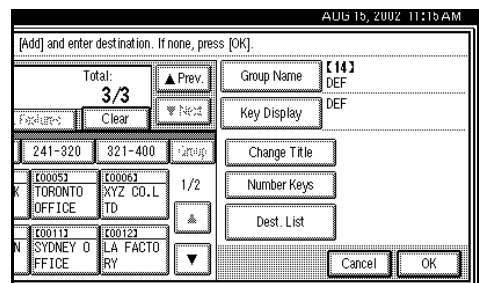
6 Specify the destinations to be programmed in the Group.



Note

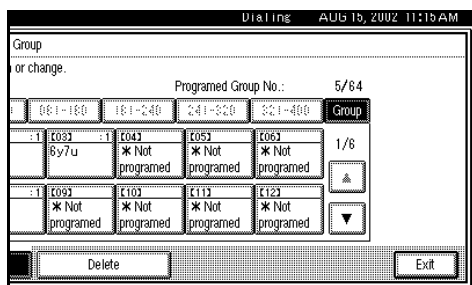
- You should program facsimile numbers using the number keys or Quick Dial table.
- If you make a mistake, press the [**Clear/Stop**] key or [**Clear**] and enter again.
- If the destination key you require is not shown, press [**▲ Prev.**] or [**▼ Next**].
- Press [**Change Title**] to display another title.
- When you specify multiple destinations using the number keys, press [**Add**].
- Press [**Dest. List**] to confirm the destinations programmed in the group.

7 Press [OK].



Note

- If you press [**Cancel**], the group is not programmed. The display appears as in step **6**.

8 Press **[Exit]**.**9** Press **[Exit]**.

The machine will return to standby mode.

Programming the Group as a Transfer Station of a Multi-Step Transfer

A Group can be programmed as a Transfer Station of a Multi-Step Transfer. You should program the receiving stations when you program the group as a Transfer Station.

For more information, contact your service representative.

Limitation

- If you want to program a group which has been programmed as a Transfer Station as a normal group, delete the group and program again.
 - Only one group can be programmed as a Transfer Station.
- ① Follow step **1** to **6** in "Programming Groups".
 - ② Press **[Adv. Features]**.
 - ③ Press **[Transfer Req.]**.
 - ④ Press **[Receiving Station]**.
 - ⑤ Specify the receiving station.

 **Note**

- When you specify the receiving station with Quick Dial, press **[Quick Dial]** and enter the Group Dial number using the number keys.
 - When you specify the receiving station with Group Dial, press **[Group Dial]** and enter the Group Dial number using the number keys.
- ⑥ After specifying all of the receiving stations, press **[OK]**.
 - ⑦ Press **[OK]**.
 - ⑧ Press **[Exit]** twice.

 **Reference**

⇒ Chapter 5, "Reception Functions" in the Advanced Features manual

Editing Groups

Change the Groups already programmed. Use this procedure to cancel a transmission after the original has been scanned.

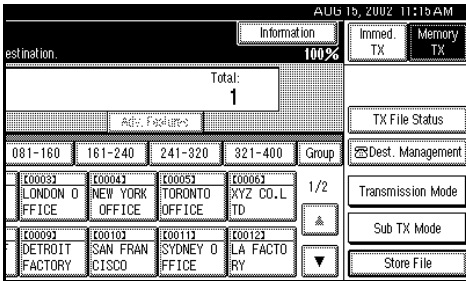
Limitation

- When a Group to be changed is being used for a standby Memory Transmission, the message "Specified destination is used by transmission standby file. It cannot be changed or deleted. Specify it again after transmission is completed." is shown. You cannot change the destinations for this key at this time.

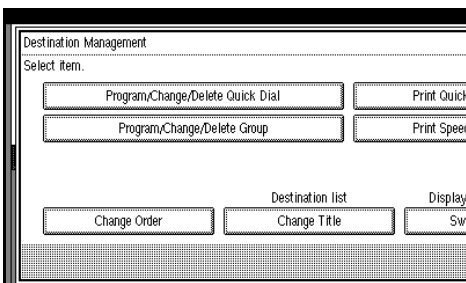
Note

- You can change the Groups also in "Program/Delete Menu" in "The Facsimile Features".

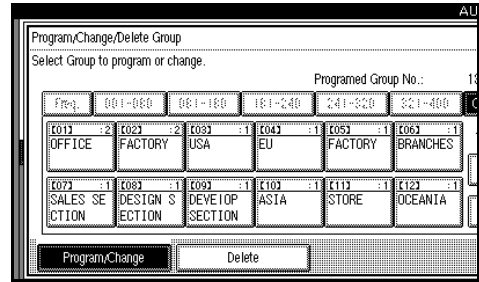
1 Press [Dest. Management].



2 Select [Program/Change/Delete Group].



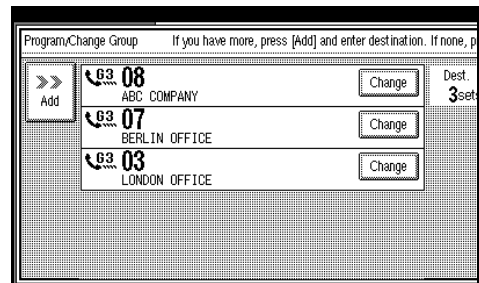
3 Select the key for the group you want to change.



Note

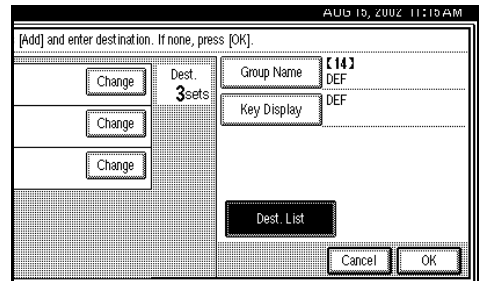
- If the group key you require is not shown, press [▲ Prev.] or [▼ Next].

4 Change the contents of the group.

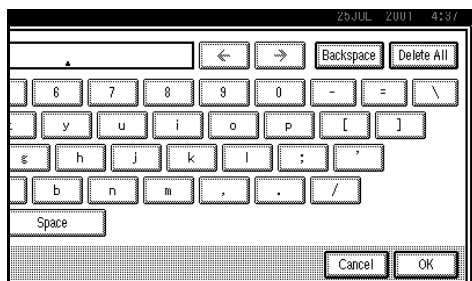


Editing a Group Name

1 Press [Group Name].



- Press [Backspace] and [Delete All], and then reenter the group name.



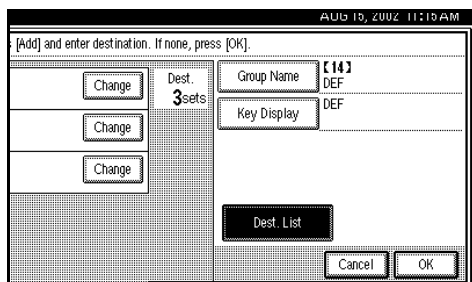
Reference

⇒ p.72 “Entering Text”

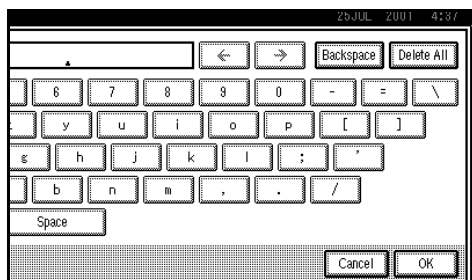
- Press [OK].
The display appears as in step 4.

Editing Key Display

- Press [Key Display].



- Press [Backspace] and [Delete All], and then reenter the Key Display.



Reference

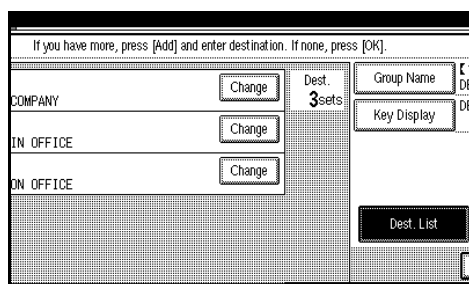
⇒ p.72 “Entering Text”

- Press [OK].
The display appears as in step 4.

Editing a destination programmed in a Group

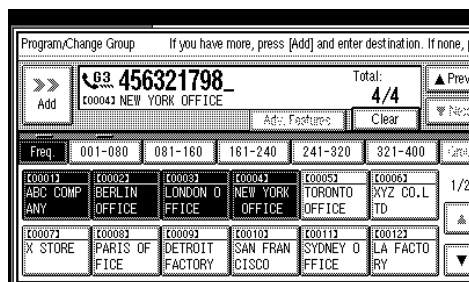
- Press [Change] for the destination you want to edit.

The name of the destination is displayed under the fax number if the destination is programmed with the Quick Dial table.



Note

- If the destination you require is not shown, press [▲ Prev.] or [▼ Next].
- Edit the destination using the number keys or destination key.

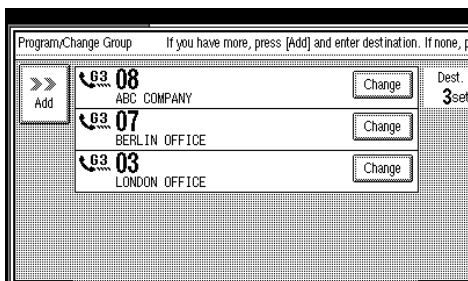


Note

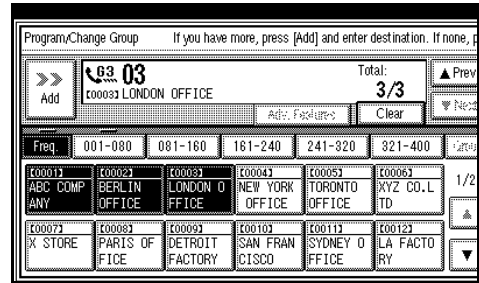
- If the destination is programmed with the number keys, press the **[Clear/Stop]** key or **[Clear]** and enter the fax number of the destination.
- If the destination is programmed with the Quick Dial table, press the **[Clear/Stop]** key or **[Clear]** to cancel programming, and then program with the destination key again. You can cancel programming also by pressing the destination key.
- Press **[Adv. Features]** to edit F code, sub-address or UUI. ⇒ Chapter 4, "Advanced Features" in the Advanced Features manual
- You can select a line type for each destination when the ISDN Unit (option) or Extra G3 Interface Unit (option) is installed. Press **[Select Line]** to select a line type. ⇒ Chapter 4, "Changing the Line Type" in the Advanced Features manual
- To edit another destination, press **[Dest.List]** and proceed from step 4.

Adding destinations

1 Press [Add].



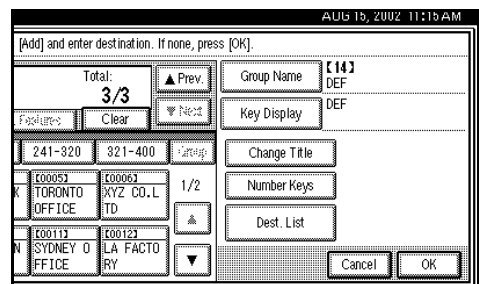
2 Add the destination using the number keys or a destination key.



Note

- To add another destination, press **[Dest.List]** and proceed from step 4.
- You also can cancel programming also by pressing the destination key of the destination to be added.
- Press **[Adv. Features]** to program F code, sub-address or UUI. ⇒ Chapter 4, "Advanced Features" in the Advanced Features manual
- You can select a line type for each destination when the ISDN Unit (option) or Extra G3 Interface Unit (option) is installed. Press **[Select Line]** to select a line type. ⇒ Chapter 4, "Changing the Line Type" in the Advanced Features manual

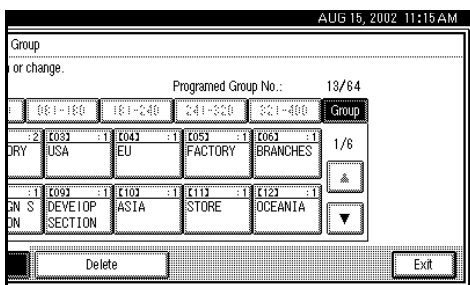
5 Press [OK].



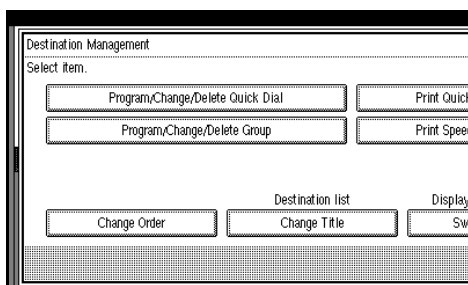
Note

- If you press **[Cancel]**, the group is not changed. The display appears as in step 3.

6 Press [Exit].



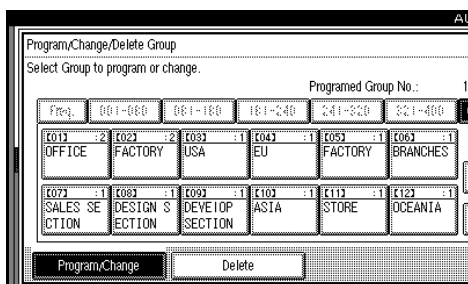
2 Select [Program/Change/Delete Group].



7 Press [Exit].

The machine will return to standby mode.

3 Select the group key which contains the destination you want to delete.



Deleting Groups

Limitation

- When a Group to be deleted is being used for a Memory Transmission on standby, the message "Specified destination is used by transmission standby file. It cannot be changed or deleted. Specify it again after transmission is completed." is shown. You cannot delete destinations for this Group at this time.

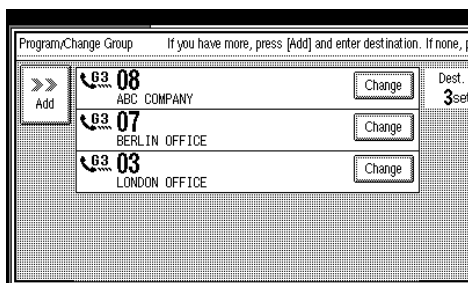
Note

- You can delete the Groups also in "Program/Delete Menu" in "The Facsimile Features".

Note

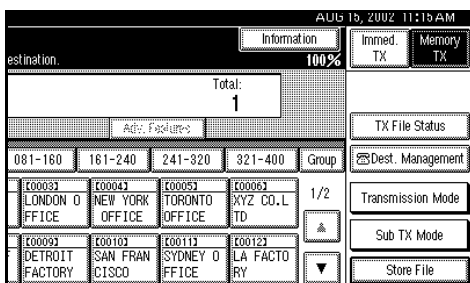
- If the group key you require is not shown, press [▲ Prev.] or [▼ Next].

4 Press [Change] for the destination you want to delete.



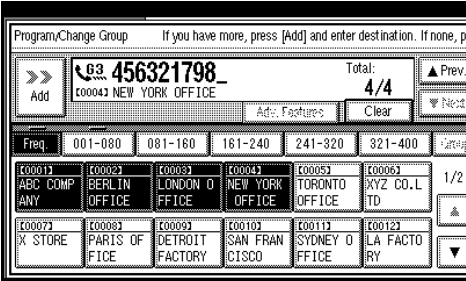
Deleting a destination programmed in a Group

1 Press [Dest. Management].



5 Press the **[Clear/Stop]** key or **[Clear]** to delete the facsimile number.

If you programmed the destination with the number keys, the number will clear one digit at a time. If you programmed it with the Quick Dial table, the number will clear all at once.

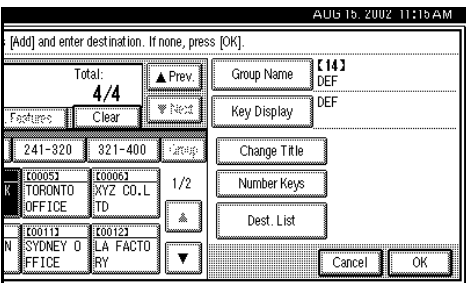


Note

- If the destination is programmed with the Quick Dial table, you also can delete the destination by pressing to highlight the destination key.
- If you want to delete another destination, press **[▲ Prev.]** or **[▼ Next]** to display it.

The programmed Group is shown on the display.

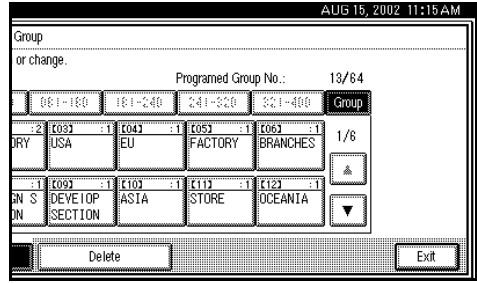
6 Press **[OK]**.



Note

- If you press **[Cancel]**, the destination is not deleted. The display appears as in step **1**.

7 Press **[Exit]**.

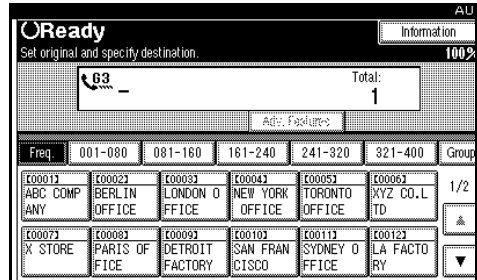


8 Press **[Exit]**.

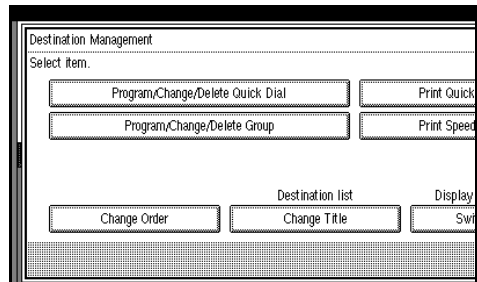
The machine will return to standby mode.

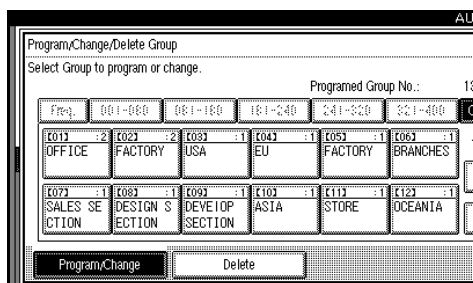
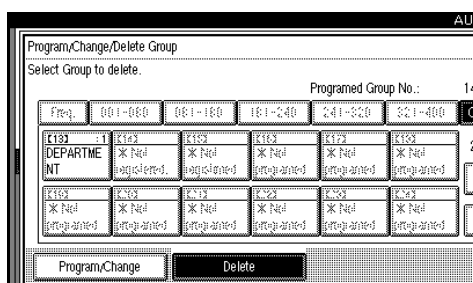
Deleting Groups

1 Press **[Dest. Management]**.

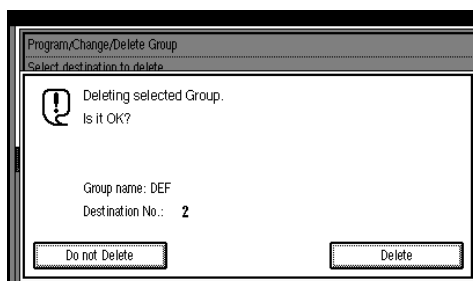


2 Select **[Program/Change/Delete Group]**.



3 Press [Delete].**4** Select the key for the group you want to delete.**Note**

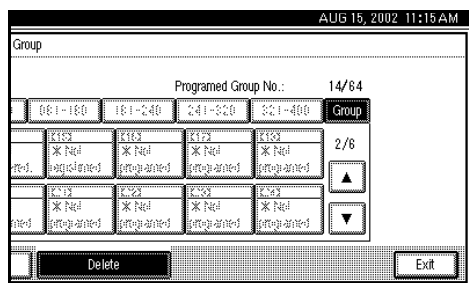
- If a group key has not been programmed, [***Not programmed**] is shown.
- If the group key has been programmed, the group name or Key Display is shown.

5 Press [Delete].

The group is deleted.

Note

- If you press [**Do not Delete**], the display appears as in step **3**.

6 Press [Exit].**7** Press [Exit].

The machine will return to standby mode.

3

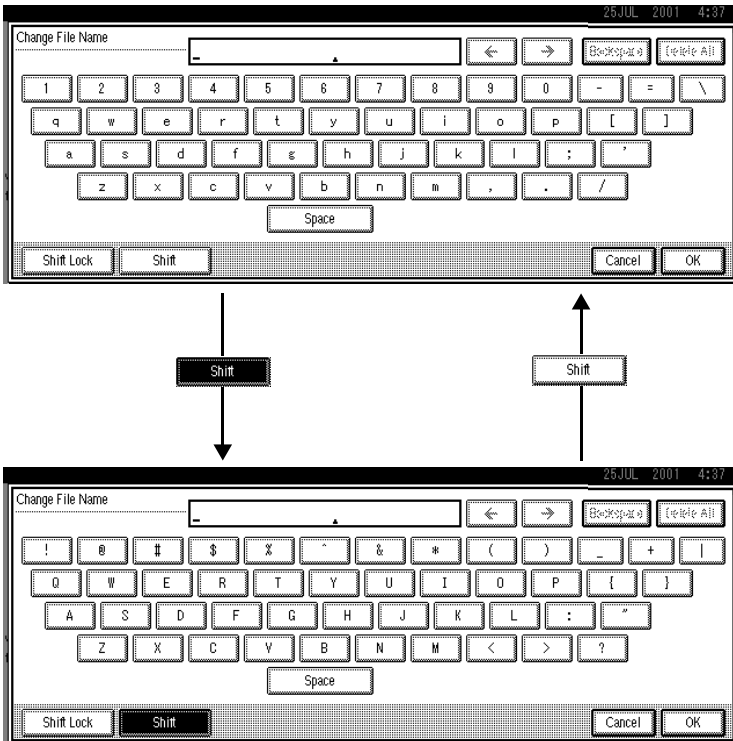
Entering Text

This section describes how to enter characters. When you enter a character, it is shown at the position of the cursor. If there is a character at the cursor position, the entered character is shown before the character.

Available Characters

- Alphabetic characters
ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz
- Symbols
- Numerals
0123456789

Keys



Note

- ❑ When entering uppercase or lowercase continuously, use the **[Shift Lock]** to lock the case.

How to Enter Text

Entering letters

- 1** Press [Shift] to switch between uppercase and lowercase.
 - 2** Press the letter you want to enter.
-

Deleting characters

- 1** Press [Backspace] or [Delete All] to delete characters.

4. Troubleshooting

Adjusting Volume

You can change the volume of the following sounds the machine makes.

❖ On Hook

Sounds when the **[On Hook Dial]** key is pressed.

❖ Transmission

Sounds when the machine sends a message.

❖ Reception

Sounds when the machine receives a message.

❖ Dialing

Sounds after pressing the **[Start]** key until the line connects to the destination.

❖ Printing

Sounds when a received message has been printed. ⇒ Chapter 5, "Print Completion Beep" in the Advanced Features manual

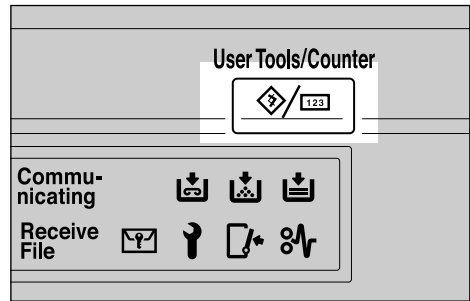
! Limitation

- ❑ Adjusting Volume is not available with G4 on the optional Extra G3 Interface Unit.

✎ Note

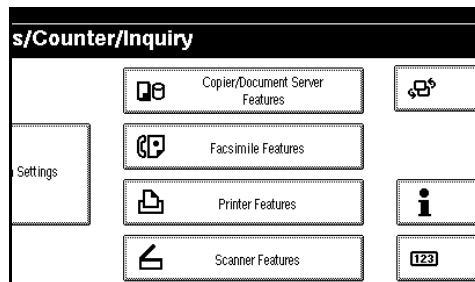
- ❑ You can adjust the On Hook volume when you press the **[On Hook Dial]** key. ⇒ Chapter 4, "On Hook Dial" in the Advanced Features manual

1 Press the **[User Tools/Counter]** key.

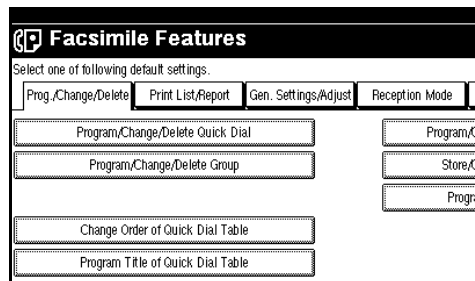


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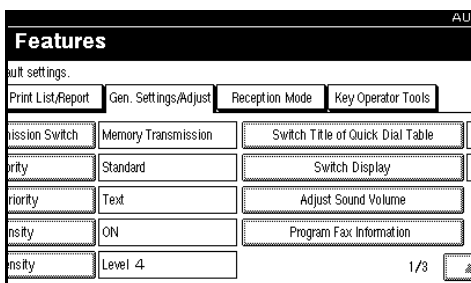
2 Press **[Facsimile Features]**.



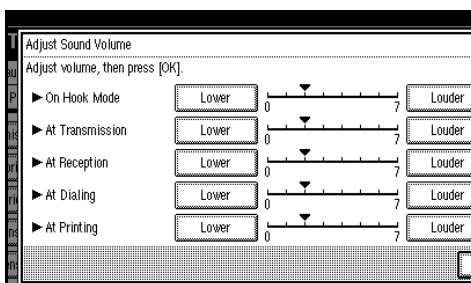
3 Select **[Gen. Settings/Adjust]**.



4 Select **[Adjust Sound Volume]**.



5 Press **[Lower]** or **[Louder]** for each item.



Note

- You can hear the actual volume by pressing **[Check]**.

6 Press **[OK]**.

Note

- If you press **[Cancel]**, the volume setting is canceled. The display appears as in step **3**.

7 Press **[Exit]**.

8 Press the **[User Tools/Counter]** key.

The machine will return to standby mode.

Error Messages and Their Meanings

If there is an error, one of the following messages may appear on the display. It might just flash briefly, so if you are watching for errors, stay by the machine and check the display.

Message	Problem and Solution
Put original back, check it and press [Start].	Original jammed during Memory Transmission. Place originals that have not been scanned again.
Error occurred, and transmission was canceled.	A document jam occurred during Immediate Transmission. Press [OK] and re-send the page which has not been sent.
	An error occurred during Immediate Transmission. Press [OK] and re-send the original. Note <input type="checkbox"/> There may be a problem with the machine or the telephone line (for example noise or cross talk). If the error re-occurs frequently, contact your service representative.
Cannot detect original size. Place original again, then press [Start].	The machine failed to detect the size of the original. Place originals again and press the [Start] key.
Call Service Functional problems with facsimile. Please call service.	There is a problem with the fax function. Record the code number shown in the display and contact your service representative. The copier function will still work normally.
Memory is full. Cannot scan more. Transmitting only scanned pages.	If you press [OK] , the machine returns to the standby mode and starts transmitting pages which has been scanned.


When the [Facsimile] Key is Lit in Red

If this key is lit, press the [Facsimile] key to enter the facsimile mode. Refer to the table below and take the appropriate action.

Problem	Solution
Paper has run out.	Add paper. ⇒ "Loading Paper" in the Copy Reference
The paper output tray is full.	Remove the paper from the tray.
The machine is in RDS (Remote Diagnostic System) mode.	Wait with the Main Power switch on. The machine will enter the standby mode after it exits from the RDS mode.
A facsimile error has occurred.	The facsimile has a problem. Contact a service representative. The copier will still function normally.
Toner is empty.	Replace the toner cartridge. ⇒ "Adding Toner" in the Copy Reference

Solving Problems

This table lists some common problems and their solutions.

Problem	Solution	Refer to
Image background appears dirty when received at the other end.	Adjust the scan density.	⇒ p.38 "Image Density (Contrast)"
Printed or sent image contains spots.	The Document Feeder (ADF) or exposure glass is dirty. Clean them. ⇒ the Copy Reference manual Make sure that ink or correction fluid is dry before placing the original.	---
Received image is too light.	Request the sender to increase the image density.	---
	When using moist, rough or processed paper, the printed image may be partly invisible. Only use recommended paper.	⇒ Appendix, "Acceptable Types of Originals" in the Advanced Features manual
	When  appears on the display, toner is beginning to run out. Replace the toner cartridge soon. ⇒ the Copy Reference manual	---
Message appears blank at the other end.	The original was placed upside down. Place it properly.	⇒ p.18 "Placing Originals"
You want to cancel a Memory Transmission.	If the original is being programmed, press the 【Clear/Stop】 key.	⇒ p.29 "Canceling a Memory Transmission"
	If the original is being sent, use "Change/Stop TX File" in the Information menu.	⇒ Chapter 2, "Checking and Canceling Transmission Files" in the Advanced Features manual
You want to cancel an Immediate Transmission.	Press the 【Clear/Stop】 key.	⇒ p.29 "Canceling a Memory Transmission"
You cannot add any destinations to a Group although the number of destinations has not reached the maximum.	100 destinations have been programmed with the number keys (1000 with the optional Expansion Memory). Program more numbers with Quick Dials.	⇒ p.41 "Dialing"

Problem	Solution	Refer to
Both transmission and receiving are impossible.	Make sure that the modular cord is correctly connected.	---
	If you connect the ISDN line or PBX, check the setting.	---
Transmission is possible, though receiving is impossible.	If you connect the ISDN line or PBX, check the setting.	---
Receiving is possible, though transmission is impossible.	If you connect the ISDN line or PBX, check the setting.	---

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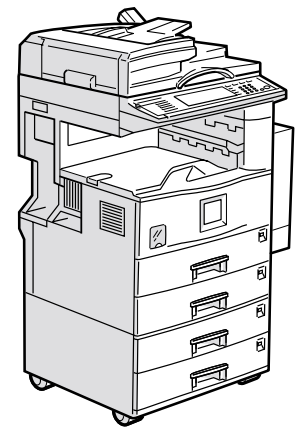
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MEMO

MEMO

Fax Option Type 1027

Operating Instructions
Facsimile Reference (option)
<Advanced Features>



ZFGH130N

Read this manual carefully before you use this product and keep it handy for future reference.
For safety, please follow the instructions in this manual.

Fax Option Type 1027 Operating Instructions

Fax Option Type 1027 Operating Instructions

Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information in the Copy Reference manual before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Notes:

Some illustrations might be slightly different from your machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

Important

Parts of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Available Options

- Fax Function Upgrade Unit (Fax Function Upgrade Type 185)
- ISDN Unit (ISDN Option Type 1027)
- Extra G3 Interface Unit (G3 Interface Unit Type 1027)
- Expansion Memory (32MB: DIMM)

Supplies

- Marker Ink (Marker Type 30 is recommended for the best performance)

How to Read this Manual

Symbols

In this manual, the following symbols are used:

WARNING:

This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in the Safety Information section in the Copy Reference manual.

CAUTION:

This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in the Safety Information section in the Copy Reference manual.

* The statements above are notes for your safety.

Important

If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation

This symbol indicates the prior knowledge or preparations required before operating.

Note

This symbol indicates precautions for operation or actions to take after misoperation.

Limitation

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference

This symbol indicates a reference.

[]

Keys that appear on the machine's display panel.

[]

Keys built into the machine's control panel.

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Manuals for This Machine

Two Facsimile Reference manuals are provided, the Basic Features manual and the Advanced Features manual. Please refer to the manual that suits your needs.

Advanced Features (this manual)

The Advanced Features manual describes more advanced functions and also explains settings for key operators.

Basic Features

The Basic Features manual explains the most frequently used fax functions and operations.

❖ **Chapter 1 Getting Started**

Describes the parts of the machine and control panel.

❖ **Chapter 2 Faxing**

Explains about basic transmission. You can also learn about other types of transmissions and how to switch the Reception Modes.

❖ **Chapter 3 Setup**

Explains how to store, edit and erase names and fax numbers. Quick Dials and Groups are also explained. These functions store numbers and save time when dialing. Also contains information on how to enter letters and symbols.

❖ **Chapter 4 Troubleshooting**

Explains how to adjust the volume of sounds generated by the machine and how to interpret error messages.

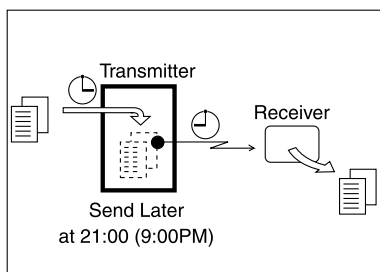
1. Transmission Mode

Overview

This chapter describes various options that you can choose when sending a fax message. The selections you make will only apply to the current fax message.

Sending at a Specific Time (Send Later)

Using this feature, you can instruct the machine to delay transmission of your fax message until a later time which you specify. This allows you to take advantage of off-peak telephone charges without having to be by the machine at the time.



For convenience, you can program the time when your phone charges become cheaper as the Economy Transmission time. ⇒ p.130 "Program Economy Time"

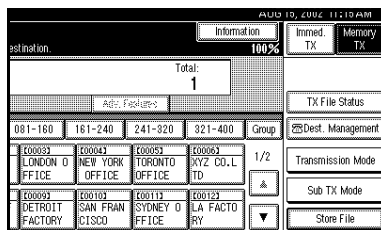
Then if you have a non-urgent fax, just select Send Later with Economy Transmission when you scan it. Faxes will be queued in memory and will be sent during Economy Transmission time.

Note

- You can not specify a time more than 24 hours later.
- This feature is only available with Memory Transmission.
- If the current time shown on the display is not correct, change it. ⇒ "Timer Setting" in the System Reference manual
- If you wish to use Economy Transmission, program the time when your phone charges are cheaper.

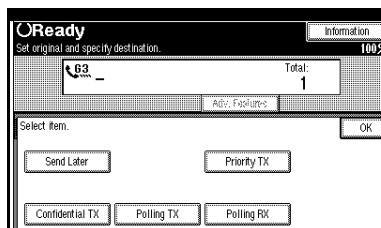
1 Place your original, and then select any scan settings you require.

2 Press [Transmission Mode].

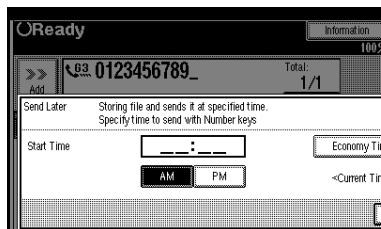


The Transmission Mode menu appears.

3 Select the [Send Later] function number with the number keys.



4 Enter the time with the number keys to change AM/PM, press [AM] or [PM] (North America only) or press [Economy Time].



 **Note**

- If the current time shown on the display is not correct, change it.
⇒ "Timer Setting" in the System Reference manual
- When entering numbers smaller than 10, add a leading zero.
- If you make a mistake, press the **[Clear/Stop]** key or **[Clear]** and try again.
- To cancel your procedure, press **[Cancel]** and the display will return to the Transmission Mode menu.

5 Press **[OK]**.

The Transmission Mode menu is shown on the display. The Send Later key is highlighted, and the specified time is shown above.

6 Press **[OK]**.

The initial display is shown.

 **Note**

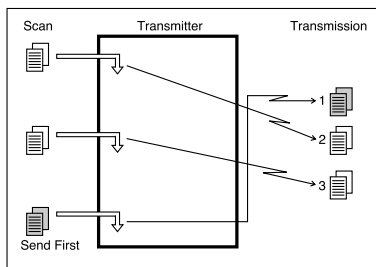
- To check settings, press **[Transmission Mode]**.

7 Dial and press the **[Start]** key. **Note**

- You can cancel a message transmission set up for Send Later. ⇒ p.17 "Canceling a Transmission"

Priority Transmission

Documents you send with Memory Transmission are sent in the order they are scanned. Therefore, if several messages are queued in memory, the next document you send will not be sent immediately. However, by using this feature you can have your message sent before any other queued messages.



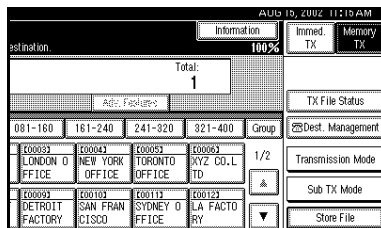
THYS950N

Limitation

- ❑ This feature is not available with Immediate Transmission. If this feature is selected, the machine automatically switches to Memory Transmission.
- ❑ If there is already a message stored with this feature, your message will be sent after that message has been transmitted.

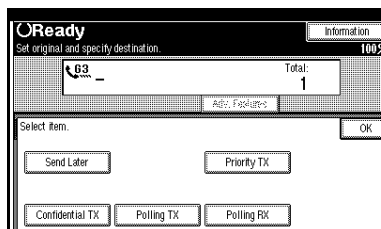
- 1** Place your original, and then select any scan settings you require.

- 2** Press [Transmission Mode].



The Transmission Mode menu appears.

- 3** Select [Priority TX].



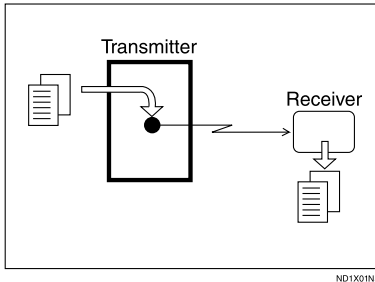
- 4** Press [OK].

The initial display is shown.

- 5** Dial, and then press the [Start] key.

Confidential Transmission

If you want to limit who views your message, use this feature. The message will be stored in memory at the other end and will not be printed until an ID is entered.



Preparation

If you install the optional Expansion Memory, program the Confidential ID. ⇒ p.169 "Programming a Confidential ID"

There are two types of Confidential Transmission:

Default ID

It is not necessary to enter an ID when transmitting. The other party can print the message by entering the Confidential ID programmed in their machine.

ID Override

Should you wish to send a confidential message to a particular person at the other end, you can specify the Confidential ID that person has to enter to see that message. Before you send the message, do not forget to tell the intended receiver the ID that must be entered to print the message.

Limitation

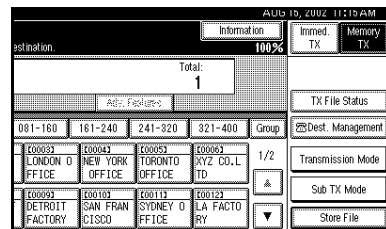
- The destination machine must be of the same make and have the Confidential Reception feature.
- The destination machine must have enough memory available.

Note

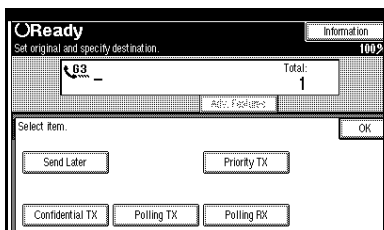
- We recommend that you program the Confidential ID beforehand.⇒ p.169 "Programming a Confidential ID"
- An ID can be any 4 digit number except 0000.
- When the machine is not the same make, you can use Confidential Transmission using "SUB Code".⇒ p.43 "SUB Code"

1 Place your original, and then select any scan settings you require.

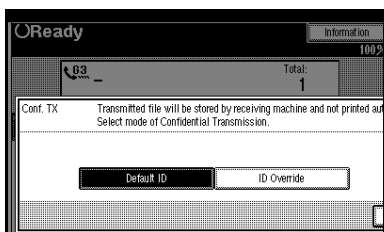
2 Press [Transmission Mode].



The Transmission Mode menu appears.

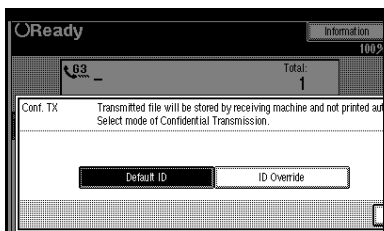
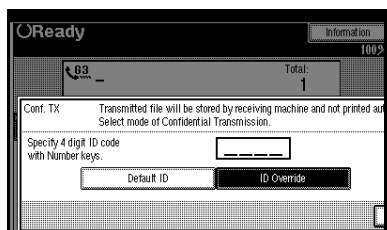
3 Select **[Confidential TX]**.**4** Depending on the Confidential Transmission type, use one of the following procedures:

Default ID

1 Check that **[Default ID]** is selected.**Note**

- If **[Default ID]** is not selected, press **[Default ID]**.
- To cancel the procedure, press **[Cancel]**. The display will return to the Transmission Mode menu.

Override ID

1 Press **[ID Override]**.**2** Enter the confidential ID (4 digit number) with the number keys.**Note**

- To cancel this procedure, press **[Cancel]**. The display will return to the Transmission Mode menu.

3 If you make a mistake, press the **[Clear/Stop]** key or **[Clear]** and try again.**5** Press **[OK]**.

The Transmission Mode menu is shown.

[Confidential TX] is highlighted, and the type of Confidential Transmission is shown.

6 Press **[OK]**.

The initial display is shown.

Note

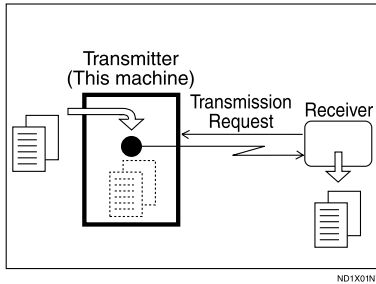
- To check settings, press **[Transmission Mode]**.

7 Dial, and then press the **[Start]** key.**Note**

- For details on deleting a Confidential Transmission, see p.17 "Canceling a Transmission".

Polling Transmission

Use Polling Transmission when you want to leave an document in the machine's memory for others to pick up. The message will be sent when the other party calls you up.



There are three types of Polling Transmission.

❖ Free Polling Transmission

It is not necessary to enter the Polling ID during the procedure. Anybody can poll the message from your machine. The machine sends it regardless of whether Polling ID's match.

❖ Default ID TX

It is not necessary to enter the Polling ID during the procedure. The message will only be sent if the Polling ID of the machine trying to poll your message is the same as the Polling ID stored in your machine. Make sure that both machines' Polling IDs are identical in advance.

❖ ID Override Transmission

You must enter an Override Polling ID unique to this transmission. This ID overrides the stored Polling ID. The user must supply this ID when they poll your machine. If the IDs match, the message is sent. Make sure the other end knows the ID you are using in advance.

● Limitation

- Polling Transmission is allowed only if the receiver's machine has the Polling Reception feature.
- Usually, only machines of the same make that support Polling Reception can perform ID Polling Transmission. However, when the Information Box File function is used, and the other party's fax machine supports Polling Transmission and the "SEP" feature, you can still carry out a polling transmission with an ID. ⇒ p.34 "Personal Boxes"

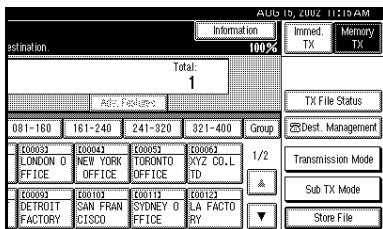
✎ Note

- Before using "Default ID Polling" and "Override ID Polling", you need to program the Polling ID.
- "Free Polling" and "Default ID Transmission" allow only one file to be stored in memory.
- "ID Override Transmission" allows a file to be stored in memory for each ID; a total of up to 400 (800 with optional Fax Function Upgrade Unit) files for varying ID's can be stored.

- ❑ You can set whether a Polling Transmission file is deleted after transmitting in "User Parameters." Set this with the User Parameters. ⇒ p.141 "Changing the User Parameters"(Switch11, Bit7)
- ❑ A polling ID may be any string of four numbers (0 to 9) and characters (A to F) except 0000 and FFFF.
- ❑ The communication fee is charged to the receiver.

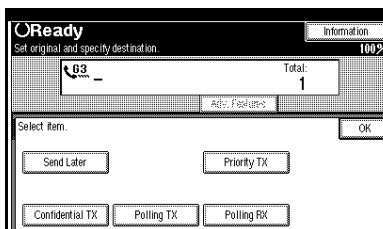
1 Place your original, and then select any scan settings you require.

2 Press [Transmission Mode].



The Transmission Mode menu appears.

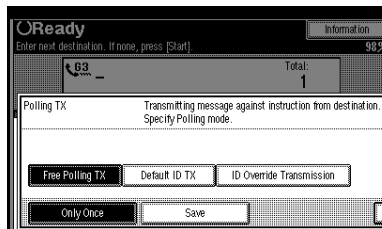
3 Select [Polling TX].



4 Depending on the Polling Transmission mode, use one of the following procedures:

Free Polling TX

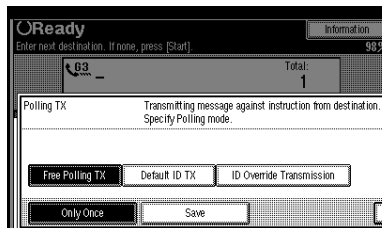
1 Check that [Free Polling TX] is selected.



2 If [Free Polling TX] is not selected, press [Free Polling TX].

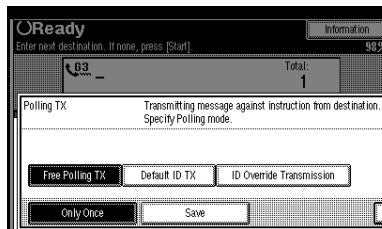
Default ID Polling TX

1 Select [Default ID TX].

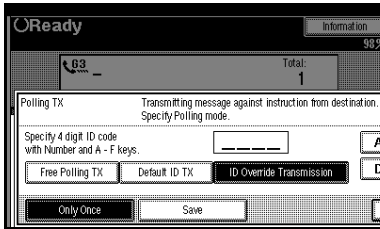


ID Override Transmission

1 Select [ID Override Transmission].



- 2 Specify a 4 digit ID Code with the number keys and the [A], [B], [C], [D], [E] and [F] keys.



Note

- If you make a mistake, press the **[Clear/Stop]** key or **[Clear]** and try again.

- 5 Press **[Only Once]** or **[Save]** to delete or save the file after transmission.

Note

- To delete the message immediately after transmission, select **[Only Once]**.
- To repeatedly send the message, select **[Save]**.
- To cancel this procedure, press **[Cancel]**. The display will return to the Transmission Mode menu.

- 6 Press **[OK]**.

The Transmission Mode menu is shown. The **[Polling TX]** key is highlighted, and the specified mode is shown.

- 7 Press **[OK]**.

The initial display is shown.

- 8 Press the **[Start]** key.

Polling Transmission Clear Report

This report allows you to verify whether Polling Transmission has taken place.

Limitation

- This report is not printed if the User Parameters are set to allow the stored documents to be repeatedly sent (Save). ⇒ p.141 "Changing the User Parameters"(Switch11, Bit7)

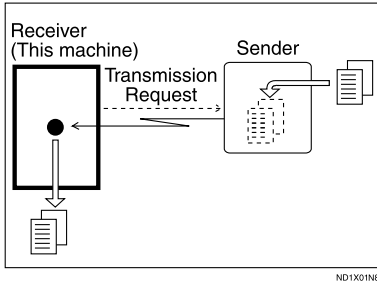
Note

- You can choose whether this report is printed. ⇒ p.141 "Changing the User Parameters"(Switch03, Bit6)
- You can also check the result of Polling Transmission in ⇒ p.25 "Printing the Journal"
- You can choose whether a portion of the sent image is printed on the report. Set this with the User Parameters. ⇒ p.141 "Changing the User Parameters"(Switch04, Bit7)
- You can set whether a Polling Transmission file is deleted after being transmitted in "User Parameters". If you want to save the file to transmit repeatedly, select "Standby (Save)". ⇒ p.141 "Changing the User Parameters"(Switch 11, Bit7)

Polling Reception

1

Use this function if you want to poll a message from another terminal. You can also poll documents from many terminals with only one operation (use Groups and Keystroke Programs to fully exploit this feature).



There are two types of Polling Reception.

❖ **Default ID/Free Polling RX (Reception)**

Use this method for Free Polling or Default ID Polling. If the Polling ID is programmed in your machine, any messages waiting in the transmitting machine with the same ID are received. If the other machine does not have any messages waiting with the same Polling ID, any messages that do not require ID are received (Free Polling).

❖ **ID Override Polling Reception**

You must enter an Override Polling ID unique to this transmission. This ID overrides the stored Polling ID.

Your machine will receive any messages waiting in the transmitting machine with matching ID's. If no ID's match, any messages that do not require ID are received (Free Polling).

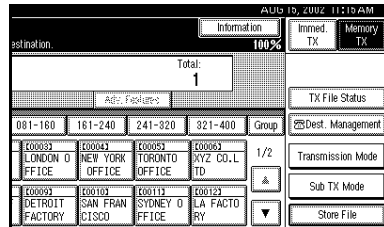
💡 **Limitation**

- ❑ For ID Polling Reception, program a Polling ID in advance. ⇒ p.170 "Programming a Polling ID"
- ❑ Polling Reception requires that the other machine can perform Polling Transmission.
- ❑ Usually, you can only receive documents with a polling ID from machines of the same make that support the polling function. However, if the other party's fax machine supports Polling Transmission and the "SEP" function, and also has stored IDs, you can still perform Polling Reception. ⇒ p.45 "SEP Code"
- ❑ To receive a message sent by any Default ID Polling Transmission or Override ID Polling Transmission, it is necessary to specify the same polling ID as the sender's.
- ❑ To receive a message sent by any Free Polling Transmission, it is not necessary to specify the same polling ID as the sender's.

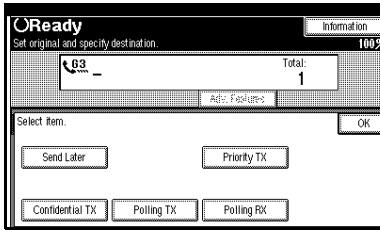
📝 **Note**

- ❑ A Polling ID may be any four numbers (0 to 9) and characters (A to F) except 0000 and FFFF.

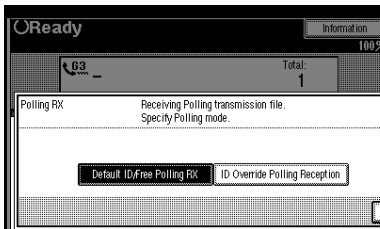
1 Press [Transmission Mode].



The Transmission Mode menu appears.

2 Select [Polling RX].**3** Depending on which method you are using, choose one of the following procedures:

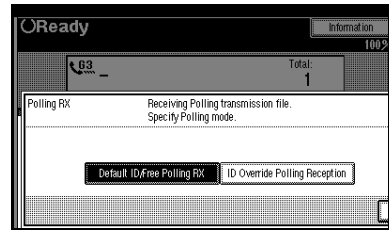
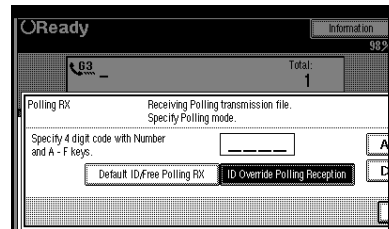
Default ID/Free Polling RX

1 Check that [Default ID/Free Polling RX] is selected.

If [Default ID/Free Polling RX] is not selected, press [Default ID/Free Polling RX].

To cancel this procedure, press [Cancel]. The display will return to the Transmission Mode menu.

ID Override Polling Reception

1 Press [ID Override Polling Reception].**2** Specify a 4 digit ID Code with the number keys and the [A], [B], [C], [D], [E] and [F] keys.**Note**

- If you make a mistake, press the [Clear/Stop] key or [Clear] and try again
- To cancel this procedure, press [Cancel]. The display will return to the Transmission Mode menu.

4 Press [OK].

The Transmission Mode menu is shown. The [Polling RX] key is highlighted, and the specified mode is shown.

5 Press [OK].

The initial display is shown.

6 Dial, and then press the [Start] key.

Polling Reserve Report

This report is printed after Polling Reception has been completed and shows the result of Polling Reception.

Note

- You can choose whether this report is turned on. Set this with the User Parameters. (Switch03, Bit3)

Polling Result Report

This report is printed after Polling Reception has been completed and shows the result of Polling Reception.

Note

- You can also check the result of Polling Reception in "Printing the Journal". => p.25 "Printing the Journal"
- You can choose whether this report is turned on. Set this with the User Parameters. (Switch03, Bit4)

2. Checking and Canceling Transmission Files

After you have pressed the **[Start]** key (after scanning originals), you can check, edit, or cancel the destination or transmission settings. You can also print a stored originals or a list of stored files. This feature is available for the following functions.

- Memory Transmission
- "Confidential Transmission" ⇒ p.7
- "Transfer Request" ⇒ p.47
- "Polling Reception" ⇒ p.12
- "Polling Transmission" ⇒ p.9

⚠ Limitation

- You cannot check or edit a file being sent or received. Also a Confidential Transmission file or stored file to be printed as a report cannot be checked or edited.

📖 Note

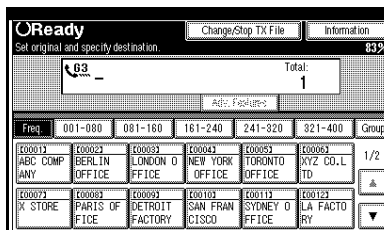
- There is no file being sent, received or stored by Memory Transmission, if **[Change/Stop TX File]** does not appear on the display.

🔍 Reference

⇒ Chapter 2, "Memory Transmission" in the Basic Features manual

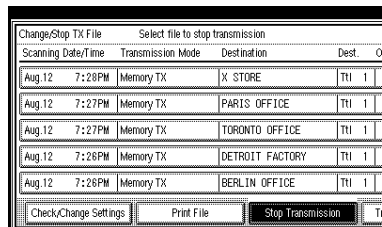
Checking Destinations

1 Press **[Change/Stop TX File]**.

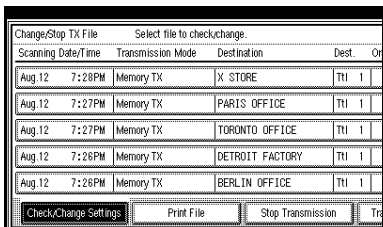


2 Select **[Check/Change Settings]**.

Scanning date/time, transmission mode, destination, total number of destinations, total number of originals, file number, and Status are displayed.



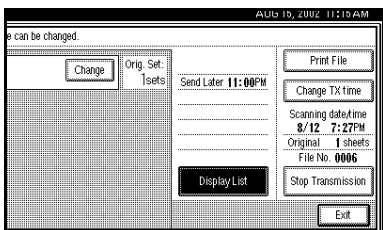
3 Select files to be changed or checked.



Note

- If the desired file is not shown, press [▲ Prev.] or [▼ Next].
- If there are multiple destinations for a file, only the destination selected first is displayed.
- If there are multiple destination for a file, only the number of destinations that have not been sent the file are displayed.

4 Check a file, and then press [Exit].



5 Press [Exit].

The initial display is shown.

Canceling a Transmission

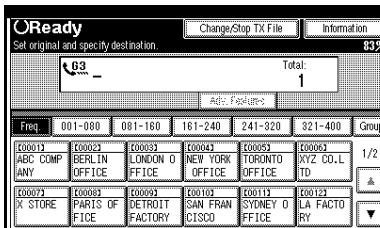
You can cancel a transmission of a file when the file is being sent, stored in memory or fails to transmit. All the scanned data is deleted from memory.

You can cancel a file (reservation) for Memory Transmission. This feature is useful to cancel a transmission when you notice a mistake in destination or with the originals after storing originals in memory. To cancel Memory Transmission, search for the file to be canceled among the files stored in memory, and delete it.

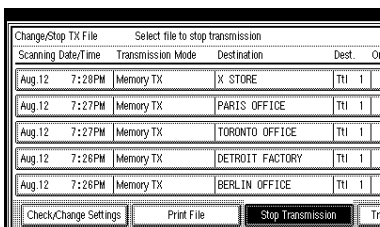
Note

- If you cancel a transmission while the file is being sent, the transmission will be interrupted and canceled immediately. However, some pages of your file may have already been sent and will be received at the other end.
- If transmission finishes while you are carrying out this procedure, transmission cannot be canceled.

1 Press [Change/Stop TX File].



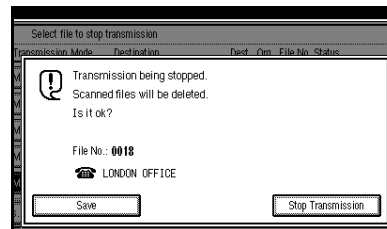
2 Select the file whose transmission you want to cancel.



Note

- If the desired file is not shown, press [**▲** Prev.] or [**▼** Next].
- To display only the files being sent, press [**Files under TX**].
- If there are multiple destinations for a file, only the number of destinations that have not been sent the file are displayed.
- If there are multiple destinations for a file, only one destination can be displayed. To display all destinations, press [**Check/Change Settings**].

3 Press [Stop Transmission].



The file displayed is deleted.

Note

- To not cancel transmission, press [**Save**].
- To cancel another transmission, repeat step 2.

4 Press [Exit].

The initial display is shown.

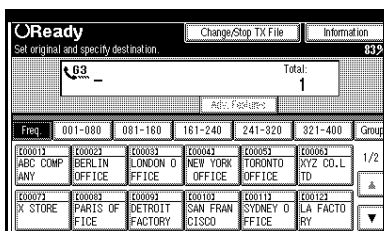
Deleting a Destination

You can delete destinations.

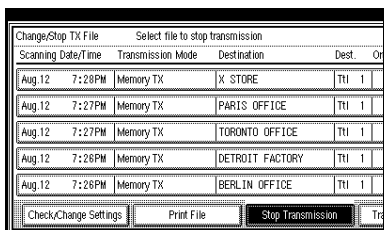
Note

- ❑ If you delete a destination that is the only destination for a transmission, the transmission is canceled.

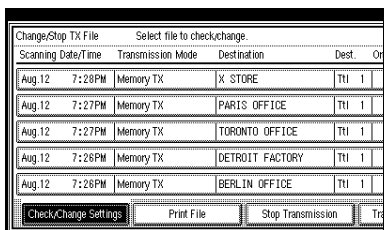
1 Press **[Change/Stop TX File]**.



2 Press **[Check/Change Settings]**.



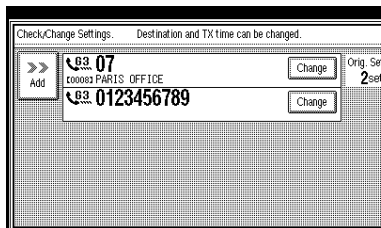
3 Select the file from which you want to delete a destination.



Note

- ❑ If the desired file is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ❑ To display only the files being sent, press **[Files under TX]**.

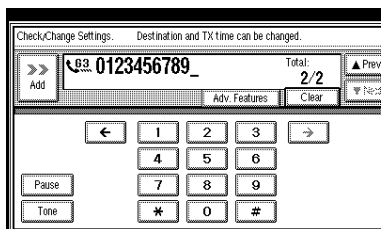
4 Press **[Change]** for the destination you want to delete.



Note

- ❑ If the desired destination is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 Press **[Clear]** to delete the destination.



6 Press **[OK]**.

Note

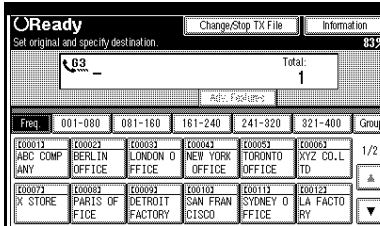
- ❑ To delete another destination, repeat from step **3**.

7 Press **[Exit]**.

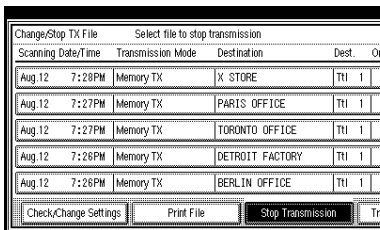
The initial display is shown.

Adding a Destination

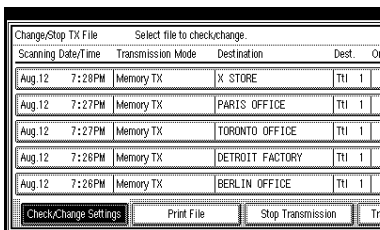
- 1** Press [Change/Stop TX File].



- 2** Press [Check/Change Settings].



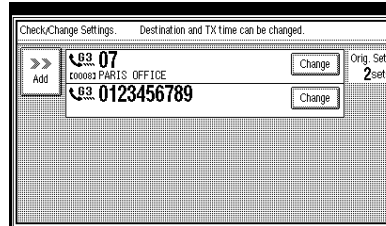
- 3** Select the file to which you want to add a destination.



Note

- If the desired file is not shown, press [▲ Prev.] or [▼ Next].
- To display only the files being sent, press [Files under TX].

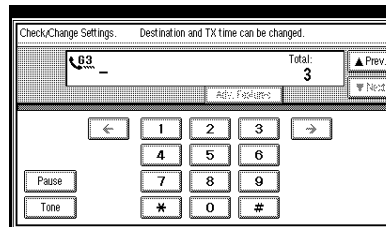
- 4** Press [Add].



Note

- If a destination is not shown, press [▲ Prev.] or [▼ Next].

- 5** Specify the destination using the number keys.



Note

- You can also program SUB Code and Sub-address by pressing [Adv. Features].

- 6** Press [Exit].

Note

- Repeat steps **4** and **5**, if you want to add more destinations.

- 7** Press [Exit].

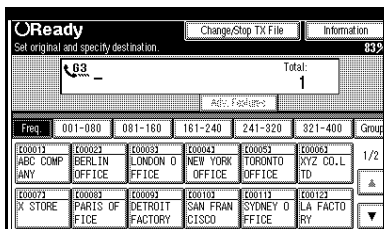
The initial display is shown.

Changing the Transmission Time

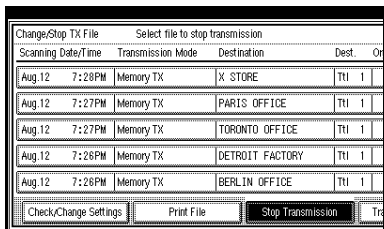
You can specify the transmission time with Send Later. ⇒ p.4 “Sending at a Specific Time (Send Later)”

You can also delete the transmission time. When the transmission time is deleted, the file is transmitted immediately.

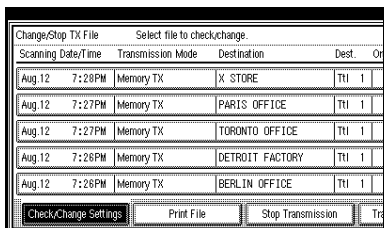
1 Press [Change/Stop TX File].



2 Press [Check/Change Settings].



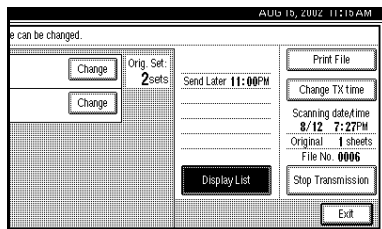
3 Select the file for which you want to change or cancel the transmission time.



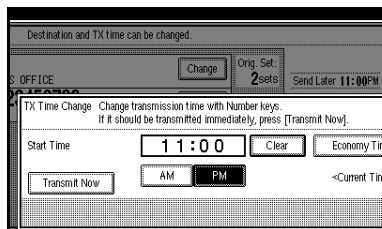
Note

- If a desired file is not shown, press [**▲ Prev.**] or [**▼ Next**].
- To display only the files being sent, press [**Files under TX**].

4 Press [Change TX time].



5 Press [Clear], and then reenter the transmission time using the number keys or select [Economy Time].



Note

- The time already specified is shown.
- If you select [**Economy Time**], the economy time already specified is entered. ⇒ p.125 “General Setting/Adjustment”
- If you press [**Transmit Now**], the file is transmitted immediately. However, if there is a file on standby that file is sent first.

6 Press [OK].

7 Press [Exit].

 **Note**

- Repeat from step **3**, if you want to change another transmission time .

8 Press [Exit].

The initial display is shown.

Printing a File

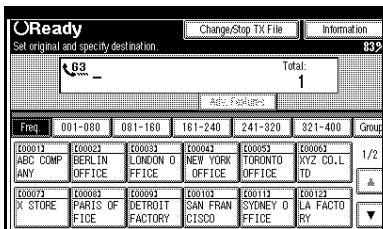
If you wish to check the contents of a file that is stored in memory and has not been sent yet, use this procedure to print it out.

2

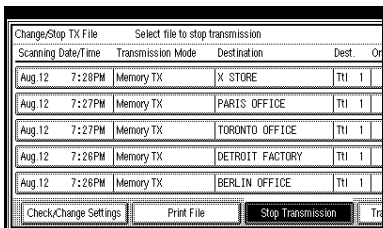
Limitation

- Polling Transmission files are not displayed in the list. Confidential Transmission files are displayed, but cannot be printed.

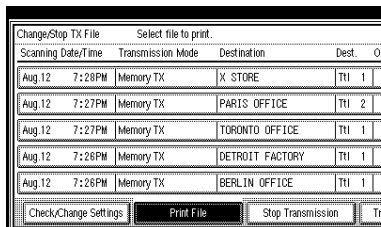
1 Press [Change/Stop TX File].



2 Press [Print File].



3 Select the file you want to print.



Note

- If the desired file is not shown, press [**▲ Prev.**] or [**▼ Next.**].
- If there are multiple destinations for a file, only the number of destinations that have not been sent the file are displayed.
- If you want 2 sided printing (option), press [**Print 2 Sides.**].
- If you do not want to print, press [**Cancel.**]. The display will return to step 3.

4 Press the [Start] key.

Note

- To cancel a file from printing after pressing the [**Start**] key, press [**Stop Printing.**]. The display will return to step 3.

5 Press [Exit].

Note

- Repeat step 3, if you want to print another file.

6 Press [Exit].

The initial display is shown.

Re-sending a File

Memory Transmission files that could not be sent can be stored in memory. You can send these files again.

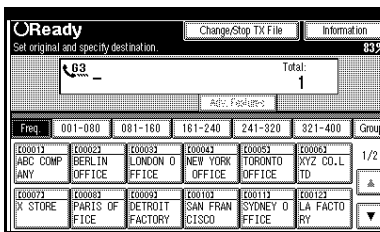
Preparation

You should select "Store for 24 hours" for "Store a message that could not be transmitted in "User Parameters." ⇒ p.141 "Changing the User Parameters"(Switch 24, Bit0)

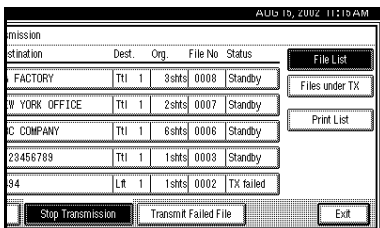
Note

- If you select the failed transmission file, you can resend it. This feature allows you to transmit a fax message again. You can choose whether a message in memory that could not be transmitted is kept for 24 hours or 72 hours. ⇒ p.141 "Changing the User Parameters"(Switch24, Bit1)

1 Press [Change/Stop TX File].

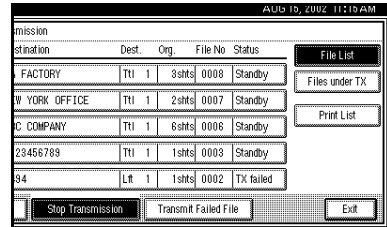


2 Press [Transmit Failed File].



3 Select a file you want to resend.

"TX failed" is displayed for files that could not be sent.



Note

- If a desired file is not shown, press [▲ Prev.] or [▼ Next].
- If there are multiple destination for a file only the destinations selected first is displayed.
- If there are multiple destinations for a file, only the number of destinations that have not been sent the file are displayed.

4 Press [OK].

Note

- To add destinations, press [Add] and specify the destinations.
- To cancel transmissions, press [Cancel]. The display will return to step 3.
- Repeat from step 3 to resend another file.

5 Press [Exit].

The initial display is shown.

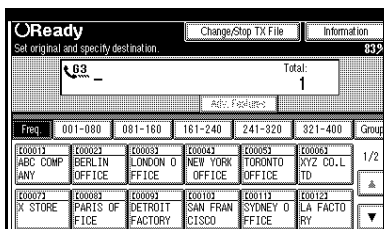
Printing a List of Files in Memory (Print TX File List)

Print this list if you wish to find out which files are stored in memory and what their file numbers are. Knowing the file number can be useful (for example when erasing files).

Note

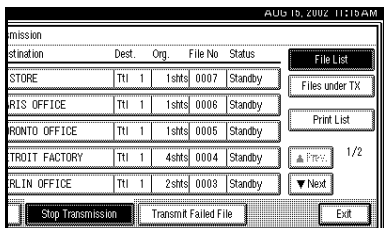
- The contents of a file stored in memory can also be printed. ⇒ p.22 “Printing a File”

1 Press [Change/Stop TX File].



2 Press [Print List].

Scanning date/time, transmission mode, destination, total number of destinations, total of originals, file number. And Status are displayed.



Note

- If you do not want to print, press [Cancel]. The display will return to step 2.

3 Press the [Start] key.

Note

- To cancel printing, press [Stop Printing]. The display will return to step 2.

4 Press [Exit].

The initial display is shown.

3. Communication Information

Printing the Journal

The Journal can be printed manually. You can check the result of the last 50 communications (receptions+transmissions). It is printed automatically after every 50 communications (receptions+transmissions).

If the machine is installed with the optional ISDN Unit or the optional Extra G3 Interface Unit, you can print the Journal of each line type.

You can also print a copy of the Journal at any time by following the procedure below.

Important

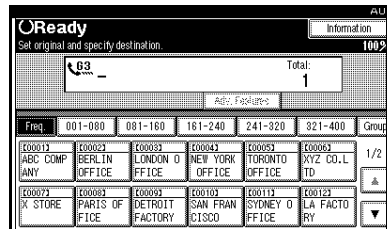
The contents of a Journal printed automatically are deleted after printing. If you administer the history of transmissions and receptions, we recommend that you keep the Journal. You can check a total of 200 communications (receptions+transmissions) on the display.

- ❖ **All**
Prints the results of communications in the order mode.
- ❖ **Print per File No.**
Prints only the results of communications specified by file number.
- ❖ **Print per User Code**
Prints only the results of communications for a specified User code.
⇒Chapter 1, "Reading the Display Panel and Using Keys" in the Basic Features manual

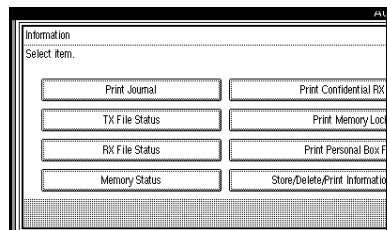
Note

- ❑ The sender's name column of the Journal is useful when you need to program a special sender.
- ❑ You can set whether the Journal is automatically printed after every 50 communications in "User Parameters". ⇒ p.141 "Changing the User Parameters"(Switch03, Bit7)
- ❑ You can set whether you print the Journal by line type. ⇒ p.141 "Changing the User Parameters"(Switch19, Bit1)

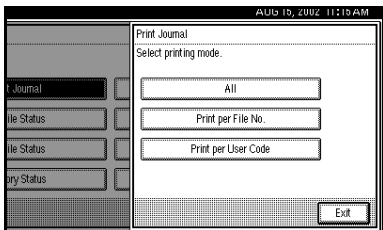
1 Press [Information].



2 Select [Print Journal].



3 Select a printing mode.

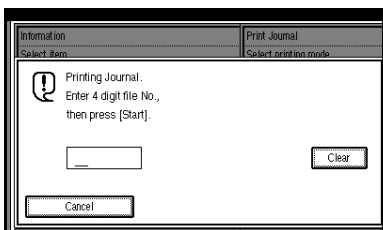


Selecting [All]

- 1 Press [All].

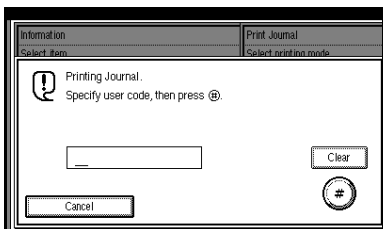
Selecting [Print per File No.]

- 1 Press [Print per File No.].
- 2 Enter a four digit file number.



Selecting [Print per User Code]

- 1 Press [Print per User Code].
- 2 Specify an eight digit User Code with the number keys.



- 3 Press [#].
- 4 Check the User Code shown on the display.

4 Press the [Start] key.

The Journal is printed.

Note

- To cancel printing, press [Cancel]. The display will return to step 2.

5 Press [Exit].

6 Press [Exit].

The initial display is shown.

Checking the Transmission Result (TX File Status)

You can browse a part of the Transmission Result report on the display.

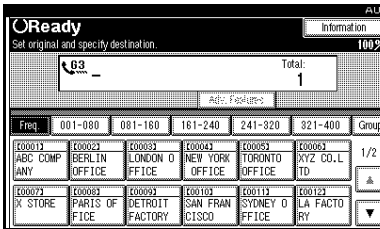
Limitation

- If a transmission is completed while you are using this function, the result will not be shown until you exit TX File Status and start it again.

Note

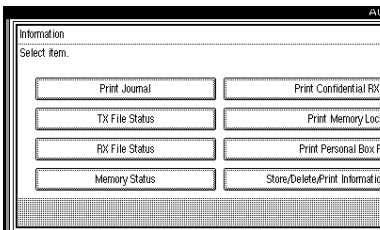
- Only the transmission result of the last 200 communications (receptions+transmissions) are shown.

1 Press [Information].



The Information menu is shown.

2 Select [TX File Status].

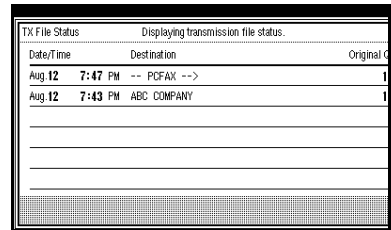


Transmission results are displayed from the latest result in groups of six.

Transmission date/time, transmission mode, destination, total numbers of originals, file number and Status are displayed.

3 Check the transmission results, and then press [Exit].

3



Note

- If a desired transmission result is not shown, press [**▲** Prev.] or [**▼** Next].
- "Destination" shows the fax number of a sender or Fax Header information. For a transmission from a computer, "-- PCFAX -->" is shown.

4 Press [Exit].

The initial display is shown.

Checking the Reception Result (RX File Status)

You can browse a part of the Reception Result report on the display.

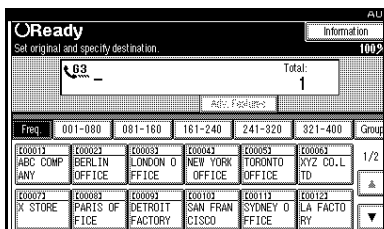
Limitation

- If a message is received while you are using this function, the result will not be shown until you exit RX File Status and start it again.

Note

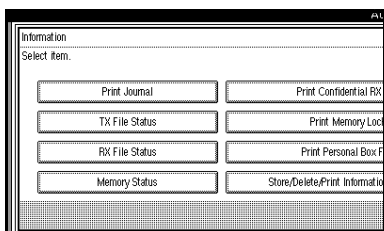
- Only the reception result of the last 200 communications (receptions+transmissions) are shown.

1 Press [Information].



The Information menu is shown.

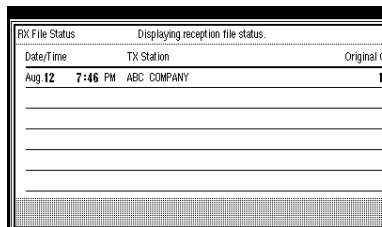
2 Select [RX File Status].



Reception results are displayed from the latest result in groups of six.

Scanning date/time, transmission mode, destination, total number of destinations, total number of originals, file number and Status are displayed.

3 Check the reception results, and then press [Exit].



Note

- If a desired reception result is not shown, press [**▲ Prev.**] or [**▼ Next**].
- TX station shows the fax number of a sender or Fax Header information.

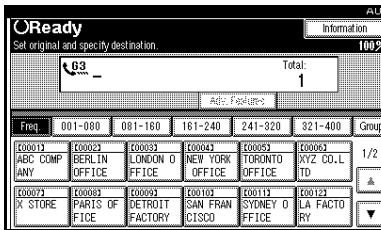
4 Press [Exit].

The initial display is shown.

Displaying the Memory Status

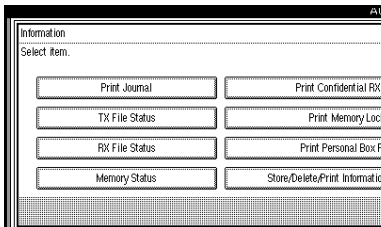
Use this function to display a summary of current memory usage. Items shown are the percentage of free memory space, the number of received confidential messages, the number of files to be sent, the number of memory lock files and the number of received messages to be printed.

1 Press [Information].

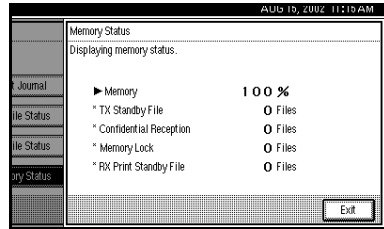


The Information menu is shown.

2 Select the [Memory Status] function number with the number keys.



3 Check the memory status, and then press [Exit].



Note

"Others" is displayed in the following cases.

- When storing an Auto Document ⇒ p.118 "Storing and Changing an Auto Document"
- When storing a Transfer Request file ⇒ p.47 "Transfer Request"
- When storing messages in Information Boxes ⇒ p.36 "Storing Messages in Information Boxes"
- When messages are received in Personal Boxes ⇒ p.35 "Printing Personal Box Messages"

4 Press [Exit].

The initial display is shown.

Printing a Confidential Message

When your machine has received a confidential message, the **Confidential File** (🔒) indicator lights. This feature is designed to prevent unauthorized users from reading your messages. If someone sends you a message using Confidential Transmission, it is stored in memory and not automatically printed. To print the message, you have to enter the Confidential ID code.

3

Preparation

Program your Confidential ID in advance. ⇒ p.169 “Programming a Confidential ID”

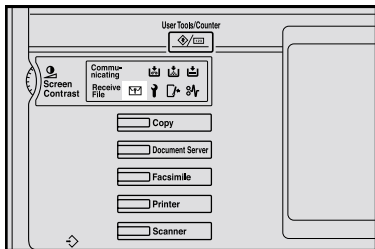
Important

❑ If the **Main Power** switch is off more than an hour, all Confidential Files are deleted. In that case, use the Power Failure Report to identify which messages have been deleted. ⇒ p.184 “When Power is Turned Off or Fails”

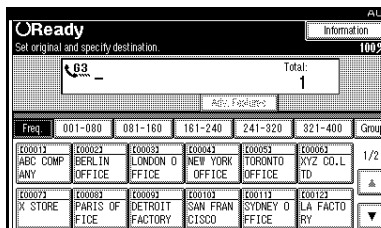
Limitation

❑ You must program the Confidential ID for Confidential Reception to work.

1 Confirm that the Confidential File indicator is lit.

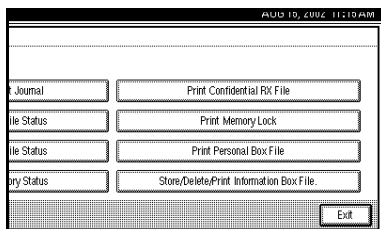


2 Press [Information].



The Information menu is shown.

3 Select [Print Confidential RX File].

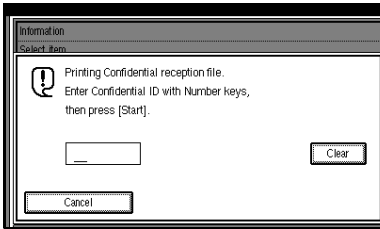


4 Enter a four digit Confidential ID with the number keys.

The Confidential ID to be entered is different depending on the transmission method at the other end.

- You must enter the Confidential ID programmed in this machine when the received file has no in Confidential ID (Default ID).

- You must enter the Confidential ID programmed by the sender (ID Override) when the received file has a Confidential ID. Confirm the sender's confidential ID in advance.



The confidential ID is not shown on the display.

Note

- If no Confidential Files have been received, the message "No reception file." is shown. Press **[Exit]**.
- If the Confidential IDs or Personal Confidential IDs do not match, the message "No reception file under specified Confidential ID." is displayed. Press **[Exit]** to cancel the operation, and then check the Confidential ID or Personal Confidential ID with the other party and try again.

5 Press the **[Start]** key.

The received messages are printed. When printing has finished, the Information menu is shown.

6 Press **[Exit]**.

The initial display is shown.

If Confidential Files cannot be printed even when the Confidential File indicator lights

The Confidential File indicator also lights when messages are received in Personal Boxes. Check the Personal Boxes.

Note

- If the machine received a message with a SUB Code, print the message from the Personal Box. ⇒ p.35 "Printing Personal Box Messages"

Confidential File Report

You can set whether this report is printed automatically when the machine receives a Confidential File in "User Parameters". ⇒ p.141 "Changing the User Parameters"(Switch04, Bit0)

Printing a File Received with Memory Lock

When your machine has received a message with Memory Lock, the **Confidential File** (🔒) indicator blinks. Memory Lock is a security feature designed to prevent unauthorized users from reading your messages. If Memory Lock is switched on, all received messages are stored in memory and are not automatically printed. To print the messages, you have to enter the Memory Lock ID code.

3

Preparation

Program your Memory Lock ID in advance. ⇒ p.171 “Programming a Memory Lock ID”

Important

- ❑ If the **Main Power** switch is turned off for more than an hour, all messages protected by Memory Lock will be deleted. In that case, the Power Failure Report will be printed so you can confirm which messages have been deleted. ⇒ p.184 “When Power is Turned Off or Fails”

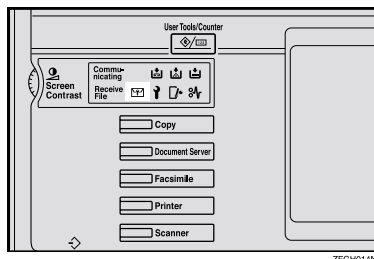
Limitation

- ❑ Messages received by Polling Reception are automatically printed even if this feature is switched on.

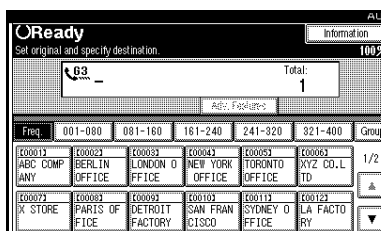
Note

- ❑ You can also apply Memory Lock to messages that come only from certain senders. ⇒ p.146 “Special Senders to Treat Differently”

1 Confirm that the Confidential File indicator is lit.

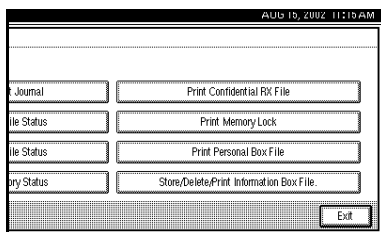


2 Press [Information].

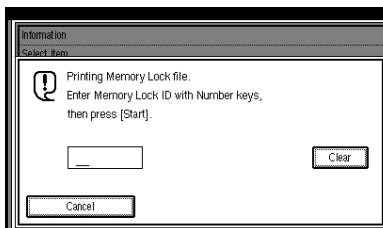


The Information menu is shown.

3 Select [Print Memory Lock].



4 Enter a four digit confidential ID with the number keys.



The confidential ID is not shown on the display.

Note

- If no messages were received while Memory Lock was switched on, the message "No reception file." is shown. Press **[Exit]**.
- If the Memory Lock ID does not match, the message "Specified code does not correspond to programmed Memory Lock ID." is shown. Press **[Exit]** and retry after checking the Memory Lock ID.

5 Press the **[Start]** key.

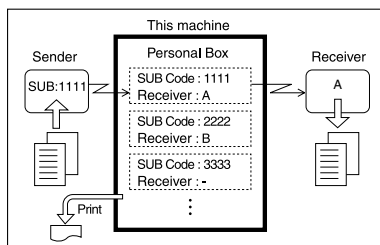
The received messages are printed. When the printing is completed, the Information menu is shown.

6 Press **[Exit]**.

The initial display is shown.

Personal Boxes

This feature lets you set up the machine so that incoming messages addressed to certain users are stored in memory instead of being printed out immediately. Each user must be assigned a SUB Code (Personal Code) that has been designated as a Personal Box beforehand. When the other party sends their message, they specify the SUB Code of the user to which they are sending the message. When the message is received, it is stored in the Personal Box with the matching SUB Code. In order to print a message received into a Personal Box, you must enter the SUB Code assigned to that Personal Box. This enables several individuals or departments to share a single fax machine yet be able to differentiate between messages. Furthermore, if you specify a receiver for the Personal Box, instead of being stored in memory, incoming messages with this SUB Code appended are forwarded directly to the destination you specify.



GFSINBON

Personal Boxes

Note

- To be able to receive messages into a Personal Box you must inform the sender of the SUB Code registered for that Personal Box and ask them to send the message using SUB Code Transmission with that SUB Code. ⇒ p.43 "SUB Code"
- When messages have been received into Personal Boxes, the **Confidential File** (🔒) indicator lights and the Confidential File Report is printed.
- If a Personal Box is assigned a receiver, incoming messages are transferred to that receiver with a forwarding mark stamped on them. If a receiver is not assigned, ⇒ p.35 "Printing Personal Box Messages" for how to print these messages. Transferred messages are deleted.

Printing Personal Box Messages

Follow these steps to print a message that has been received into a Personal Box.

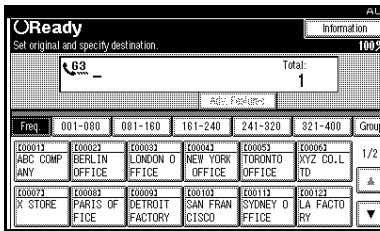
Preparation

Set the Personal Box in advance.⇒ p.155 “Box Settings”

Note

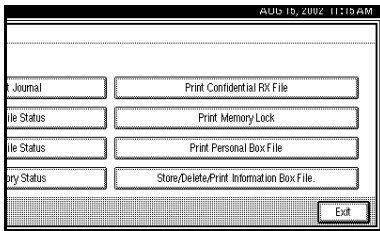
- If you print a Personal Box message, it is deleted.

1 Press [Information].

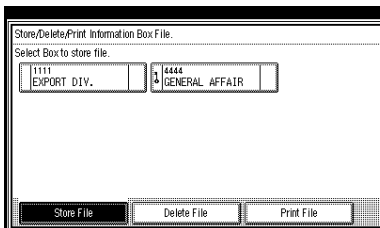


The Information menu is shown.

2 Select [Print Personal Box File].



3 Select the box with the message you want to print.



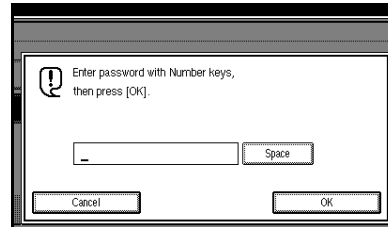
Note

- If a desired box is not shown, press [▲ Prev.] or [▼ Next].

When a password is required

If a password is set for the selected Personal Box, the following display is shown. A password can be set in "Key Operator Setting"⇒ p.156 “Programming/Editing Personal Boxes”

1 Enter a password.



Note

- 2** If you make a mistake, press the [Clear/Stop] key or [Clear] and try again.

- When you press [Cancel], the display returns to step **3**.

Press [OK].

4 Press the [Start] key.

The received messages are printed.

Note

- To stop printing, press [Stop Printing]. The display will return to step **3**.

5 Press [Exit].

Note

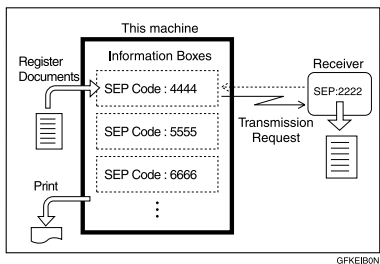
- Repeat from step **3** to print another file.

6 Press [Exit].

The initial display is shown.

Information Boxes

Use the Information Box feature to set up the machine as a fax information service or document server. By scanning documents into Information Boxes, other parties can receive these messages whenever they request them.



GPKEIBOX

Information Boxes

Note

- Program documents for this feature using "Storing Messages in Information Boxes" ⇒ p.36
- For other parties to be able to retrieve a message programmed in an Information Box, you need to inform them of the SEP Code assigned to that Information Box.
- When a SEP Code Polling Reception request is made by another party, the SEP Code they specify is compared with the SEP Boxes programmed for Information Boxes. If a code matches, the message stored in that Information Box is sent to the other party automatically. ⇒ p.45 "SEP Code"
- To check on the contents of Information Boxes, use "Printing Information Box Messages" ⇒ p.38.
- You can set a password for Information Boxes in advance.
- A password can be set in "Key Operator Setting." ⇒ p.159 "Programming/Editing Information Boxes"

Storing Messages in Information Boxes

Follow these steps to store a message in an Information Box.

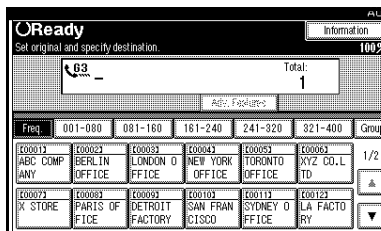
Preparation

Set the Information Box in advance. ⇒ p.159 "Programming/Editing Information Boxes"

Note

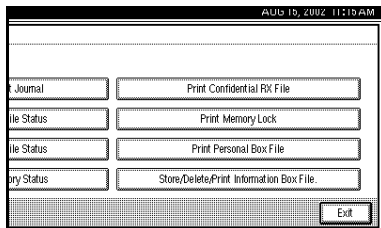
- One Information Box stores one file.
- The stored file is not deleted automatically. If you want to delete a stored file. ⇒ p.39 "Deleting Information Box Messages"
- If you want to change the stored file, delete the file in advance.

1 Press [Information].

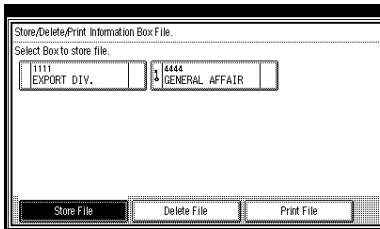


The information menu is shown.

2 Select [Store/Delete/Print Information Box File].



- 3** Select the box in which you want to store the file.

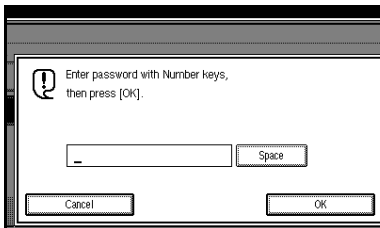


Note

- If a desired box is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- If there is a file already stored, a mark which means "file" is displayed at the end of the box.
- When you select a box in which a file is already stored, a message is displayed. If you want to change a file, press **[Yes]**. Then a file previously stored is deleted.

When a password is required

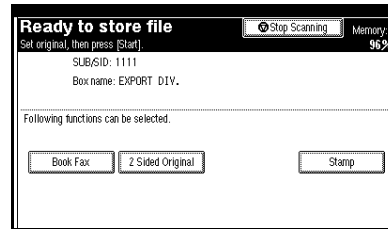
- 1** Enter a password.



Note

- If you make a mistake, press the **[Clear/Stop]** key or **[Clear]** and try again.
 - When you press **[Cancel]**, the display returns to step **3**.
- 2** Press **[OK]**.

- 4** Place the original, and then select any scan settings you require.



Note

- You can also select the following settings.
 - Book Fax
 - 2 Sided Original (option)
 - Stamp
- 5** Press the **[Start]** key.

The machine starts to scan the original.

To stop scanning, press **[Stop Scanning]**. The display will return to step **3**.

Note

- After you place an original on the exposure glass, place the next original within 60 seconds. After all originals are scanned, press **[#]**.
- 6** Press **[Exit]**.

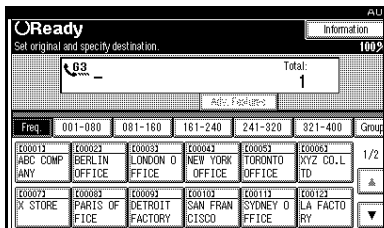
Note

- Repeat from step **3** to store another file in a box.
- 7** Press **[Exit]**.
- The initial display is shown.

Printing Information Box Messages

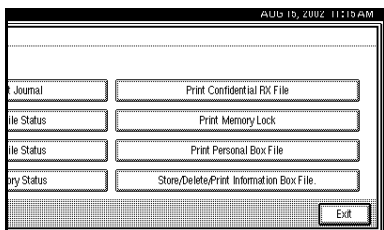
Follow these steps to print the message stored in an Information Box.

- 1 Press [Information].

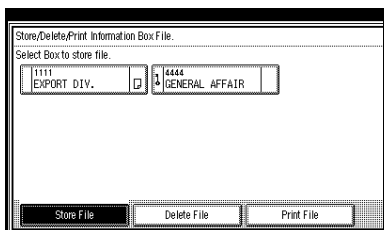


The information menu is shown.

- 2 Select [Store/Delete/Print Information Box File].

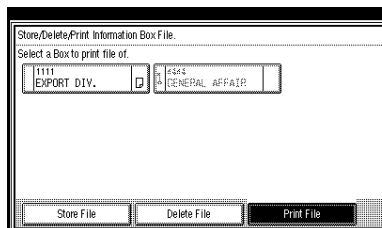


- 3 Press [Print File].



- 4 Select the box with the message you want to print.

The SEP Code and box name are displayed.

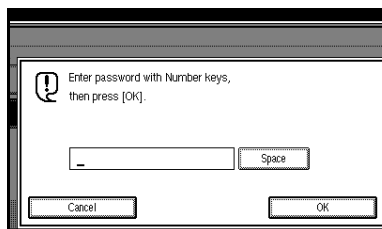


Note

- If a desired box is not shown, press [▲ Prev.] or [▼ Next].
- You cannot select any box when there is no box that contains a stored file.

When the password is required

- 1 Enter a password.



Note

- If you make a mistake, press the [Clear/Stop] key or [Clear] and try again.
- When you press [Cancel], the display returns to step 4.

- 2 Press [OK].

5 Press the **[Start]** key.

The machine starts to print.

Note

- If you want 2 sided printing (option), press **[Print 2 Sides]** before pressing the **[Start]** key .
- To cancel printing before pressing the **[Start]** key, press **[Cancel]**. The display will return to step **4**.
- To stop printing after pressing the **[Start]** key, press **[Stop Printing]**. The display will return to step **4**.

6 Press **[Exit]**.

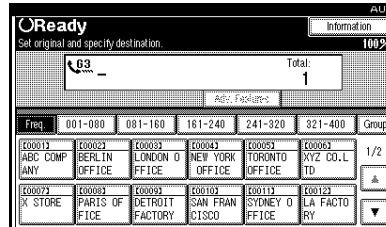
Repeat from step **4** to print a file stored in another box.

7 Press **[Exit]**.

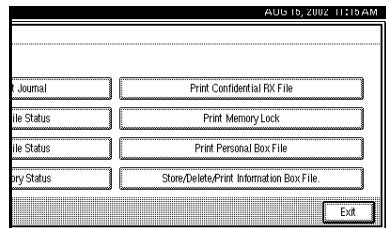
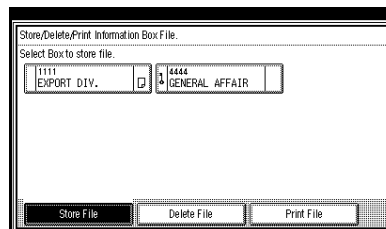
The initial display is shown.

Deleting Information Box Messages

Follow these steps to delete the file stored in an Information Box.

1 Press **[Information]**.

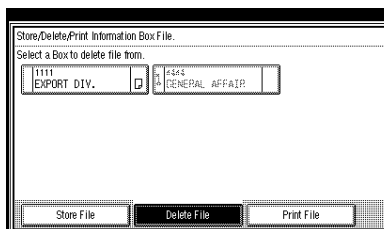
The information menu is shown.

2 Select **[Store/Delete/Print Information Box File]**.**3** Press **[Delete File]**.

3

- 4** Select the box that contains the stored file you want to delete.

The SEP Code and box name are displayed.

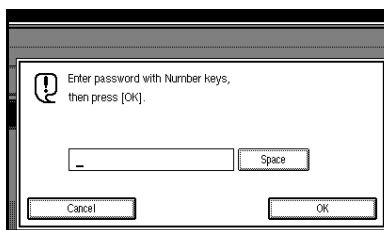


Note

- If a desired box is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- You cannot select any box when there is no box that contains a stored file.

When the password is required

- 1** Enter a password.



Note

- If you make a mistake, press the **[Clear/Stop]** key or **[Clear]** and try again.
 - When you press **[Cancel]**, the display returns to step **4**.
- 2** Press **[OK]**.

- 5** Press **[Yes]**.

The file is deleted.

Note

- To cancel deleting, press **[No]**. The display will return to step **4**.

- 6** Press **[Exit]**.

Repeat from step **4** to delete a file stored in another box.

- 7** Press **[Exit]**.

The initial display is shown.

4. Transmission Features


Handy Dialing Functions

Chain Dial

This allows you to compose a telephone number from various parts, some of which may be stored in Quick Dials and some of which may be entered using the number keys.

Note

- Maximum length of a telephone or fax number: 254 digits
- For Memory Transmission and Immediate Transmission, insert a pause between parts of a number. For On Hook Dial and Manual Dial, no pause is needed.

 (Example) 01133-1-555333

Assume that 01133 is stored in Quick Dial 01.

- ① Place the original, and then select any scan settings you require.
- ② Press the Quick Dial key **【0001】**.
- ③ Press the **【Pause/Redial】** key.
- ④ Enter **【1】**, **【5】**, **【5】**, **【5】**, **【3】**, **【3】**, **【3】** with the number keys.
- ⑤ Press the **【Start】** key.

Redial

The machine memorizes the last 10 destinations that have been dialed. If you wish to send a message to a destination which you faxed recently, the Redial feature saves you time by finding and entering the number again.

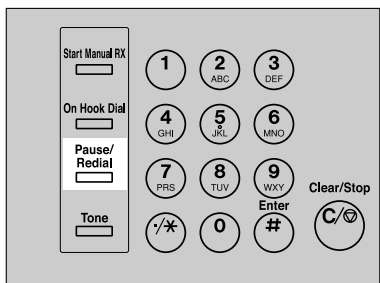
Limitation

- The following kinds of destinations are not memorized:
 - Quick Dials
 - Group Dials
 - Destinations dialed by a Program
 - Destinations dialed as End Receivers for Transfer Request
 - Forwarding terminal of the substitute reception
 - Destinations dialed using the external telephone (option)
 - Destinations dialed by Redial (regarded as already stored in memory)
 - Any destinations after the first number if multiple destinations were dialed
- Do not dial any numbers before you press the **【Pause/Redial】** key. If you press the **【Pause/Redial】** key after entering numbers using the number keys, a pause will be entered instead.

Note

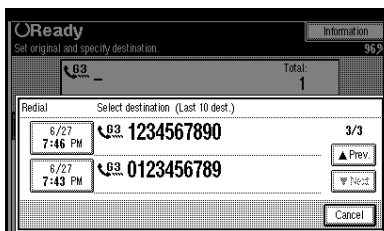
- If you dial a destination already memorized and the telephone route is changed, the same number may automatically be memorized again.

1 Press the **[Pause/Redial]** key.



ZEW5013N

2 Select a destination you want to redial.



Note

- ❑ Select a destination by pressing a date/time key. This Key Displays the date/time when the original was scanned.
- ❑ If the receiver uses a fax machine of the same manufacturer that is capable of programming the Own Name, that name may be shown on the display instead of the fax number.

Advanced Features

SUB Code

You can use Confidential Transmission to send messages to fax machines of other makes that support the SUB Code communication feature. ⇒ p.7 “Confidential Transmission” You can also use Transfer Request Transmission to send messages to fax machines of other makes that support the Transfer Station feature. When using SUB code, your machine can only safely communicate with other machines that support SUB Code.

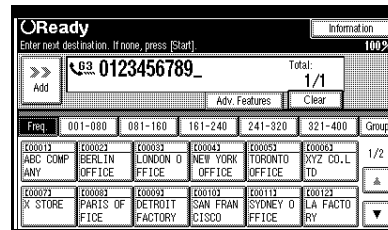
Limitation

- You can only use this feature with a G3 or I-G3 line (not with G4).
- You cannot use Chain Dial with this feature. ⇒ p.41 “Chain Dial”
- You cannot select the SUB Code function when carrying out standard Confidential Transmission.

Note

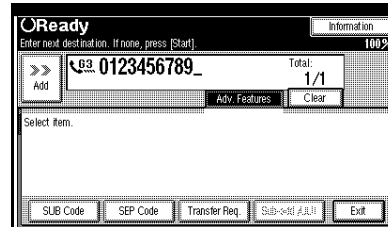
- The ID can be up to 20 digits long and consist of numbers, spaces, * and #.
- Make sure the number of digits in the ID matches the specification of the machine to which you are sending.
- You can store not only destination names and fax numbers but also SUB Codes in Quick Dials, Groups and Programs. Digits, spaces, * and # can be stored. ⇒ Chapter 3, “Quick Dials” in the Basic Features manual, Chapter 3, “Groups” in the Basic Features manual, ⇒ p.97 “Registering Keystroke Programs”
- Messages you send using this feature are marked “SUB” on all reports. ⇒ p.124 “Reports/Lists”

- 1** Place your original, and then select any scan settings you require.
- 2** Dial the fax number using the number keys.
- 3** Press [Adv. Features].

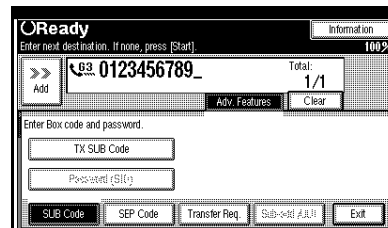


The advanced feature menu is shown.

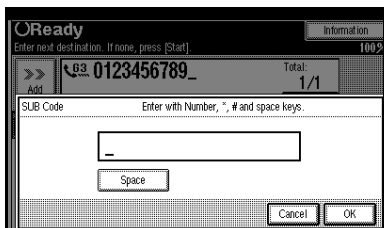
- 4** Select [SUB Code].



- 5** Press [TX SUB Code].



- 6** Enter a SUB Code with the number keys.



You can store not only destination names and fax numbers but also SUB Codes in Quick Dials, Groups and Programs. Digits, spaces, * and # can be stored. ⇒ Chapter 3, "Quick Dials" in the Basic Features manual, Chapter 3, "Groups" in the Basic Features manual, ⇒ p.97 "Registering Keystroke Programs"

- 7** Press **[OK]**.

SUB Code appears one line under the fax number on the display.

- 8** Press **[Exit]**.

To enter a password, press **[Password (SID)]**.

- 9** Press the **[Start]** key.

 **Note**

- If you use Immediate Transmission and the destination fax machine does not support the SUB Code feature, a message will appear on the display to inform you of this. In this case, press **[OK]** to cancel the transmission.

SID Code

There are times when you may wish to use a "SID" (Sender ID) when sending confidential faxes with the SUB Code feature.

If a password is set in a Transfer Box with a SUB Code, you should also enter a SID Code as a password.

 **Limitation**

- You can enter a SID using up to 20 digits .

 **Note**

- Messages you send using this feature are marked "SID" on all reports. ⇒ p.124 "Reports/Lists"

 **Reference**

Chapter 3, "Quick Dials" in the Basic Features manual

Chapter 3, "Groups" in the Basic Features manual

SEP Code

Normally you can only use Polling Reception (⇒ p.12 “Polling Reception”) to receive faxes with ID from machines that have the Polling Reception feature of the same make. However, if a machine of another make supports polling reception, you can receive fax messages with ID from that machine using this method instead.

Poll the other machine. You can receive messages that have the same SEP code as the SEP code you entered.

Limitation

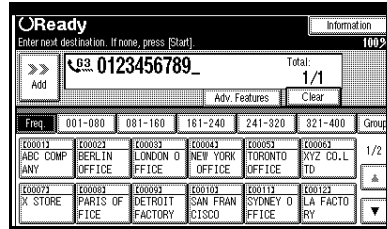
- You can only use this feature with a G3 or I-G3 line (not with G4).
- You cannot use Chain Dial with this feature.⇒ p.41 “Chain Dial”

Note

- The ID can be up to 20 digits long.
- Make sure the number of digits in the ID matches the specification of the machine to which you are sending.
- You can store not only destination names and fax numbers but also SEP Codes in Quick Dials, Groups and Programs. Digits, spaces, * and # can be stored.⇒Chapter 3, “Quick Dials” in the Basic Features manual, Chapter 3, “Groups” in the Basic Features manual,⇒ p.97 “Registering Keystroke Programs”
- Messages you receive using this feature are marked “SEP” on all reports.⇒ p.124 “Reports/Lists”

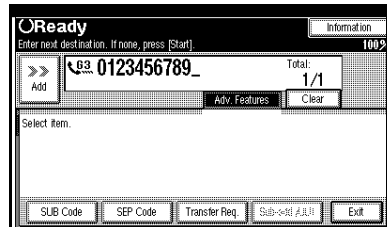
1 Dial the fax number using the number keys.

2 Press [Adv. Features].

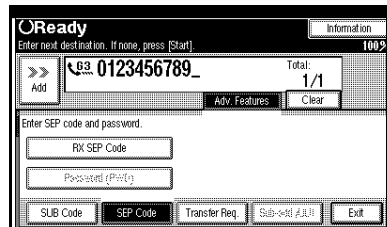


The advanced features menu is shown.

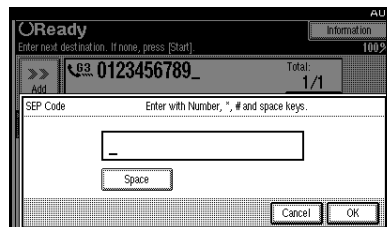
3 Select [SEP Code].



4 Press [RX SEP Code].



5 Enter a SEP Code with the number keys.



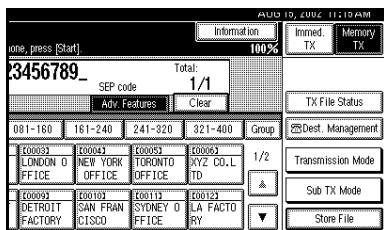
If you make a mistake, press the [Clear/Stop] or [Clear] and try again.

6 Press **[OK]**.

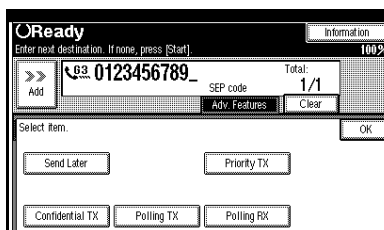
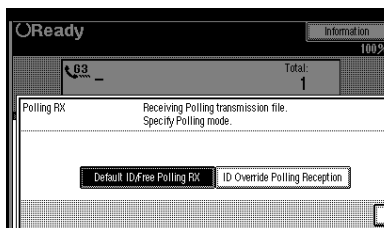
A SEP Code appears one line under the fax number on the display.

7 Press **[Exit]**.

To enter a password, press **[Password (PWD)]**.

8 Press **[Transmission Mode]**.

The advanced features menu is shown.

9 Select **[Polling RX]**.**10** Press **[Default ID/Free Polling RX]**.**Note**

- To cancel this procedure, press **[Cancel]**. The display will return to step **9**.

11 Press **[OK]**.

The advanced features menu is shown.

The **[Polling RX]** key is highlighted, and "Free/Default ID poll" is shown.

12 Press **[OK]**.

The initial display is shown.

13 Press the **[Start]** key.

PWD Code

There are times you may wish to use a password when receiving faxes by polling with the SEP Code feature.

Limitation

- You can enter a password up to 20 digits long.

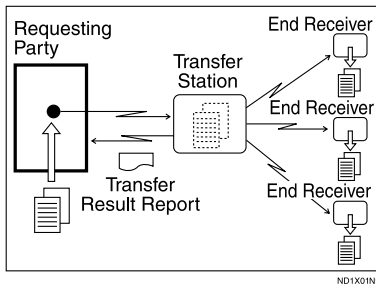
Note

- You can store not only destination names and fax number but also PWD Codes in Quick Dials, Groups and Programs. Digits, spaces, * and # can be stored. ⇒ Chapter 3, "Quick Dials" in the Basic Features manual, Chapter 3, "Groups" in the Basic Features manual, ⇒ p.97 "Registering Keystroke Programs"
- Messages you send using this feature are marked "PWD" on all reports. ⇒ p.124 "Reports/Lists"

Transfer Request

Transfer Request allows fax machines that have this feature to automatically distribute incoming messages to multiple fax destinations. This feature helps you save costs when you send the same message to more than one place in a distant area, and saves time since many messages can be sent in a single operation.

The diagram below may make the concept clearer.



Preparation

Before you can use this feature, you must program the Polling ID. ⇒ p.170 "Programming a Polling ID", ⇒ p.167 "Transfer Report"

The following terminology is used in this section.

◆ Requesting Party

The machine where the message originates from (this machine).

◆ Transfer Station

The machine that forwards the incoming message to another destination.

◆ End Receiver

The final destination of the message or the machine to which the Transfer Station sends to.

● Limitation

- ❑ The Transfer Stations you specify must be machines of the same make as this machine and have the Transfer Station function.
- ❑ The fax number of the Requesting Party (this machine) must be programmed into a Quick Dial or Speed Dial in the Transfer Station. If not, you cannot use this feature.

Note

- ❑ Polling ID's of the Requesting Party (this machine) and Transfer Stations must be identical.
- ❑ You can specify up to 100 Transfer Stations in a Transfer Request. However, you can only specify up to 50 Transfer Stations from the number keys.
- ❑ You can have up to 30 End Receivers per Transfer Station. If you specify a Transfer Station Group, the Group counts as a single receiver.
- ❑ The combined total of End Receivers and Transfer Stations you specify with the number keys cannot exceed 100. ⇒ Chapter 2, "Restrictions with Dialing with Number Keys" in the Basic Features manual

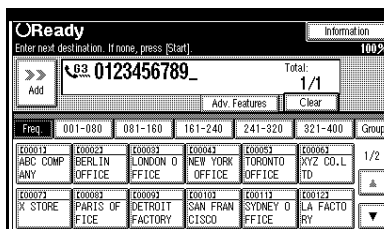
1 Place your original, and then select any scan settings you require.

2 Dial a Transfer Station. **Note**

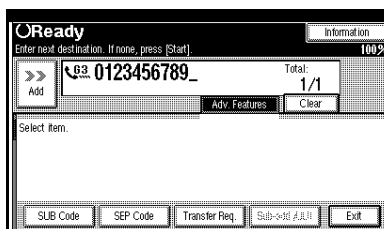
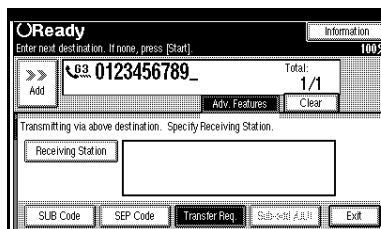
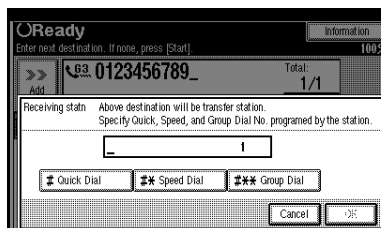
- Enter the fax numbers of the Transfer Stations with either Quick Dials or the number keys.
- If you make a mistake, press the **[Clear/Stop]** key or **[Clear]** and try again.

 **Reference**

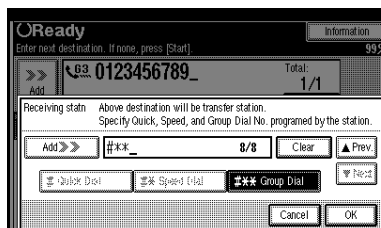
Chapter 2, "Quick Dials" in the Basic Features manual
Chapter 2, "Number Keys" in the Basic Features manual

3 Press **[Adv. Features]**.

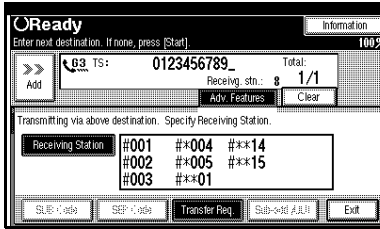
The advanced features menu is shown.

4 Select **[Transfer Req.]**.**5** Press **[Receiving Station]**.**6** Dial an End Receiver. **Note**

- You cannot enter the numbers of the End Receivers directly. The numbers must be stored in Quick Dials or Groups in the Transfer Station(s). To specify an End Receiver, use the special format described in ⇒ p.49 "Specifying an End Receiver".
- To cancel the Transfer Request, press **[Cancel]**. The display will return to step **4**.

7 When you have specified all the End Receivers, press **[OK]**.

8 Press [Exit].



The Transfer Stations and End Receivers are displayed.

9 Press the [Start] key.

Specifying an End Receiver

When you make a Transfer Request, you must specify the final destinations (End Receivers) for your message.

You cannot enter the numbers of the End Receivers directly. Instead, enter a simple code that describes where the numbers are stored in the Transfer Station (in Quick Dials or Groups).

The numbers must first have been stored in Quick Dials or Groups in the Transfer Station(s).

❖ Quick Dial

- ① Press [**# Quick Dial**].
- ② Enter the number (2 or 3 digits) of the Quick Dial where the End Receiver is stored.

Note

- For example, to choose the number stored in Quick Dial 01 in the Transfer station, enter: **[0][1]**.
- Press [**Add**] if you wish to enter more End Receivers.
- Press [**▲ Prev.**] or [**▼ Next**] to see the End Receivers already entered. You can select an End Receiver from this list and remove it by pressing the **[Clear/Stop]** key or **[Clear]**.

❖ Speed Dial

- ① Press [**#* Speed Dial**].
- ② Enter the number (2 or 3 digits) of the Speed Dial code.

Note

- For example, to choose the number stored in Speed Dial 12 in the Transfer Station, enter: **[1][2]**
- Press [**Add**] if you wish to enter more End Receivers.
- Press [**▲ Prev.**] or [**▼ Next**] to see the End Receivers already entered. You can select an End Receiver from this list and remove it by pressing the **[Clear/Stop]** key or **[Clear]**.

❖ Group Dial

- ① Press [**#*#* Group Dial**].
- ② Enter the number (2 digits) of the Group number.

Note

- For example, to choose the number stored in Group Dial 04 in the Transfer station, enter: **[0][4]**.
- Press [**Add**] if you wish to enter more End Receivers.
- Press [**▲ Prev.**] or [**▼ Next**] to see the End Receivers already entered. You can select an End Receiver from this list and remove it by pressing the **[Clear/Stop]** key or **[Clear]**.

Group of Multistep Transfer

Program a Transfer Station into groups of this machine. By programming the end receivers in the Transfer Station Group, you can enable this machine to transfer messages to other Transfer Stations. (The number of end receiver destinations per one Transfer Station should not exceed 30.) The principles of Transfer Stations can be used to build up a multi-step facsimile network where messages are passed through several Transfer Stations.

For more information, contact your service representative.

Sub-address

The optional ISDN Unit is required.

ISDN allows two or more terminals (such as a fax machine and digital telephone) to be connected to a single line. These terminals are identified by their sub-address numbers. If the terminals connected to the line at a destination are assigned sub-addresses, dialing a sub-address allows you to direct your fax message to a particular terminal at the destination.

Limitation

- Sub-addresses can only be used with ISDN.

Note

- You can program a sub-address in Quick Dial.

1 Select either G4 or G3 (ISDN).

Note

- When the optional ISDN Unit is installed, the line used for G3 is set to ISDN.

Reference

⇒ p.55 “Changing the Line Type”

2 Dial the fax number with the number keys.

3 Press [Adv. Features].

The screenshot shows the 'Ready' screen with the following elements:

- Top bar: 'Ready' on the left, 'Information' on the right.
- Instruction: 'Enter next destination. If none, press [Start].' with a '100%' indicator.
- Display: '0123456789' with 'Total: 1/1'.
- Buttons: '>>' (Add), 'Select Line', 'Adv. Features', 'Clear'.
- Frequency selection table:

Freq.	001-080	081-160	161-240	241-320	321-400	Group
E00013	E00023	E00033	E00043	E00053	E00063	1/2
ABC COMP ANY	BERLIN OFFICE	LONDON OFFICE	NEW YORK OFFICE	TORONTO OFFICE	XYZ CO. LTD.	
E00073	E00083	E00093	E00103	E00113	E00123	
X STORE	PARIS OFFICE	DETROIT FACTORY	SAN FRAN CISO	SYDNEY OFFICE	LA FACTORY	

4 Select [Sub-address/UII].

The screenshot shows the 'Ready' screen with the following elements:

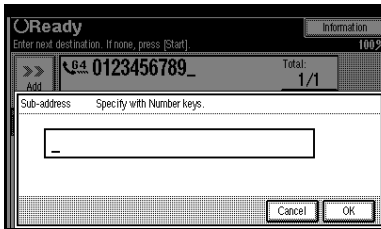
- Top bar: 'Ready' on the left, 'Information' on the right.
- Instruction: 'Enter next destination. If none, press [Start].' with a '100%' indicator.
- Display: '0123456789' with 'Total: 1/1'.
- Buttons: '>>' (Add), 'Select Line', 'Adv. Features', 'Clear'.
- Section: 'Select item.' with a list of options: 'SUB Code', 'SEP Code', 'Transfer Req.', 'Sub-add./UII', 'Exit'.

5 Select [Sub-address].

The screenshot shows the 'Ready' screen with the following elements:

- Top bar: 'Ready' on the left, 'Information' on the right.
- Instruction: 'Enter next destination. If none, press [Start].' with a '100%' indicator.
- Display: '0123456789' with 'Total: 1/1'.
- Buttons: '>>' (Add), 'Select Line', 'Adv. Features', 'Clear'.
- Section: 'Specify subaddress or UII.' with input fields for 'Sub-address' and 'UII'.
- Bottom bar: 'SUB: *', 'SEP: *', 'Transfer Req.', 'Sub-add./UII', 'Exit'.

- 6** Enter the destination sub-address with the number keys.



Note

- You can enter up to 19 digits.

- 7** Press [OK].

- 8** Press [Exit].

"Sub-address" is shown in the display.

- 9** Press the [Start] key.

UII

The optional ISDN Unit is required.

Limitation

- UII can only be used with ISDN.

Note

- You can program a UII in Quick Dial.

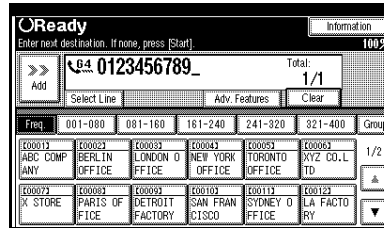
- 1** Select G4.

Reference

⇒ p.55 "Changing the Line Type"

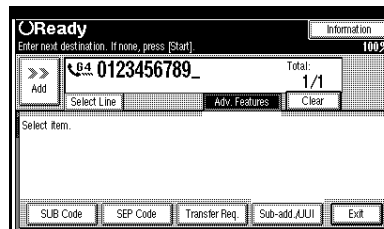
- 2** Dial the fax number with the number keys.

- 3** Press [Adv. Features].

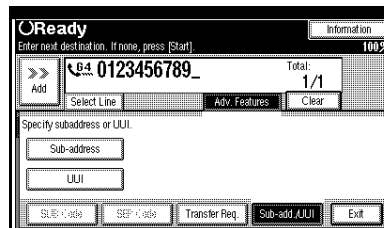


The advanced feature menu is shown.

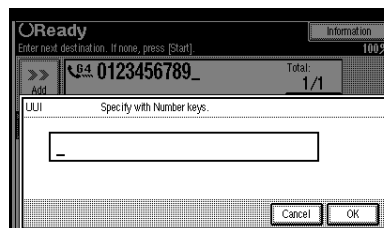
- 4** Select [Sub-address/UII].



- 5** Select [UII].



- 6** Enter the destination UII with the number keys.



- 7** Press [OK].

8 Press **[Exit]**.

"UI" is shown in the display.

9 Press the **[Start]** key.

On Hook Dial

This is just like using the external telephone, except you do not have to pick up the external telephone before dialing. Just press the **[On Hook Dial]** key and dial the number. If you hear a voice, you can pick up the external telephone and speak with the other party.

! Limitation

- This feature is not available in some countries.
- On Hook Dial does not work with ISDN lines.
- This feature is not available for the optional Extra G3 Interface Unit.
- Chapter 2, "Adjusting Volume" in the Basic Features manual

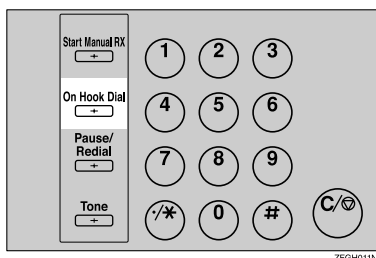
- 1** Place your original, and then select any scan settings you require.

🔍 Reference

- ⇒ Chapter 2, "Setting Originals" in the Basic Features manual
- ⇒ Chapter 2, "Scan Settings" in the Basic Features manual

- 2** Press the **[On Hook Dial]** key.

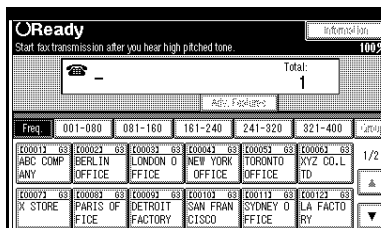
You will hear a low tone from the internal speaker.



📝 Note

- If you wish to cancel this operation, press the **[On Hook Dial]** key again.

- 3** Dial.



The machine immediately dials the destination.

📝 Note

- If you make a mistake, press the **[On Hook Dial]** or **[Clear Modes]** key and try again.

- 4** When the line is connected and you hear a high-pitched tone, press the **[Start]** key.

📝 Note

- If you hear a voice, pick up the external telephone before you press the **[Start]** key and notify the destination that you want to send a fax message (ask them to switch to Facsimile mode).
- To stop transmission, press the **[Clear/Stop]** key and remove originals.
- After transmission, the machine will return to standby mode.

Manual Dial

The optional external telephone is required.

Pick up the handset of the optional external telephone and dial. When the line is connected and you hear a high-pitched tone, press the **[Start]** key to send your fax message. If, on the other hand, you hear a voice at the other end, continue your conversation as you would normally over the telephone.

4

Limitation

- Manual Dial does not work with ISDN lines.
- This feature is not available for the optional Extra G3 Interface Unit.
- The result of a transmission with manual dial is not mentioned in the Transmission Result Report (Immediate Transmission).
- When the machine has just changed to the Economy Transmission mode, there is no sound when you pick up the handset for 4 seconds (Max). You can operate the machine after hearing a tone.

1 Place your original, and then select any scan settings you require.

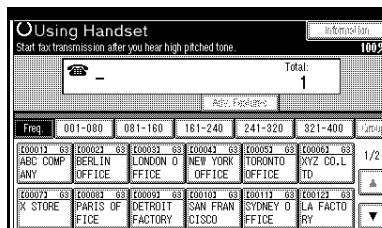
Reference

- ⇒ Chapter 2, "Setting Originals" in the Basic Features manual
- ⇒ Chapter 2, "Scan Settings" in the Basic Features manual

2 Pick up the handset of the external telephone.

You will hear a tone.

3 Dial.



The machine immediately dials the destination.

Note

- If you make a mistake, replace the external telephone and try again from step 2.

4 When the line is connected and you hear a high-pitched tone, press the **[Start]** key to send your fax message.

Note

- If you hear a voice, notify the destination that you want to send a fax message (ask them to switch to Facsimile mode).

5 Replace the handset of the external telephone.

After transmission, the machine will return to standby mode.

To stop transmission, press the **[Clear/Stop]** key and remove originals.

Changing the Line Type

The optional ISDN Unit or Extra G3 Interface Unit is required.

When the optional ISDN Unit and Extra G3 Interface Unit are installed, you can connect to up to a maximum of 3 lines.

Limitation

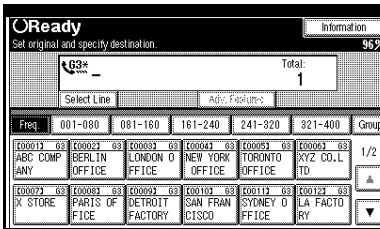
- When sending a fax, you can select the line type if dialing with the number keys or Chain Dial.

Note

- When you install the optional ISDN Unit or Extra G3 Interface Unit, you can specify the line type home position from "Gen. Settings/Adjust". => p.125 "General Setting/Adjustment"

G3

If you install Extra G3 Interface Unit, you can select "G3-1" or "G3-2" depending on the number of the installed unit.

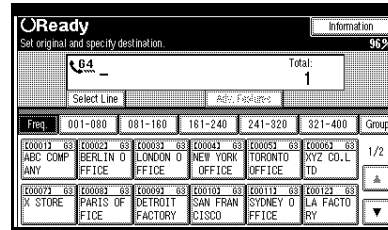


G4

ISDN line is selected.

Limitation

- If you select the G4 mode, JBIG compression is not available.



Which line is used for G3 transmissions?

ISDN lines can be used for G3 communication as well as G4 communication. If the machine is connected with an ISDN and analog (PSTN) line, each line can be available by selecting "G3 Auto". Select "I-G3" when you use the ISDN line for a G3 transmission.

Note

- When you use G3 with ISDN, you can set the sub-address and UII.

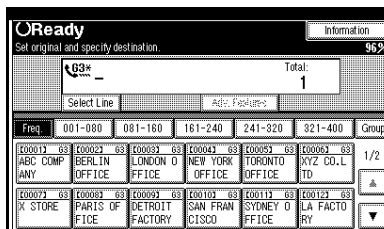
◆ Auto Identification

This feature is used when G4 is selected. The machine first tries a G4 communication and if it cannot connect because the receiver is not a G4 terminal, it automatically switches to G3 and redials.

🔧 Note

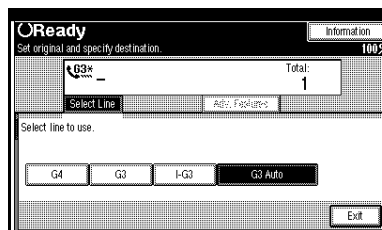
- ❑ If the G3 line at the destination is connected to the ISDN via a TA (Terminal Adapter) or a PABX, the line is regarded as G4 since the called number is on ISDN. The Auto Identification feature may not automatically switch this machine to G3.

1 Press [Select Line].

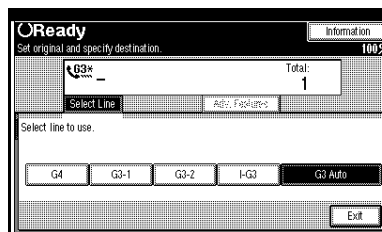


2 Select the line you want to use.

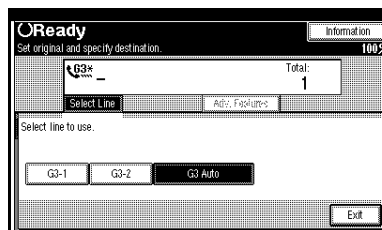
When an optional ISDN Unit is Installed.



When an optional ISDN Unit and optional Extra G3 Unit are installed.



When an optional Extra G3 Unit is installed.



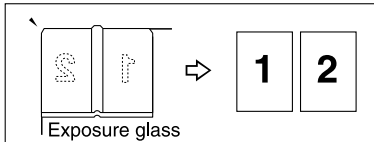
3 Press [Exit].

The initial display is shown.

Sub Transmission Mode

Book Fax

Use to send book originals from the exposure glass.



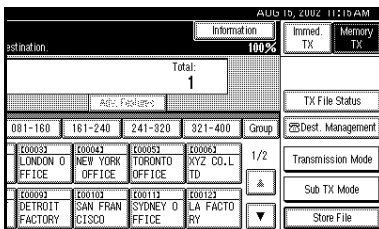
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Limitation

- Set originals on the exposure glass. The Document Feeder (ADF) cannot be used.
- Depending on the paper sizes available on the destination machine, the message may be reduced when printed at the other end.

1 Place your original on the exposure glass, and then select any scan settings you require.

2 Press [Sub TX Mode].

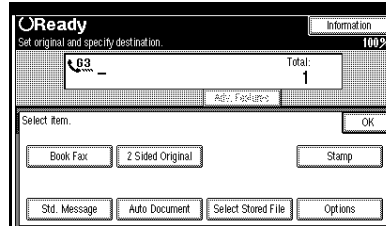


The Sub Transmission Mode menu is shown.

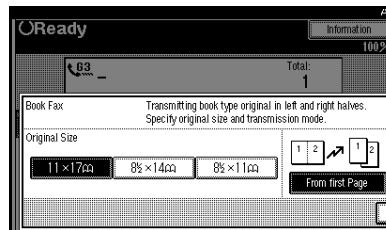
Note

- You can choose whether the machine scans in left page first or right page first. Set this with the User Parameters. ⇒ p.141 "Changing the User Parameters"(Switch06, Bit6)

3 Select [Book Fax].



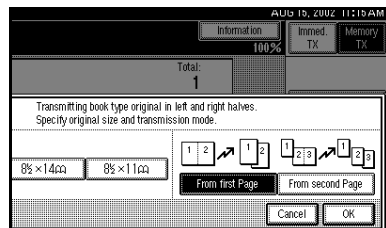
4 Select the size of the original.



Note

- To cancel this mode, press [Cancel]. The Sub Transmission Mode menu is shown on the display.
- If you choose A3, the original will be sent using Image Rotation Transmission. ⇒ p.69 "Reduced Image Transmission"

5 Select [From first Page] or [From second Page].



Note

- Select "From first Page" to send a book original from the first page.
- Select "From second Page" if you want to send a cover letter as the first page.

6 Press [OK].

The [Book Fax] key is highlighted, and the selected size of the file is shown.

7 Press [OK].**8** Dial, and then press the [Start] key.

2-Sided Transmission (Double-Sided Transmission)

Use this feature to send 2-Sided originals. The Document Feeder (ADF) is required.

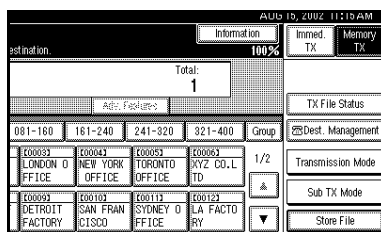
The front and back of the scanned original will be printed in order on separate sheets at the other end.

Limitation

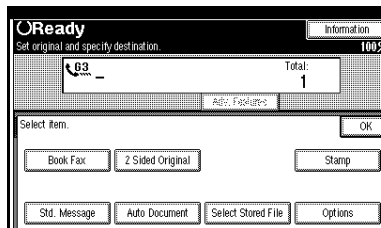
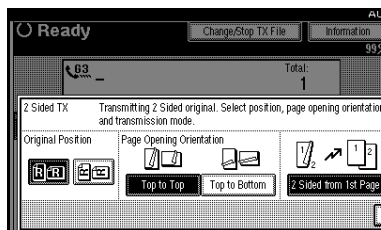
- The orientation of alternate sheets may be reversed at the other end. If you want to print the original with the same orientation at the other end, specify the "Original Position" and "Page Opening Orientation".
- This feature is only available with Memory Transmission and Parallel Memory Transmission. It is not available with Immediate Transmission.
- This feature is only available using the Document Feeder (ADF).
- This is not available using the exposure glass.

Note

- You can confirm whether both sides were properly scanned in with the Stamp feature. ⇒ p.67 "Stamp"

1 Place your original in the Document Feeder (ADF), and then select any scan settings you require.**2** Press [Sub TX Mode].

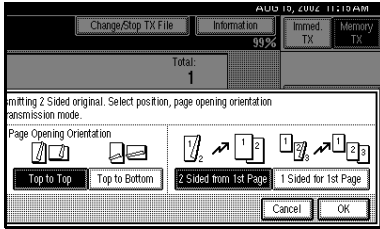
The Sub Transmission Mode menu is shown.

3 Select [2 Sided Original].**4** Specify original position.**Note**

- Make sure that the specified "Original Position" matches the orientation of originals loaded in the Document Feeder (ADF).

5 Specify page opening orientation from [Top to Top] or [Top to Bottom].

6 Specify the transmission mode from [2 Sided from 1st Page] or [1 Sided for 1st Page].



To fax the originals using The Document Feeder (ADF) when the first page is a cover letter, select **[1 Sider for 1st Page]** .

7 Press [OK].

The **[2 Sided Original]** key is highlighted, and the original position and page opening orientation are shown.

8 Press [OK].

The Sub Transmission Mode menu is shown.

9 Dial, and then press the [Start] key.

Standard Message Stamp

Use this feature to stamp a standard message at the top of the first original sent.

There are four types of standard messages: "Confidential", "Urgent", "Please phone" and "Copy to corres ..."

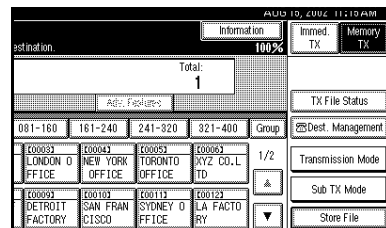
You can also program other messages.

Note

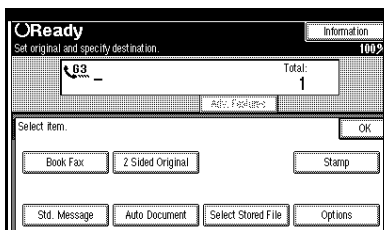
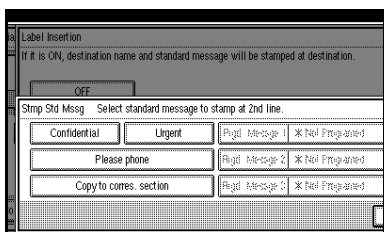
- While this feature is in use, the second and third lines of the "Label Insertion" are not printed.
- When there is an image around the area where the standard message is to be stamped, that image is deleted.
- To program a standard message, use the "Program/Change/Delete Standard Message" function. ⇒ p.116 "Programming Standard messages", p.117 "Deleting Standard messages"

1 Place your originals, and then select any scan settings you require.

2 Press [Sub TX Mode].



The Sub Transmission Mode menu is shown.

3 Select [Std. Message].**4** Select the standard message to be stamped.**Note**

- Programmed standard messages are shown in the keys. If there are none programmed, the message "*Not programed" is shown.
- The machine cannot stamp multiple standard messages.

5 Press [OK].

"Std. Message" is highlighted, and the selected standard message is shown.

6 Press [OK].

The Sub Transmission Mode menu is shown.

7 Dial, and then press the [Start] key.

Sending an Auto Document

If you often have to send a particular page to people (for example a map, a standard attachment or a set of instructions), store that page in the memory as an Auto Document. This saves rescanning the document every time you want to send it.

You can fax an Auto Document by itself, or attach it to a normal fax message.

Preparation

You need to program an Auto Document. ⇒ p.118 "Storing and Changing an Auto Document"

Important

- Whenever you store or change an Auto Document, we recommend that you print the Auto Document list for reference. ⇒ p.124 "Reports/Lists"

Limitation

- You can attach one Auto Document to each transmission.

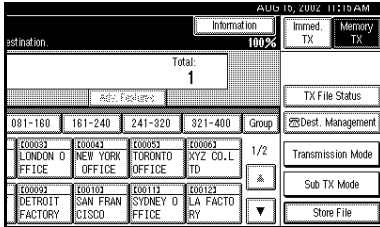
Note

- You can store up to 6 Auto Documents (up to 18 with optional Expansion Memory installed). ⇒ p.118 "Storing and Changing an Auto Document"
- Files with Auto Documents are scanned by Memory Transmission.
- When sending an Auto Document with another file, the Auto Document is scanned first.
- Storing Auto Documents reduces the amount of free memory slightly. Unless you delete the document, free memory will not return to 100%.
- You can print an Auto Document or a summary of Auto Documents currently stored in memory. ⇒ p.124 "Reports/Lists"

1 Place your original, and then select any scan settings you require.

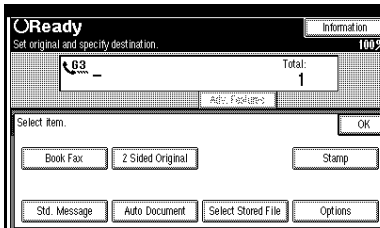
When you fax an Auto Document by itself, go to step 2.

2 Press [Sub TX Mode].



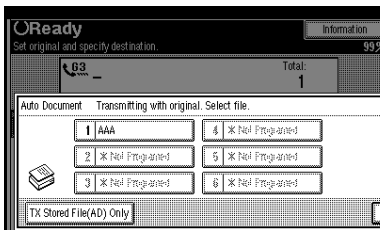
The Sub Transmission Mode menu appears.

3 Select [Auto Document].



4 Select Auto Document file.

When you fax an Auto Document by itself, press [TX Stored File(AD) Only].



Note

- Programmed Auto Documents are shown in the keys. If there are none programmed, the message "Not programmed" is shown.
- If a desired file is not shown, press [▲ Prev.] or [▼ Next].

If you make a mistake, press [Cancel] and try again.

To cancel the Auto Document, press [Cancel]. The display will return to step 3.

5 Press [OK].

"Auto Document" is highlighted, and the selected file name is shown.

6 Press [OK].

7 Dial, and then press the [Start] key.

Sending a Stored Document

The optional Hard Disk Unit is required.

Use this feature to send documents that are stored in the Document Server. You can specify and send multiple documents, and also send them with scanned originals all at once.

You can also print the stored originals with [Print File]. ⇒ p.64 "Printing Stored Documents"

Preparation

Store the documents to be sent in advance. You can also set a password. ⇒ p.102 "Using the Document Server"

Limitation

- Only the documents that are stored using the fax feature can be sent or printed by pressing the [Facsimile] key. Received documents cannot be specified as Stored Documents. Documents stored using the copy feature or printer feature can be printed by pressing the [Document Server] key. ⇒ "Document Server" in the System settings

Sending Stored Documents

The machine sends documents that are stored in the document server.

The documents stored in the document server can be sent again and again until they are deleted. Once sent, documents are stored into the document server. Therefore, you can send them in just one operation without having to set your originals again.

Limitation

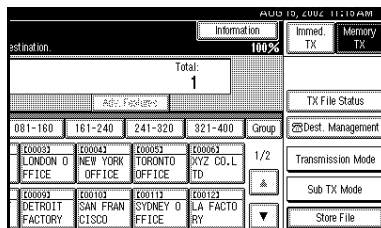
- ❑ Only the documents that are stored using the fax feature can be sent. Documents that are stored using the printer feature or scanner feature cannot be sent.
- ❑ You cannot use the following transmission methods.
 - Free Polling transmission
 - ID Polling transmission
 - Personal ID Polling transmission
 - Immediate transmission
 - Parallel Memory transmission
 - On Hook Dial
 - Manual Dial

Note

- ❑ You can specify a maximum of 30 documents at one time.
- ❑ The machine can send a total of 400 pages in one operation. With the optional Expansion Memory, it can send a maximum of 1000 pages.
- ❑ The specified documents are sent with the scan settings made when they were stored.
- ❑ The stored documents are given "file names", such as "FAX001" and "FAX002", automatically. However, you can change the file names. ⇒ p.105 "Manage File"

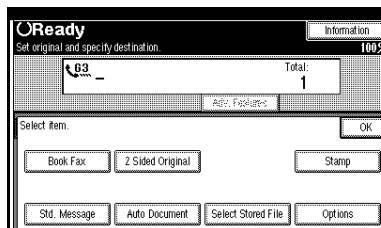
- ❑ You can attach "User Names" to the stored documents. ⇒ p.105 "Manage File"

1 Press [Sub TX Mode].

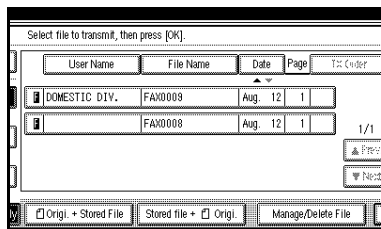


The Sub TX Mode menu is shown.

2 Select [Select Stored File].



3 Select the documents to be sent.



Note

- ❑ When multiple documents are selected, they are sent in the order of selection.
- ❑ Press the [TX Order] key to arrange the order of the documents to be sent.
- ❑ Press the [File Name] key to place the documents in alphabetical order.

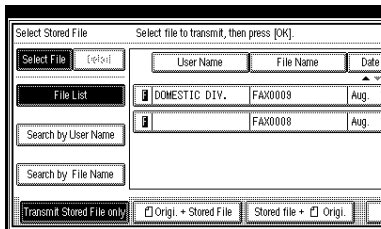
- ❑ Press the **[User Name]** key to place the documents in order by the programmed user name.
- ❑ Press the **[Date]** key to place the documents in order by the programmed date.

Specifying Documents from the "File List"

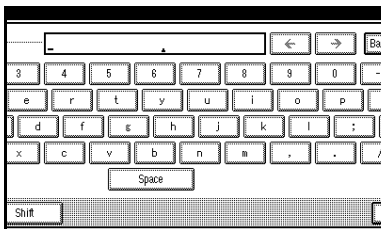
- ❶ Press **[▲ Prev.]** or **[▼ Next]** to display the documents to be sent.
- ❷ Select the file name.

Specifying Documents from the "File Name"

- ❶ Press the **[Search by File Name]** key.



- ❷ Enter the file name of the document to be sent.



Note

- ❑ Partial matching is used to search for the file name.

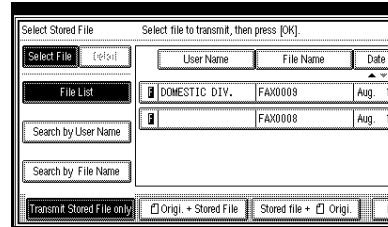
Reference

⇒ Chapter 3, "Entering Text" in the Basic Features manual

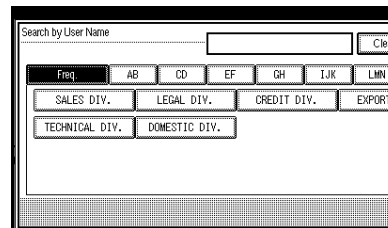
- ❸ Press **[OK]**.
- ❹ Select the file name.

Specifying Documents from the "User Name"

- ❶ Press the **[Search by User Name]** key.



- ❷ Press or select the user name who stored the document to be sent.



Note

- ❑ If the user name who stored the document to be sent is not displayed, press **[▲ Prev.]** or **[▼ Next]**.
- ❑ To search by entering the user name, press **[Non-programmed Name]**, and then enter the user name. Partial matching is used to search for the user name.

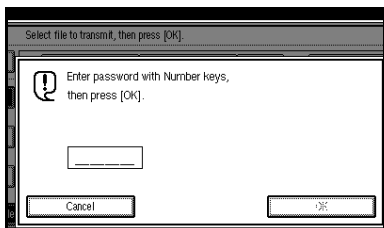
Reference

⇒ Chapter 3, "Entering Text" in the Basic Features manual

- ❸ Press **[OK]**.
- ❹ Select the file name to be sent.

- 4** If you select a document with a password, enter the password.

If the document does not have a password, proceed to step **6**.

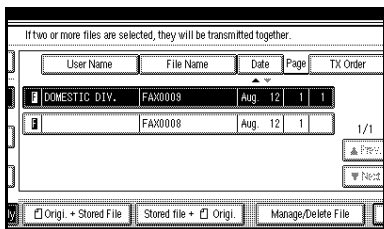


4

- 5** Press [OK].

- 6** When you want to add your originals to the stored documents and send them all at once, press [**Orig. + Stored File**] or [**Stored file + Orig.**].

When sending only the stored documents, go to step **7**.



Note

- When the [**Orig. + Stored File**] key is specified, the machine sends the "Originals" and then "Stored Files". When the [**Stored file + Orig.**] key is specified, the machine sends the "Stored Files" and then "Originals".
- The added originals are not stored.

- 7** Press [OK].

The Sub Transmission Mode menu is shown.

- 8** Press [OK].

Note

- To add an original to the stored documents, place the original, and then select any scan settings you require.

- 9** Dial, and then press the [Start] key.

Printing Stored Documents

Use this feature to print the documents stored in the document server.

Limitation

- Only the documents that are stored using the fax feature can be printed. Documents stored using the fax feature are shown with an "F" in front. To print documents that are stored using the copy feature or printer feature, press the [**Document Server**] key. See the Copy Reference and Printer Reference for details.

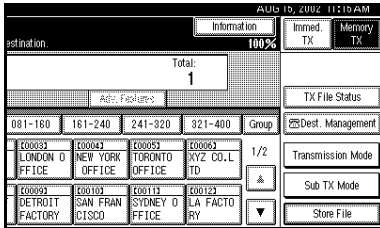
Reference

⇒ "Document Server" in the Copy Reference manual, and Printer Reference manual

Note

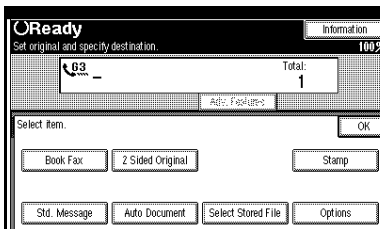
- You can also print the first page only to check the content of the original.
- You can specify and print multiple documents.
- When specifying and printing multiple documents, you can choose whether to put page numbers on all the files. Set this with User Parameters. ⇒ p.141 "Changing the User Parameters"(Switch18,Bit3)

1 Press [Sub TX Mode].

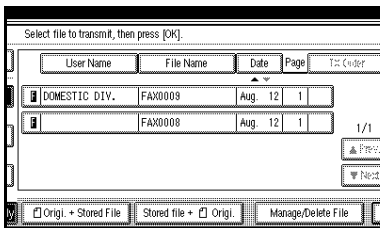


The Sub Transmission Mode menu is shown.

2 Press [Select Stored File].



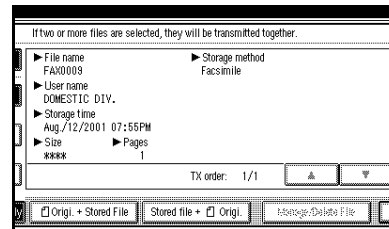
3 Select the document to be printed.



Note

- If the document you want to print is not displayed, press [**▲ Prev.**] or [**▼ Next**].
- Press [**File Name**] to place the documents in alphabetical order.
- Press [**User Name**] to place the documents in order by the programmed user name.

- Press the [**Date**] key to place the documents in order by the programmed date.
- Press [**Manage/Delete File**] to place the documents in order by the programmed date.
- To see details of the selected document, press the [**Detail**] key. To return to the standby menu, press the [**File List**] key.

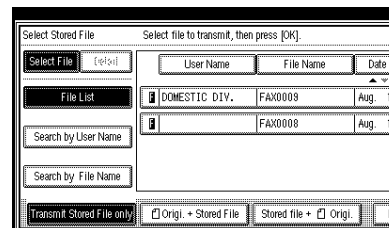


Selecting a Document from "File List"

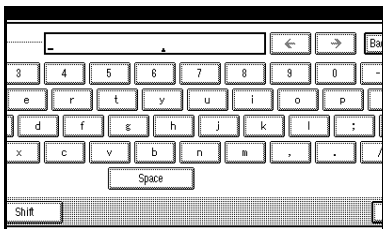
- 1 Press [**▲ Prev.**] or [**▼ Next**] to display the document to be sent.
- 2 Select the file name.

Specifying a Document from the "File Name"

- 1 Press [**Search by File Name**].



2 Enter the file name to be sent.



Note

- Partial matching is used to search for the file name.

Reference

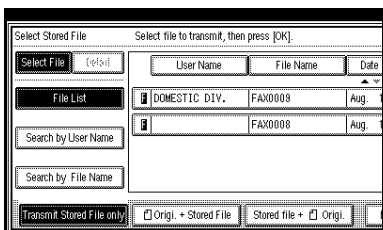
⇒ Chapter 3, "Entering Text" in the Basic Features manual

3 Press [OK].

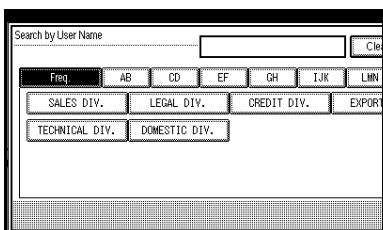
4 Select the file name.

Specifying a Document from the "User Name"

1 Press [Search by User Name].



2 Press the user name who stored the document to be sent.



Note

- If the user name of the document to be printed is not shown, press [▲ Prev.] or [▼ Next].
- To search by entering the user name, press the [Non-programmed Name] key, and then enter the user name. Partial matching is used to search for the user name.

Reference

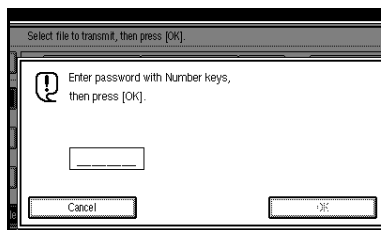
⇒ Chapter 3, "Entering Text" in the Basic Features manual

3 Press [OK].

4 Select the file name.

4 If you select a file to which a password is set, enter the password.

When a selected file does not have a password, go to step 6.



5 Press [OK].

6 Press [Print File] or [Print 1st Page].

When the [Print File] key is pressed, the machine prints all the pages. When the [Print 1st Page] key is pressed, the machine prints only the first page.

Limitation

- When "Print 1st Page" is selected, originals larger than size A4 are printed after they are reduced to A4 size.
- The machine can print up to 30 files using the "Print 1st Page" feature.

Note

- To print both sides, press **[Print 2 Sided]**.

7 Press the **[Start]** key.**Note**

- When only the first page is printed, the file name is printed at the top of the paper.
- To cancel printing, press **[Cancel]**.

8 Press **[Cancel]**.**Note**

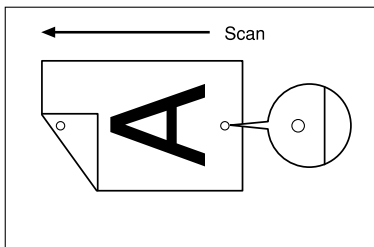
- You can also fax a specified Stored Document. ⇒ p.62 "Sending Stored Documents"

The Sub Transmission Mode menu is shown.

Stamp

The optional Document Feeder (ADF) is required.

When sending a fax message using the Document Feeder (ADF), the machine can stamp a circle mark at the bottom of the original. When sending a 2-sided document, the document is marked at the bottom of the front page and top of the rear page. This stamp indicates that the original has been successfully stored in memory for Memory Transmission, or that it has been successfully sent for Immediate Transmission.



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Limitation

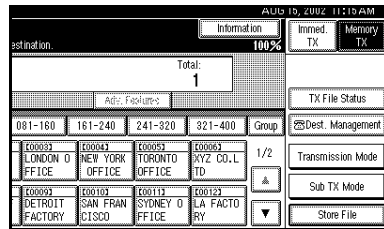
- Stamp only works when scanning from the Document Feeder (ADF).
- You cannot turn the Stamp feature on or off while a document is being scanned.
- Do not open the document feeder (ADF) while scanning a document. A document jam could occur.

Note

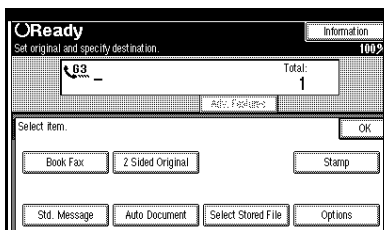
- When the stamp starts getting lighter, replace the cartridge. ⇒ p.185 "Replacing the Stamp Cartridge"
- If a page was not stamped even though the Stamp feature is turned on, you need to resend that page.
- You can choose whether Stamp is turned on or off. Select this in "General Settings/Adjustment" (⇒ p.125). If you set it on, Stamp can easily be turned off for any single transmission by pressing **[Stamp]**.

1 Place your original, and then select any scan settings you require.

2 Press **[Sub TX Mode]**.



The Sub Transmission menu is shown.

3 Press **[Stamp]**.

The **[Stamp]** key is highlighted.

Note

- To cancel using stamp, press **[Stamp]** again.

4 Press **[OK]**.**5** Dial, and then press the **[Start]** key.

Transmission Options

This section describes various features that you can switch on and off for any particular transmission by following the procedure at the end of this section.

In addition, if you frequently use a certain configuration of options, you can change the default home position (on or off) of each option.

Fax Header Print

When "Fax Header Print" is set to "ON", the machine adds your stored Fax Header to each message you send so it appears on the printed fax at the other end.

You can store two Fax Headers "indications" seem strange. May be "...two Fax Headers:" "First Name" and "Second Name".

For example, if you store your department name in one and your organization name in the other, you could use the first when sending internal faxes and the second for external faxes.

Program in advance which Fax Header is printed when you store a destination into Quick Dials.

Note

- If a destination is dialed with the number keys, "First Name" is printed.
- You can switch this feature on and off in "General Setting/Adjustment" (⇒ p.125). Select the setting that you normally use or change the setting in "Transmission Options" if necessary.
- The Fax Header can be programmed in "programming". ⇒ Chapter 3, "Initial Settings and Adjustments" in the Basic Features manual
- You can set whether you print "date", "transmitter origin", "file number" and "page number" with Fax Header in "User Parameters". ⇒ p.141 "Changing the User Parameters"(Switch18, Bit3, 2, 1, 0)

Important

- In the USA, this must contain the telephone number of the line your machine is connected to. It will be printed on the header of every page you send. Required in the USA.

Note

- In the USA, law requires that your fax number be included in the Fax Header. Register the fax number and switch on Fax Header Print with the User Parameters.

⚙️ Label Insertion

When a destination is stored in Quick Dials and "Label Insertion" is set to "ON", the receiver's name will be printed at the top of the page of message received at the other end and will be preceded by "To". You can also print a sentence stored as a Standard Message.

🔍 Reference

- ⇒ p.116 "Programming Standard messages"
- ⇒ Chapter 2, "Quick Dials" in the Basic Features manual

📝 Note

- You can switch this feature on and off in "General Setting/Adjustment" (⇒ p.125).

⚠️ Limitation

- When "Label Insertion Priority Setting" is set to "Programmed Name" and there is an image around the area where the Label is to be printed, that image is deleted. When this setting is set to "OFF", Label Insertion is not printed.

⚙️ Sender Stamp

When there is data, such as the user name and department name, programmed into the user code, you can have the machine print a sender stamp on the right edge of your paper. To print a sender stamp, press **[Change]** and program a user name to be printed. When you select **[No Stamp]**, a sender stamp is not printed.

📝 Note

- Enter the user name in System Settings.

⚙️ Reduced Image Transmission

When this feature is set to "ON", your message is sent at a reduced size (93%) with a blank margin on the left. When this feature is set to "OFF", "Reduced Image Transmission" is canceled.

⚠️ Limitation

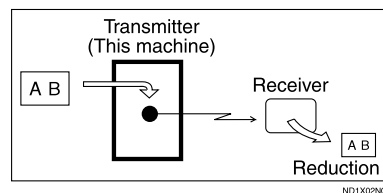
- This feature is not available with Immediate Transmission or a specified transmission of a stored document.
- Image Rotation is not available with this feature.

📝 Note

- You can switch this feature on and off in "General Setting/Adjustment" (⇒ p.125)

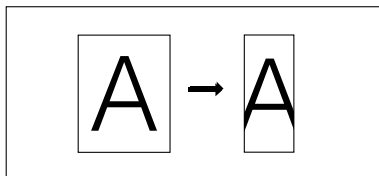
⚙️ Auto Reduction

When this feature is set to "ON" and the receiver's paper is smaller than the original, the message is automatically reduced to fit onto the paper available at the other end. When this feature is set to "OFF", "Auto Reduction" is canceled.



Important

- If you turn this feature off, the scale of the original is maintained and some parts of the image may be deleted when printed at the other end.



ND1X02N1

Note

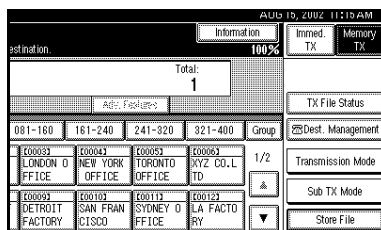
- You can switch this feature on and off in "General Setting/Adjustment" (⇒ p.125).

Default ID Transmission

When this feature is set to "ON", transmission will only take place if the destination's Polling ID is the same as yours. This feature can stop you from accidentally sending information to the wrong place (you need to co-ordinate Polling ID's with the other party). When this feature is set to "OFF", "Default ID Transmission" is canceled.

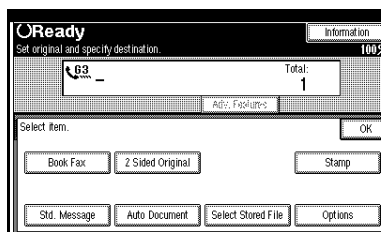
Selecting Transmission Options for a Single Transmission

- 1 Place the original, and then select any scan settings you require.
- 2 Press [Sub TX Mode].

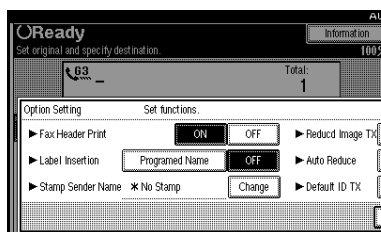


The Sub Transmission Mode menu is shown.

- 3 Select [Options].



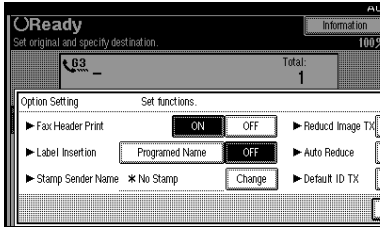
- 4 Press [ON] or [OFF] to specify "Fax Header Print".



Note

- To close option settings, go to step 10.

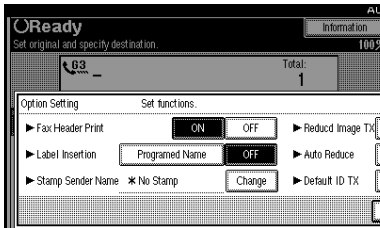
- 5** Press [Programed name] or [OFF] to specify "Label Insertion".



Note

- To close option settings, go to step 10.

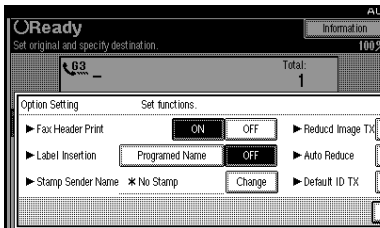
- 6** Change "Stamp Sender Name".



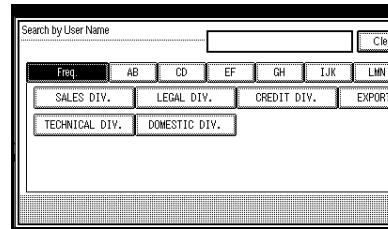
Note

- To close option settings, go to step 10.

- 1** Press [Change].



- 2** Enter user name to be stamped.



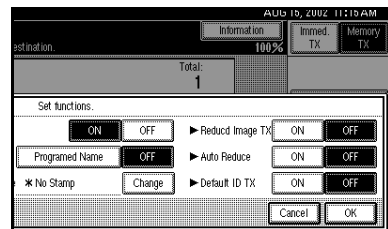
Note

- The user name specified when the User Code was programmed appears. ⇒ "User Code" in System Settings
- Press the title key to switch between titles.
- Press [Non-programed Name] to stamp a user name which is not programmed.
- If you do not want to print a "Stamp Sender Name", press [No Stamp].

- 3** Press [OK].

A "Stamp Sender Name" is displayed.

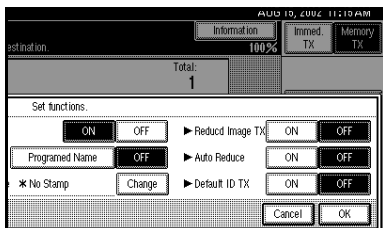
- 7** Press [ON] or [OFF] to specify "Reduced Image TX".



Note

- To close option settings, go to step 10.

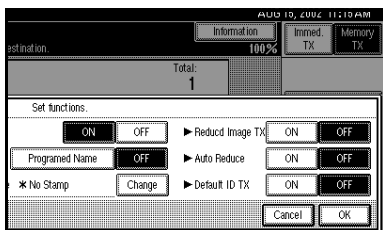
- 8** Press **[ON]** or **[OFF]** to specify "Auto Reduce".



Note

- To close option settings, go to step 10.

- 9** Press **[ON]** or **[OFF]** to specify "Default ID TX".



Note

- To close option settings, go to step 10.

- 10** Press **[OK]**.

The Sub Transmission menu is shown.

- 11** Press **[OK]**.

- 12** Dial, and then press the **[Start]** key.

More Transmission Functions

If Memory Runs Out While Storing an Original

If you run out of memory while storing an original (free space reaches 0%), "Memory is full. Cannot scan more. Transmission will be stopped." is displayed.

Note

- If you wish to change whether successfully scanned pages are sent or not, please contact your service representative.

Parallel Memory Transmission

This function dials while the original is being scanned. Standard Memory Transmission stores the original in memory, then dials the destination. Parallel Memory Transmission allows you to quickly determine whether a connection was made. In addition, this function scans the original faster than Immediate Transmission. This is useful when you are in a hurry and need to use the original for another purpose.

Note

- You can choose whether this feature is turned on. Set this with the User Parameters.
- Standard Memory Transmission may be used instead of Parallel Memory Transmission depending the optional equipment installed if there is not enough free memory left. ⇒ p.141 "Changing the User Parameters"(Switch07, Bit2)

Limitation

- Standard Memory Transmission is used instead of Parallel Memory Transmission in the following cases.
 - When the line is busy and could not be connected to
 - With Send Later
 - With Transfer Request
 - When you store an original for Memory Transmission while another communication is in progress
 - When two or more destinations are specified
 - When you send only an Auto Document
 - When the first page of an original is placed on the exposure glass
 - When you send messages stored in the Document Server
- If the **[Clear/Stop]** key is pressed, an original is jammed or memory runs out during Parallel Memory Transmission, transmission stops. The Transmission Result Report is printed and files are deleted.
- When Parallel Memory Transmission is used, the total number of originals in "Fax Header Print" is not automatically printed.

Checking the Transmission Result

- Turn the Transmission Result Report (Memory Transmission) on if you want a report to be printed after every successful transmission. ⇒ Chapter 2, "Memory Transmission" in the Basic Features manual, p.77 "Transmission Result Report (Memory Transmission)"
If you leave the Transmission Result Report off, the report will not be printed after every transmission. However, should a transmission fail, a Communication Failure Report will be printed instead.
- If you turn the Transmission Result Report (Memory Transmission) off, the Error Report will be printed when the communication fails. ⇒ p.78 "Communication Failure Report"
- You can also check the transmission result by examining the Journal. ⇒ p.25 "Printing the Journal"
You can either print or scroll through the Journal on the display. ⇒ p.27 "Checking the Transmission Result (TX File Status)"

Automatic Redial

If a fax message could not be transmitted because the line was busy or an error occurred during transmission, redialing is done 4 times at 5 minutes intervals (these figures vary according to which country you are in).

If redialing fails after four redials, the machine cancels the transmission and prints the Transmission Result Report (Memory Transmission) ⇒ p.77 or Communication Failure Report. ⇒ p.78

Batch Transmission

If you send a fax message by Memory Transmission and there is another fax message waiting in memory to be sent to the same destination, that message is sent along with your original. Several fax messages can be sent with a single call, thus eliminating the need for several separate calls. This helps save communication costs and reduce transmission time.

Note

- You can choose whether Batch Transmission is turned on. Set this with the User Parameters. ⇒ p.141 "Changing the User Parameters"(Switch14, Bit2)
- Fax messages for which the transmission time has been set in advance are sent by batch transmission when that time is reached.
- If there are many messages waiting in memory to be sent, they may not be sent in the order of scanning.

ECM (Error Correction Mode)

This feature automatically sends data that was not transmitted successfully using a system that complies with international standards.

ECM requires that the destination machine has the same feature.

Note

- You can choose whether ECM is turned on. Set this with the Key Operator Settings. ⇒ p.140 "ECM"

Broadcasting Sequence

If you dial several destinations for the same message (Broadcasting) the messages are sent in the order in which they were dialed. If the fax message could not be transmitted, the machine redials that destination after the last destination specified for Broadcasting. For example, if you specify four destinations A through D for broadcasting, and if the lines to destinations A and C are busy, the machine dials the destinations in the following order: A, B, C, D, A, and C. If the optional ISDN Unit or the optional Extra G3 Interface Unit Connector is installed, Simultaneous Broadcast over different lines is possible. ⇒ p.75 "Simultaneous Broadcast"

Checking the Transmission Progress

To check which destinations the fax message has been sent to so far, print the TX file list. (⇒ p.24)

Dual Access

The machine can scan other messages into memory even while sending a fax message from memory, receiving a message into memory, or automatically printing a report. Since the machine starts sending the second message immediately after the current transmission terminates, the line will be used efficiently.

⚠ Limitation

- Note that during Immediate Transmission or when in User Tools mode, the machine cannot scan an original.

Transmission with Image Rotation

For most purposes, place A4/LT originals in the landscape direction (☞). If you place an A4/LT original in the portrait direction (☞), the image will be sent rotated by 90°. Providing the receiver has A4/LT landscape paper (☞), the message will be printed the same size as the original.

⚠ Limitation

- This feature is not available with Parallel Memory Transmission or Immediate Transmission.
- When Image Rotation is used, all messages are sent by normal Memory Transmission.

Simultaneous Broadcast

The Standard Broadcast feature sends faxes one at a time to multiple destinations in the order of specified destination numbers.

The Simultaneous Broadcast feature, however, can send faxes three at a time to multiple destinations by transmitting simultaneously over different lines.

This results in a shorter overall transmission time.

⚠ Limitation

- The optional ISDN Unit or optional Extra G3 Interface Unit is required.
- This feature can use a maximum of 3 lines simultaneously.

📝 Note

- When using the optional Extra G3 Interface Unit, if you set the line selection as "G3 Auto Select" beforehand, the machine will use whichever G3 line is not busy. This increases efficiency.

JBIG Transmission

Fax Function Upgrade Unit is required.

If you use JBIG (Joint Bi-level Image Experts Group) compression you can send photographic originals faster than the other compression method. You can only use this feature with G3/I-G3 line type.

! Limitation

- If ECM is turned off, JBIG Transmission is not available. ⇒ p.140 "ECM"
- This feature requires that the other party's fax machine has both the JBIG function and ECM function (G3 communication only).

Printed Report

Memory Storage Report

This report is printed after an original is stored in memory. It helps you review the contents and the destinations of stored originals.

⚠ Limitation

- This report is not printed with Parallel Memory Transmission.

📝 Note

- You can choose whether this report is turned on. Set this with the User Parameters. ⇒ p.141 "Changing the User Parameters"(Switch03, Bit2)
- Even if the machine is set up not to print this report, it is still printed if an original could not be stored.
- You can choose whether to include part of the original image on the report. ⇒ p.141 "Changing the User Parameters"(Switch04, Bit7)

Transmission Result Report (Memory Transmission)

This report is printed when a Memory Transmission is completed so you can check the result of the transmission.

📝 Note

- If two or more destinations are specified, this report is printed after the fax message has been sent to all the destinations.
- If the machine is set up not to print this report and the fax message could not be successfully transmitted, the Communication Failure Report is printed. ⇒ p.78 "Communication Failure Report"
- You can choose whether this function is turned on or off. Set this with the User Parameters. ⇒ p.141 "Changing the User Parameters"(Switch03, Bit0)
- You can choose whether to include part of the original image on the report. ⇒ p.141 "Changing the User Parameters"(Switch04, Bit7)
- The "Page" column gives the total number of pages. The "Not Sent" column gives the number of pages that could not be sent successfully.

Communication Failure Report

This report is only printed if the Transmission Result Report is turned off and a message could not be successfully transmitted with Memory Transmission. Use it to keep a record of failed transmissions so you can send them again.

Note

- You can choose whether to include part of the original image on the report. ⇒ p.141 "Changing the User Parameters"(Switch04, Bit7)
- The "Page" column gives the total number of pages. The "Not Sent" column gives the number of pages that could not be sent successfully.

Transmission Result Report (Immediate Transmission)

If you turn this report on, a report will be printed after every Immediate Transmission so you have a record of whether the transmission was successful or not. If the machine is set up not to print this report and the fax message could not be successfully transmitted, the Error report is printed instead.

Note

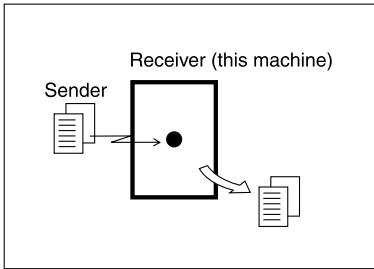
- You can switch this report on or off using the User Parameters. ⇒ p.141 "Changing the User Parameters"(Switch03, Bit5)
- If the page was sent successfully, the "Page" column gives the total number of pages that was sent successfully. The "Not Sent" column gives the number of pages that could not be sent successfully.

5. Reception Features

Reception

Immediate Reception

Each page of a fax message is printed as soon as it is received. This method is used for standard fax messages.



Normally this machine receives messages by Immediate Reception. But Memory Reception is used when "Combine 2 Originals", "Multi-copy reception", "Reverse Order Printing reception" or "2-Sided Printing" is set to "ON". If the conditions are that Substitute Reception should be used, a fax message is not printed. It will be stored in memory. ⇒ p.80 "Memory Reception", p.80 "Substitute Reception"

Reception Resolution

This machine supports **Standard**, **Detail** and **Super fine** resolutions for reception. If you do not have the optional Fax Function Upgrade Unit, faxes sent at **Super fine** resolution will be printed on your machine at **Detail** resolution. This may differ from the sender's intention.

Limitation

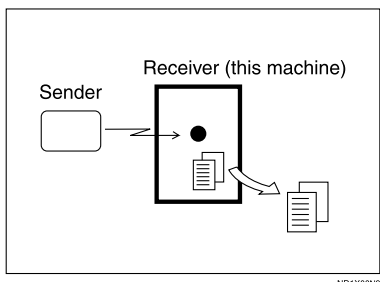
- Reception may not take place if there is not enough free memory left.

Note

- If free memory reaches 0% during Immediate Reception, any further reception becomes impossible and the current communication is terminated.

Memory Reception

The machine waits until all pages of the message have been received into memory before printing the message.



This method is used with the following features:

- Combine 2 Originals ⇒ p.89 "Combine 2 Originals"
- Multi-copy when set to multiple copies ⇒ p.88 "Multi-copy Reception"
- Reverse Order Printing ⇒ p.90 "Reverse Order Printing"
- Substitute Reception ⇒ p.80 "Substitute Reception"
- 2-Sided Printing (option) ⇒ p.87 "2-Sided Printing"

Important

- All the messages stored in memory are deleted if the power is switched off for more than one hour.
- The machine may not be able to receive large numbers of messages or messages with a high data content. In such cases, we recommend you switch the above features off or add a memory card.

Limitation

- The machine may not be able to receive fax messages when the free memory space is low.

Note

- If the free memory space reaches 0% during Memory Reception, the machine can no longer receive the current fax message and stops communicating.

Substitute Reception

If any of the conditions listed below are met, the machine automatically switches to Memory Reception mode and stores messages in memory instead of printing them. This reception mode, in which a received fax message is stored in memory unprinted, is called Substitute Reception. Messages received using Substitute Reception are automatically printed when the condition which caused the machine to use Substitute Reception is rectified. Substitute Reception takes place when:

- Paper runs out
- Toner runs out
- Paper is jammed
- A cover is open
- A fax is received during a copy or print run

Limitation

- Reception may not take place if there is not enough free memory left.

Note

- You can set whether you use "Substitute Reception" in "User Parameters". ⇒ p.141 "Changing the User Parameters" (Switch05, Bit1, 2)
- The Receive File indicator lights to let you know when message(s) have been received using Substitute Reception.
- If free memory reaches 0% during Substitute Reception, any further reception becomes impossible and the current communication is terminated.

Screening Out Messages from Anonymous Senders

To help you screen out unwanted messages that may fill up machine memory, the machine can be programmed to only use Substitute Reception under set conditions.

Four settings are available:

- "When Own Name or Own Fax Number is received"
- "Free"
- "Polling ID match"
- "disable"

Note

- You can choose which setting to use. Set this with the User Parameters. ⇒ p.141 "Changing the User Parameters"(Switch05, Bit2,1)
- Even if the sender does not have an Own Name or Own Fax Number, the machine will still receive messages using Substitute Reception if:
 - Paper becomes jammed while the power switch is on
 - Printing is not possible for some reason, for example, when a copy job is in progress

When Own Name or Own Fax Number is Received

The machine switches to Substitute Reception only when the sender has programmed their Own Name or Own Fax Number. If the power is switched off for more than an hour, all the messages received into memory are deleted. In that case, the Power Failure Report or the Journal can be used to identify which messages are lost so you can ask the senders to transmit them again.

Important

- If a sender has not programmed their Own Name or Own Fax Number, the machine may reject an important fax message. We recommend that you ask important senders to program an Own Name or Own Fax Number in advance.

Free

The machine switches to Substitute Reception regardless of whether or not the sender has programmed their Own Name or Own Fax Number.




Polling ID match

The machine switches to Substitute Reception only when the programmed Polling ID's of the other end and this machine are identical.

When the Receive File Indicator is Lit

If the Confidential File indicator is lit, a message has been received and stored in memory with Memory Lock or Personal Boxes. You need to print it out manually. ⇒ p.35 "Printing Personal Box Messages"

If the Receive File indicator is lit, a message has been received but could not be printed for some reason. The message was stored in memory (Substitute Reception). When you solve the problem, the message will be automatically printed. The table below lists some problems that could have caused Substitute Reception to take place and their solutions.

Why Substitute Reception Occurred	Indication/Status	Solution
Paper has run out	 and/or 【Facsimile】 indicator is lit red.	Add paper. See "Loading Paper" in the Copy Reference manual
Toner is empty	 is lit	Replace the toner cartridge. See "Adding Toner" in the Copy Reference manual
Paper is jammed	 is lit	Remove the jammed paper. See "Clearing Misfeeds" in the Copy Reference manual
Cover is open	The message "Open Cover" appears.	Close the cover. A cover other than the Document Feeder (ADF) or front cover is open.
Machine is busy printing with other function	The machine is printing with other function.	The message will be printed after the current job finishes automatically.
Output tray is full.	The message "Following output tray is full. Remove paper." appears.	Remove paper from output tray.

When the Confidential File Indicator is Lit or Blinking

If the Confidential File Indicator is lit, a message has been received by Confidential Reception or received in Personal Boxes. When a message has been received by Confidential Reception, print a Confidential Message. ⇒ p.30 "Printing a Confidential Message" When a message has been received in Personal Boxes, print Personal Box Messages. ⇒ p.35 "Printing Personal Box Messages"

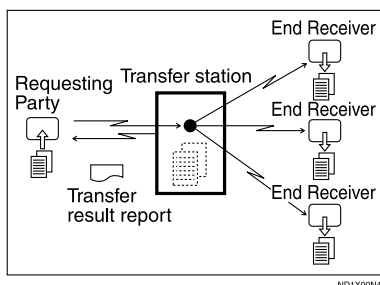
If the Confidential File indicator is blinking, a message has been received and stored in memory with Memory Lock. You need to print it out manually. ⇒ p.32 "Printing a File Received with Memory Lock"

Reception Functions

Transfer Station

Transfer Stations allow you to expand the standard features of your fax machine to set up complex networks. Transfer Stations must be machines of the same make.

The diagram below may make the concept clearer.



The following terminology is used in this section.

- ◆ **Requesting Party**
The machine where the message originates from.
- ◆ **Transfer Station (this machine)**
The machine that forwards the incoming message to another destination.
- ◆ **End Receiver**
The final destination of the message, that is the machine the Transfer Station sends to. End Receivers must be programmed into Quick Dial or Groups in the Transfer Station.
- **Limitation**
 - Polling ID's of the Requesting Party and Transfer Station must be identical for this feature to work.

- If your line number is not programmed at the Transfer Station, reception will not take place. ⇒ p.167 "Transfer Report"
- This machine will not receive a Transfer Request unless it has enough free memory to store two or more destinations dialed from the number keys. ⇒ Chapter 2, "Restrictions When Dialing with the Keys" in the Basic Features manual.
- If the Requesting Party specifies a Group for the End Receivers and the total number of End Receivers exceeds 500, the Transfer Station cannot transfer the message and sends a Transfer Result Report to the Requesting Party.

⚙️ Multistep Transfer

The principles of Transfer Stations can be used to build up a multi-step facsimile network where messages are passed through several Transfer Stations. By programming the end receivers in a Transfer Station Group, you can enable this machine to transfer messages onto other Transfer Stations.

For more information, contact your service representative.

This feature can only be used if the machines are made by the same maker.

🔍 Reference

p.84 "ID Reception (Closed Network)"

Sending the Transfer Result Report

This machine compares the fax number of the Requesting Party with the Requesting Party's number programmed in a Quick Dial or Speed Dial. If the lower five digits of the two numbers match, it sends the Transfer Result Report to the Requesting Party.

For example:

- Requesting Party's own dial number:
001813-11112222
- Transfer Station's Quick Dial:
03-11112222

Transfer Result Report

This reports whether transmission to the End Receivers was successful or not.

Preparation

Program the Requesting Party fax number in advance. ⇒ p.167 "Transfer Report"

When the Transfer Station has transferred the message to all End Receivers, it sends the Transfer Result Report back to the Requesting Party. The machine prints the report if it cannot be sent back to the Requesting Party. You must program the fax number of the Requesting Party in a Quick Dial in the Transfer Station.

Note

- You can choose whether a portion of the original image is printed on this report. Set this with the User Parameters. ⇒ p.141 "Changing the User Parameters"(Switch04, Bit7)

ID Reception (Closed Network)

If you wish to limit reception of messages from those with machines of the same make and with the same Polling ID, contact your service representative to turn this feature on.

Note

- When you use this function, contact your service representative for details.

JBIG Reception

Fax Function Upgrade Unit is required.

It allows you to receive messages sent in the JBIG format.

Limitation

- If ECM is turned off, JBIG Reception is not available.
- This feature is not available with G4 communication.
- When the optional Extra G3 Interface Unit is installed, JBIG receptions of "G3-2" lines are standard.

Auto Fax Reception Power-up

This machine can be set to shut down automatically if no one has used it for a while. In these situations, even though the operation switch is off, the machine can still receive incoming messages as long as the Main Power switch is on.

Important

- Reception is not possible if both the operation switch and Main Power switch are turned off.

Note

- You can choose whether messages are printed as soon as they are received (Immediate reception).p.141 “Changing the User Parameters”(Switch14, Bit0)
- You can also set that fax messages received by Memory Reception (Substitute Reception) will be printed after the machine is turned on.

Printing Functions

Print Completion Beep

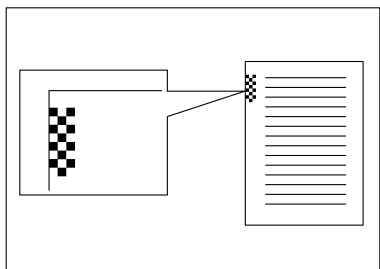
The machine beeps to let you know when a received message has been printed.

Note

- You can choose whether the volume of the beep is turned on or off completely (set the volume to the minimum level). ⇒ Chapter 4, "Adjusting Volume" in the Basic Features manual.

Checked Mark

A checkered mark is printed on the first page of fax messages to help you separate them.



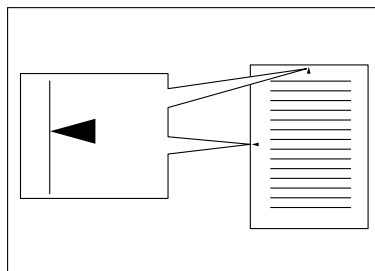
ND1X00N5

Note

- You can choose whether this feature is on with the Initial Setup Reception Mode Settings. ⇒ p.131 "Reception Mode"

Center Mark

Marks are printed halfway down the left side and at the top center of each page received. This makes it easy for you to position a hole puncher correctly when you file received messages.



ND1X00N6

Limitation

- The center mark may deviate a little from the exact center of the edge.

Note

- You can choose whether this feature is on with the Initial Setup Reception Mode Settings. ⇒ p.131 "Reception Mode"

Reception Time

You can have the date and time printed at the bottom of the message when it is received. You choose whether this feature is on with the Initial Setup Reception Mode settings. ⇒ p.131 “Reception Mode”

Limitation

- ❑ When a received message is printed on two or more sheets, the date and time is printed on the last page.

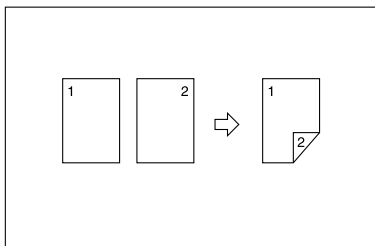
Note

- ❑ The date and time when the message was printed can also be recorded on the message. If you need this feature, please contact your service representative.

2-Sided Printing

The optional Duplex Unit is required. If this setting is set to on, fax messages will be received with Memory Reception. You can have a received message printed on both sides of the paper.

You can turn this feature on or off with the Initial Setup reception Mode settings. You can also print ⇒ p.131 “Reception Mode”



Limitation

- ❑ To use this function, all pages of the received document must be of the same size—inform the sending party of this beforehand if necessary. You must also have paper set in your machine of the same size as that sent by the sending party (A4→A4, B4→B4 are typical examples, whether A3 and B5 sizes are correctly scanned in will depend on the fax machine). This machine will correctly scan in landscape A3, B4, A4, and B5; and portrait A4, B5 and A5. The following table shows the results that can be achieved when sending and receiving using this machine.

	Originals	Top Binding	Side Binding
A4, B5			
A3, B4			

NDDX039G

- ❑ This feature works only when all pages are of the same width and are received into memory.
- ❑ The machine will use Memory Reception for 2-Sided Printing.

- When "Combine 2 Originals" and "2-Sided Printing" are selected at the same time, 2-Sided Printing takes priority and Combine 2 Originals is canceled.
- Printouts may vary depending on how the sender set them.
- If another party sends you a fax and their machine is not able to detect the size of the original correctly, the message may come out truncated, separated or containing excess white space when printed at your end. For example, if the sending machine thinks a B5 original is a B4 original, it will be printed at your end on B4 size paper even if you have B5 paper available in your machine.

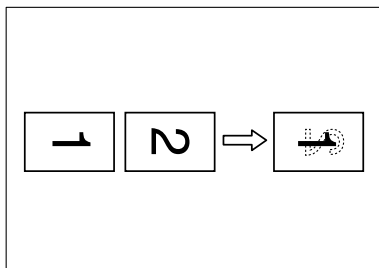
5

Note

- You can choose to have messages only from selected senders printed in this way. ⇒ p.146 "Special Senders to Treat Differently"

180 Degree Rotation Printing

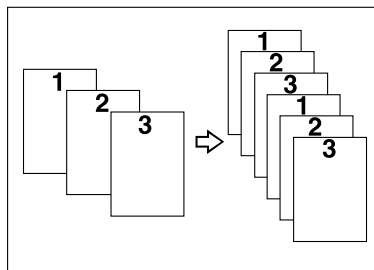
When printing on both sides of the paper, this machine rotates images as shown in the diagram.



CP2B02M0

Multi-copy Reception

If you switch this feature on, multiple copies of each incoming fax message will be printed. You can also choose to have multiple copies made of messages from particular senders. ⇒ p.146 "Special Senders to Treat Differently", ⇒ p.131 "Reception Mode"



ND1X00N7


Limitation

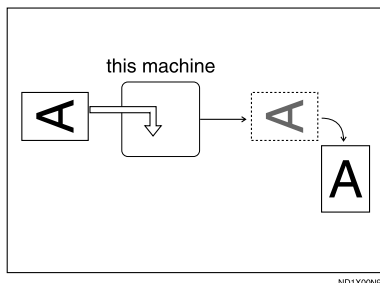
- The maximum number of copies that can be made for each message is 10. If you are using Multi-copy with Specified Senders, the maximum number is 10.

Note

- You can choose whether this feature is turned on or off and set the number of copies with the Initial Setup Reception Mode Settings. ⇒ p.131 "Reception Mode"
- The machine will use Memory Reception for Multi-copy Reception.

Image Rotation

If you have installed paper in the cassette portrait , incoming fax messages will be rotated automatically to fit on the paper.













Note

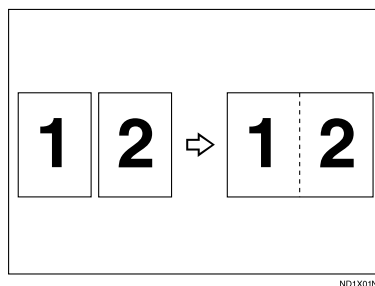
- You can choose to have received messages printed from a specified tray. ⇒ p.131 "Reception Mode"

Combine 2 Originals









When two messages of the same size and direction are received consecutively, they are printed on a single sheet when you turn this feature on. This can help you economize on paper.

- Two A5  messages are printed side by side on a sheet of A4 .
- Two B5  messages are printed side by side on a sheet of B4 .
- Two A4  messages are printed side by side on a sheet of A3 .
- Two 8¹/₂"×5¹/₂"  messages are printed side by side on a sheet of 8¹/₂"×11" .

- Two 8¹/₂"×11"  messages are printed side by side on a sheet of 11"×17" .



Limitation

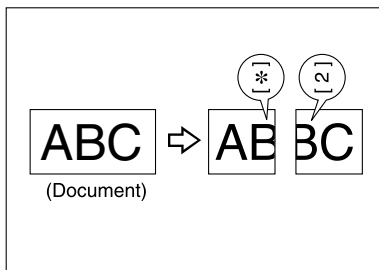
- This feature does not work with messages larger than A5 , B5 , A4  or LT . When A5 , B5 , A4 , or LT  size paper is loaded in the machine, each page of the received message is printed on a single sheet.
- If paper matching the size and direction of a received document is not available, Combine 2 Originals is not possible.
- When "Combine 2 Originals" and "2-Sided Printing" are selected at the same time, 2-Sided Printing takes priority and Combine 2 Originals is canceled.

Note

- You can choose whether this feature is turned on or off. Set this with the User Parameters. ⇒ p.141 "Changing the User Parameters"(Switch10, Bit1)
- This feature uses Memory Reception.

Page Separation and Length Reduction

When the size of a received message is longer than the paper loaded in the machine, each page of the message can be split and printed on several sheets, or reduced and printed on a single sheet. For example, this feature splits the message if the message length is 20mm or longer than the paper used. The message is reduced if it is less than 20mm longer. When a message is split, the split mark (*) is inserted at the split position and about 10mm of the split area is duplicated on the top of the second sheet.



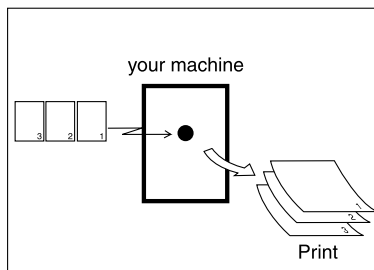
ND1X01N1

Note

- Your service representative can customize this feature with the following settings.
 - Reduction
 - Print split mark
 - Overprinting
 - Overprinting length
 - Guideline for split
- You can adjust the overprinting and reduction lengths within the following ranges:
 - Guideline for split: 5~155mm (5mm steps)
 - Overprinting length: 4mm, 10mm, 15mm

Reverse Order Printing

Normally, received pages are printed and stacked on the tray in the order they are received. If you turn this feature on, the machine will start printing the message from the last page received.



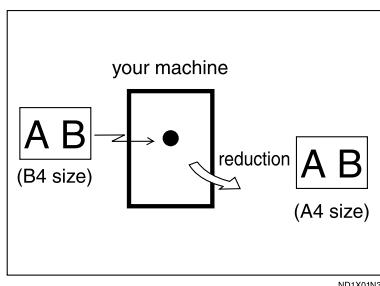
ND1X01N2

Note

- You can choose whether this feature is turned on or off. Set this with the Initial Setup RX. ⇒ p.131 "Reception Mode"
- When this feature is on, the first page will be printed last.
- This feature uses Memory Reception.

Page Reduction

If you receive a message that is longer than the paper in the cassette, usually the machine prints it on two pages. If you turn this feature on the machine reduces the width and length of the received image so that it will fit on one page. If A4 paper size is loaded and a message of B4 size is received, the machine will reduce the message to a single A4 sheet.



Note

- You can choose whether this feature is turned on. Set this with the User Parameters. ⇒ p.141 "Changing the User Parameters"(Switch10, Bit3)

Reference

⇒ p.90 "Page Separation and Length Reduction"

Sender's Own Fax Number Print

Usually the sender's Fax Header is printed on received messages. If the sender has not programmed their Fax Header, you will not be able to identify them. However, if you turn this feature on, the sender's Own Name or Own Fax Number is printed instead so you can find out where the message came from. ⇒ Chapter 3, "Initial settings and Adjustment" in the Basic Features manual

Note

- You can turn it on or off with the User Parameters. ⇒ p.141 "Changing the User Parameters"(Switch02, Bit3)

CIL/TID Print

The optional ISDN Unit is required.

Two features are provided for identification of messages received by G4 (ISDN). If turned on, this information will be printed on every page.

The CIL (Call Identification Line) refers to the combination of the receiver's own fax number and name, the sender's own fax number and name, time, and page number. The TID refers to the name programmed by the sender in their Fax Header. ⇒ Chapter 3, "Initial settings and Adjustment" in the Basic Features manual

Limitation

- These features are available only when receiving in G4 mode.
- If the sender's TID contains double-byte characters (for example Chinese characters), the TID will not be printed even if TID Print is turned on.

Note

















































































- You can turn CIL and TID on or off with the User Parameters. ⇒ p.141 "Changing the User Parameters"(Switch02, Bit5 or Bit6)




When There is No Paper of the Correct Size

If there is no paper in your machine that matches the size of a received message, the machine will choose a paper size based upon the paper you have available. For example, if your machine has B4 and A3 installed and you receive an A4 size message, check the A4 column of the following table. The paper size at the top has the highest priority. In this case, since B4 is a higher priority than A3, the message is printed on A4.

If only B5 is loaded and you receive an A3 message, the received message is stored in memory and will not be printed.



◆ Priority Table

		Received Image Size						
		A3,DLT 	B4 	A4,LT 	A4,LT 	B5 	LG 	F/F4 
Paper Select Priorities	1	A3 	B4 	LT 	A4 	B5 	LG 	F/F4 
	2	DLT 	A3 	LT 	A4 	B5 	A4 	LG 
	3	A4 	DLT 	A4 	LT 	B4 	A4 	A4 
	4	A4 	B5 	A4 	LT 	A4 	LT 	A4 
	5	LT 	B5 	F/F4 	A3 	A4 	LT 	LT 
	6	LT 	A4 	LG 	F/F4 	LT 	F 	LT 
	7	F/F4 	A4 	A3 	DLT 	LT 	B4 	B4 
	8	B4 	LT 	B4 	B4 	F/F4 	A3 	A3 
	9	LG 	LT 	DLT 	LG 	A3 	DLT 	DLT 
	10		F/F4 	B5 		DLT 	B5 	B5 
	11		LG 	B5 		LG 	B5 	B5 

-  Portrait
-  Landscape
-  Image Rotation

GFRXPSN

Page Reduction	Disabled
Reduction in Sub-scan Direction	Enabled
Page Separation Threshold	20mm
Width or Length Priority	Width

-  and  indicate that the message is split over two pages of paper with the orientation and size shown.

Limitation

- Paper placed in the bypass tray is not usually selected for printing a received message. However, you can use this tray if you select the bypass tray as the main paper tray using Reception with Specified Senders. ⇒ p.146 “Special Senders to Treat Differently”
- The paper size used to print a received message may be different from the size of the sent original.

Note

- Widths that this machine can receive are A4, B4, LT, LG, and A3. Any messages narrower than A4 or LT are sent as A4 or LT width with the length unchanged.

Reference

⇒ p.90 “Page Separation and Length Reduction”

p.91 “Page Reduction”

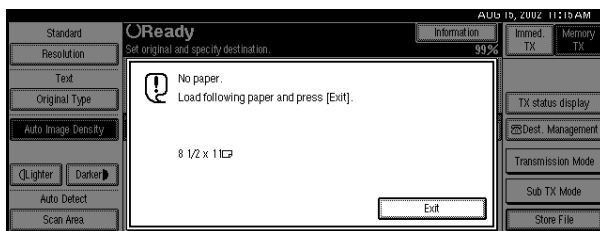
p.89 “Image Rotation”

"Just Size" Printing

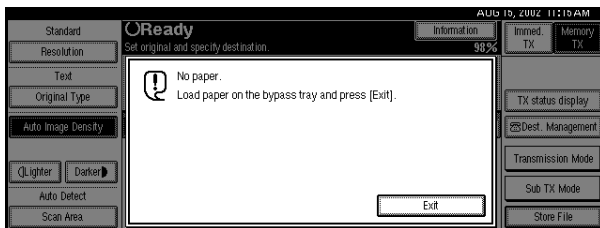
If you turn this feature on and no paper tray is stocked with paper of a suitable size to print a received document, a message will appear on the display prompting you to load paper of the required size. When you have loaded the new paper, you can then print the message.

Two messages can appear:

- Paper Cassette



- Bypass Tray

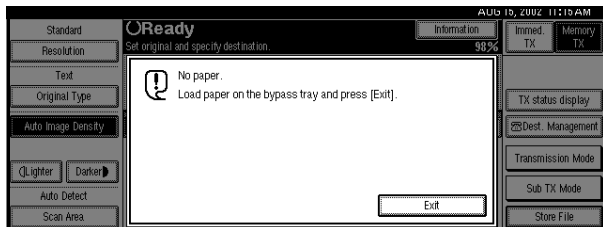


Note

- The action that follows pressing **[Exit]** varies depending on the status of the machine when the message occurred.
 - If any received documents or reports were being printed automatically, the printer automatically continues printing from where it had left off.
 - If any documents or reports were being printed manually, the printer does not resume the printing. Perform the operations from the beginning again.
- You can choose whether the message is turned on. Set this with the User Parameters. ⇒ p.141 “Changing the User Parameters”(Switch05, Bit5)

Out of paper display message

If the paper tray runs out of paper, you can have a message appear on the display asking you to add more paper.



Note

- You can choose whether the message is turned on. Set this with the User Parameters. ⇒ p.141 “Changing the User Parameters”(Switch05, Bit7)

Having Incoming messages Printed on Paper from the Bypass Tray

You can have messages sent from Specified Senders printed on paper from the Bypass Tray. This is useful if you need messages printed on a size of paper not stocked in the paper cassette(s).

Limitation

- The print area is determined by Optional Expansion Memory, Resolution, and the vertical length of originals.

Note

- Before you can use this feature, you need to turn on Authorized Reception (Initial Setup Reception Mode settings), program the Specified Senders (Key Operator Settings) along with the Paper. ⇒ p.131 "Reception Mode", ⇒ p.146 "Special Senders to Treat Differently"
- The optional HDD is required to specify the horizontal paper size larger than 432mm (17.0 inch).
- When you set paper sizes other than A4 landscape, B4 landscape and portrait, A3 landscape and portrait in the Bypass Tray, specify the paper size. This size should match the bypass paper size for copying or a paper jam may occur. To change the bypass paper size for copying. ⇒ "Copying from the Bypass Tray" in the Copy Reference manual
- If the specified paper size and the size of paper set in the Bypass Tray do not match, paper jams may occur or the image may be truncated.
- If you use this feature, Image Rotation and 180 Degree Rotating Printing are not possible.

Where Incoming messages are Delivered - Output Tray

G3/G4 Separate Tray

An optional upper tray or optional finisher unit is required for using this feature. You can specify the document feeding tray for each line. For example, you can specify documents received through the G3-1 line to be fed to the "Internal Tray" and documents received through the G4 line to be fed to the "Upper Tray", facilitating the separation of files.

 **Note**

- To use this feature, specify the line and destination in "G3/G4 Separate Tray".
⇒ p.131 "Reception Mode"

5

Tray Shift

The optional Finisher Unit is Required.

When the optional Finisher Unit is selected for fax output, you can use the Tray Shift function to have the internal delivery exit move to the left or right whenever a fax or report is printed.

This is useful for separating faxes stacked in the finisher output tray. For example, if the previous incoming fax was output to the left, the next incoming fax will be output to the right and vice-versa.

 **Note**

- You can choose whether the message is turned on. Set this with the User Parameters. ⇒ p.141 "Changing the User Parameters"(Switch19, Bit0)

6. Simplifying the Operation

Programs

If you regularly send messages to a particular destination or transmit using the same features, you can save a lot of repetitive keypad operations by registering this information in a Keystroke Program.

Registering Keystroke Programs

Keystroke Programs can be recalled by just pressing a Quick Dial key. The following procedure can be used to program a new Keystroke Program or overwrite an old one.

You can register the following items in Keystroke Programs:

- Memory Transmission, Immediate Transmission, destinations (up to 500 numbers), Resolution, Original Type, G3 or G4 communication mode, Stamp, Send Later, Default ID, Auto Document, Book Fax, Transfer Deadline, Polling Transmission, Polling Reception, Transfer Request, 2-sided transmission, optional functions, and Printing Sender Name.
- Program name (up to 20 characters)

Important

- We recommend that you print the Keystroke Program list and keep it when you register or change a function. ⇒ p.124 "Reports/Lists"

Limitation

- You cannot register a program in a Quick Dial key used for another function.
- When a registered program key is being used for a Memory Transmission on standby, the message "Specified destination is used by transmission standby file. It cannot be changed or deleted. Specify it again after transmission is completed." is displayed. You cannot change the function for this key at this time.
- You cannot program Transfer Request Transmission and Broadcasting at the same time.

Note

- The maximum number of programs you can register is 100 (up to 200 with optional Fax Function Upgrade Unit installed).
- Use the same procedure to registering and change programs. Follow the procedure for the items you want to change.
- The method to register or change programs for Copy Function is different from that of Fax Function. ⇒ "Programs" in Copy Reference manual.

1 Prepare for registering the program.

Note

- The procedure for programming differs depending on the items you want to register.
- Press the **[Clear Modes]** key to cancel programming.

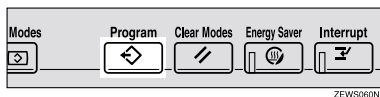
Example of registering a program using Send Later with the fax number "0123456789".

- 1 Press **[0], [1], [2], [3], [4], [5], [6], [7], [8], [9]** with the number keys.
- 2 Press **[Transmission Mode]**.
- 3 Select **[Send Later]**.
- 4 Enter the time to send.

Note

- If the time is already specified, that time is shown. Press the **[Clear Modes]** key to change the time to send.

- 2 Press the **[Program]** key.

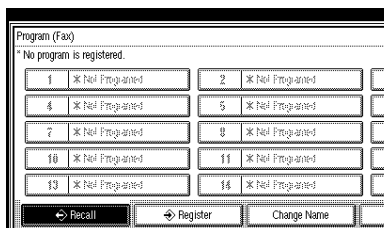


The program (facsimile) menu is shown.

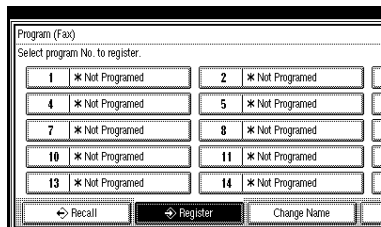
- 3 Press **[Register]**.

Registered program numbers and names are shown in the keys.

If there is no program registered, "*Not programmed" is shown.



- 4 Select a program number in which **"*Not programmed"** is shown.



Note

- If **"*Not programmed"** is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- If you make a mistake, press **[Delete]** and try again.
- To change a program, after pressing the number of the program to be changed, press **[Register]**. If you make a mistake, press **[Cancel]** and repeat from step 4.

- 5 Enter the program name.

The "Program Name" display is shown.

Note

- To delete the contents you entered, press **[Delete]**. The display returns to step 4.
- If a program has been already registered, a program name is displayed. To change a program name, press the **[Clear/Stop]** key and reenter.
- You should register the program name.

- 6 Press **[OK]**.

The program has been registered.

- 7 Press **[Exit]**.

The initial display is shown.

Using a Program

Note

- When using a program, the settings that you have already made are canceled.

Example of executing a program using Send Later with the fax number "0123456789".

- 1** Make sure that the machine is in Facsimile mode and the standby display is shown.

Note

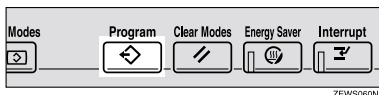
- If the standby display is not shown, press the **[Facsimile]** key.

- 2** Place your original.

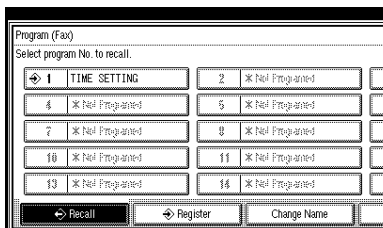
Note

- If you have not registered destinations or scan settings as a program, enter the fax number for the destination and select any scan settings you require.

- 3** Press the **[Program]** key.



- 4** Select a program number you registered.



The initial display is shown.

Then, the registered fax number and time are shown. Transmission Mode is selected.

Note

- If the number of the program to be used is not shown, press **[▲ Prev.]** or **[▼ Next]**.

- 5** Press the **[Start]** key.

The fax number and specified time are shown on the display and the machine starts to scan the original.

Changing a Program Name

You can only change a program name.

Limitation

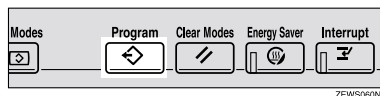
- When a registered program is being used for a standby Memory Transmission, you cannot change the program name.

- 1** Make sure that the machine is in Facsimile mode and the standby display is shown.

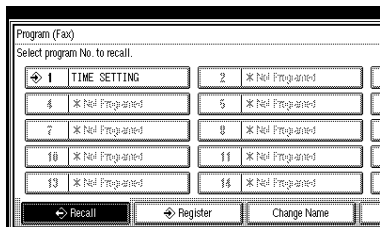
Note

- If the standby display is not shown, press the **[Facsimile]** key.

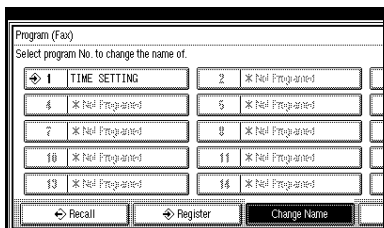
- 2** Press the **[Program]** key.



- 3** Press **[Change Name]**.



- 4** Select the program number for the name you want to change.



Note

- If the number of the program to be changed is not shown, press [**▲ Prev.**] or [**▼ Next**].

- 5** Enter a new program name.

Note

- Press [**Delete**] to cancel the change.

- 6** Press [**Exit**].

The initial display is shown.

- 7** Press [**Exit**].

The initial display is shown.

Deleting a Program

Limitation

- When a registered program is being used for a standby Memory Transmission, the following message appears "Specified destination is used by transmission standby file. It cannot be changed or deleted. Specify it again after transmission is completed." The program can not be deleted at this time.

Note

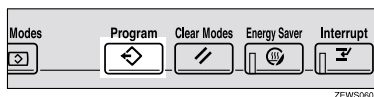
- If you delete a program, the registered program name is also deleted.

- 1** Make sure that the machine is in Facsimile mode and the standby display is shown.

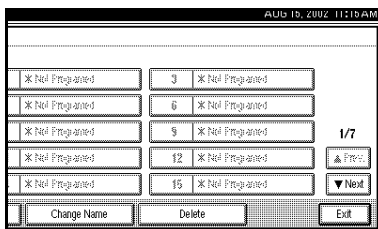
Note

- If the standby display is not shown, press the [**Facsimile**] key.

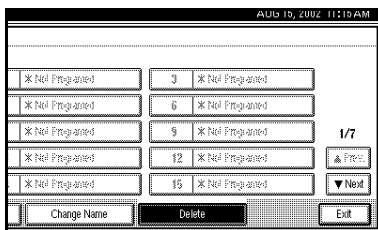
- 2** Press the [**Program**] key.



- 3** Press [**Delete**].



- 4** Select the program number you want to delete.



The contents of the program are shown on the display.

Note

- If the number of the program to be deleted is not shown, press [**▲ Prev.**] or [**▼ Next**].

5 Press **[Yes]**.

 **Note**

- Press **[No]** to not delete the program. The display returns to step **3**.

6 Press **[Exit]**.

The initial display is shown.

Using the Document Server

The optional Hard Disk Unit is required

Use this feature to store documents in the Document Server of this machine. The Document Server can store documents using facsimile, copy and printer features.

The documents that are stored using a facsimile feature are available to transmit by facsimile.

Storing in the Document Server enables the following:

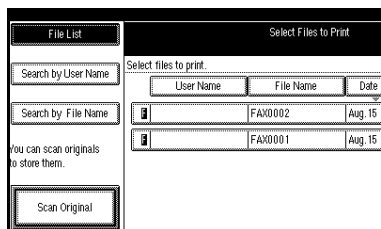
- Once stored, a document can be sent out as many times as you want just by selecting it.
- Storing a document does not use facsimile memory.

You can also send multiple stored documents or combine a document with a scanned original to send them out as a single document. Use "Select Stored File" in "Sub TX Mode" to send stored documents. ⇒ p.64 "Printing Stored Documents"

Note

- The stored documents are not deleted even when there is a power failure or the Main Power switch is turned off.
- Based on the factory settings, the machine automatically deletes documents from the Document Box one day (24 hours) after each document was saved. The user can disable the automatic deletion of documents or change the automatic deletion period, for example, to several days. For details, see "Key Operator Tools ²/₂ - Auto Delete File" in the System Settings.

- The fax feature has a memory capacity of approximately 3,000 pages. You can store approximately 9,000 pages (ITU-T No.1 chart) in the Document server using the copy, printer, and scanner features.
- You can store up to 400 pages as one document (up to 1,000 pages with optional Expansion Memory).
- You can print the stored documents by pressing the **[Document Server]** key. Documents stored using the fax feature are shown with an "F" in front of the user name. ⇒ "Document Server" in the System Settings Reference manual



Storing a Document

You can send and store a document at the same time. You can also just store a document.

You can program or change the following items of stored documents.

- File name
Scanned documents are given file names, such as "FAX001" and "FAX002" automatically. However, you can change the file names. ⇒ p.104 "Setting a File Name"

- User name
Specify a user name to identify the stored documents if necessary.⇒
p.103 "Programming a User Name"
- Password
Setting a password to protect accidental transmission from others.⇒
p.105 "Setting a Password"

1 Make sure that the machine is in Facsimile mode and the standby display is shown.

If the standby display is not shown, press the **[Facsimile]** key.

2 Place your original, and then select any scan settings you require.

3 Press **[Store File]**.

4 Select **[Store & Transmit]** or **[Store only]**.

Select **[Store & Transmit]** to send documents after they are stored.

Select **[Store only]** to store documents.

When **[Store only]** is selected, "*****" is shown.

5 Set the user name, file name and password if necessary.

Note

- If you are not going to set the user name, file name, or password, go to step **6**.
- You cannot change multiple documents at once.

Programming a User Name

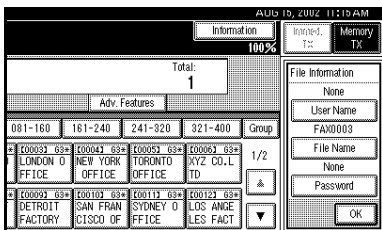
Note

- Set a user name from those that are programmed in the user code. Set the user codes in the System Settings.

1 Press **[File Info. Setting]**.

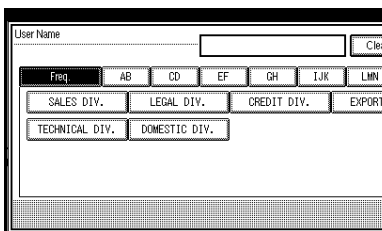
2 Press [User Name].

The User Name Change menu is shown.



3 Press the user name to be programmed.

The user names that are programmed in the user code are shown.



Note

- If a user name to be programmed is not shown, press [▲ Prev.] or [▼ Next].
- Press the title key to switch between titles.
- To set an unprogrammed user name, press [Non-programmed Name], and then enter the name. User names that are entered by pressing the [Non-programmed Name] key are not programmed into the user code.

Reference

⇒ Chapter 3, "Entering Text" in the Basic Features manual

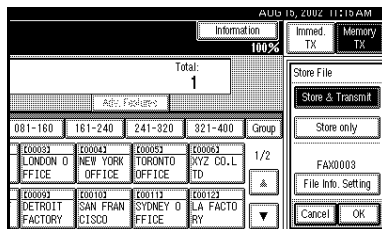
4 Press [OK].

The specified user name is shown.

5 Press [OK].

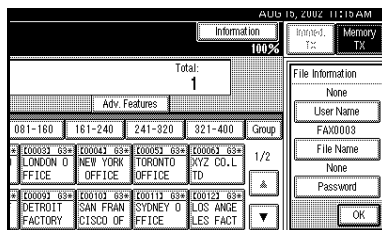
Setting a File Name

1 Press [File Info. Setting].



2 Press the [File Name] key.

The File Name Change menu is shown.



3 Enter the file name.

Reference

⇒ Chapter 3, "Entering Text" in the Basic Features manual

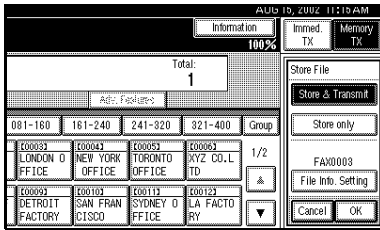
4 Press [OK].

The changed file name is shown.

5 Press [OK].

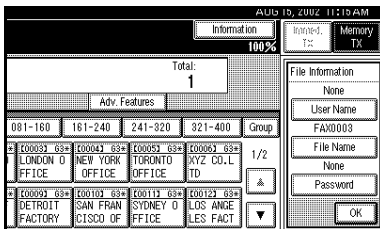
Setting a Password

- 1 Press **[File Info. Setting]**.

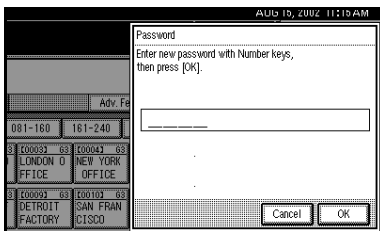


- 2 Press **[Password]**.

The Password Setting menu is shown.



- 3 Enter a password using the number keys.



Note

- If you make an error, press the **[Clear/Stop]** key or **[Clear]**, and then reenter your password. You can enter up to 4 digits for a password.

- 4 Press **[OK]**.

**** is shown.

- 5 Press **[OK]**.

- 6 Press **[OK]**.

- 7 If you have selected the **[Store & Transmit]** key, specify the receiver.

Note

- If you have selected **[Store only]**, go to step 8.

- 8 Press the **[Start]** key.

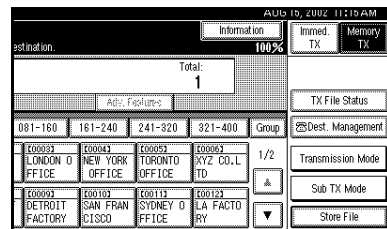
Manage File

You can change the file name, user name, and password of stored documents.

To change a stored document, delete the document you no longer need, and then reprogram the new document. ⇒ p.107 "Delete File"

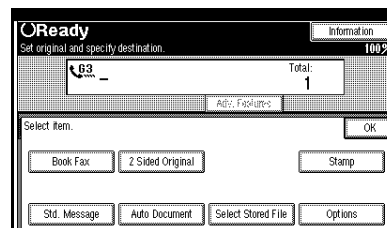
You can also change the information by pressing the **[Document Server]** key. ⇒ "Document server" in the System Settings Reference manual

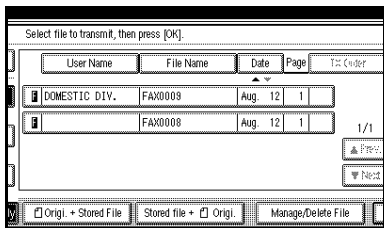
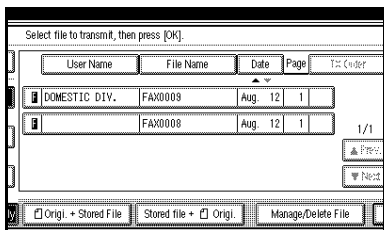
- 1 Press **[Sub TX Mode]**.



The Sub Transmission menu is shown.

- 2 Press **[Select Stored File]**.

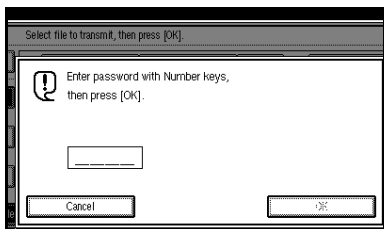


3 Select [Manage/Delete File].**4** Press the document to be changed.**Note**

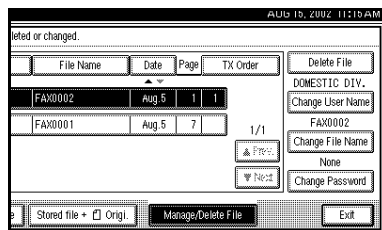
- If the document to be changed is not shown, press [**▲ Prev.**] or [**▼ Next**].
- You can specify multiple documents at one time.

5 If you select a document for which a password is set, enter the password.

When a selected file does not have a password, go to step **7**.

**6** Press [OK].**7** Change the information of the stored document. Change the desired items.

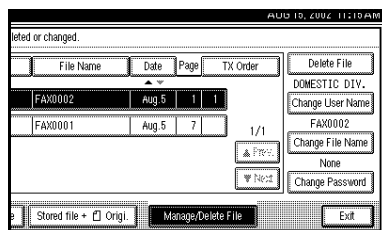
Changing a File Name

1 Press [Change File Name].**2** Press [Backspace] or [Delete All], and then reenter the file name.**Reference**

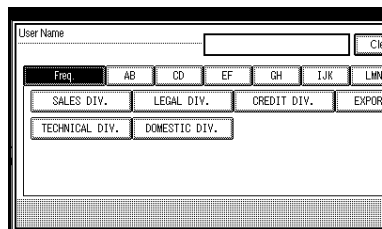
⇒ Chapter 3, "Entering Text" in the Basic Features manual

3 Press [OK].

Changing a User Name

1 Press [Change User Name].**2** Press [Clear].

The user name is deleted.



3 Press the new user name.

Note

- If the user name to be changed is not shown, press [**▲ Prev.**] or [**▼ Next**].
- Press the title keys to switch between titles.
- To set an unprogrammed user name, press the [**Non-programmed Name**] key, and then enter the name.
- User names that are entered by pressing the [**Non-programmed Name**] key are not programmed into the user code.

Reference

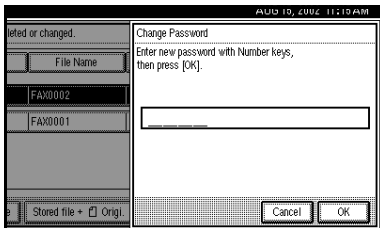
⇒ Chapter 3, "Entering Text" in the Basic Features manual

4 Press [OK].

Changing the Password

1 Press [Change Password].

2 Enter a new password using the number keys.



3 Press [OK].

8 Press [Exit].

The Sub Transmission menu is shown.

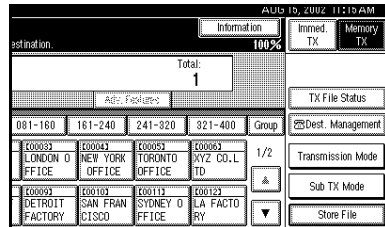
9 Press [OK].

The initial display is shown.

Delete File

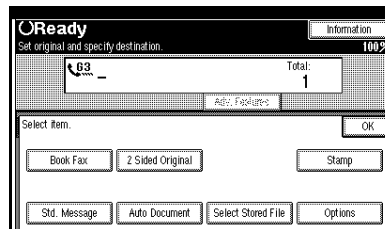
Use this feature to delete your stored documents.

1 Press [Sub TX Mode].

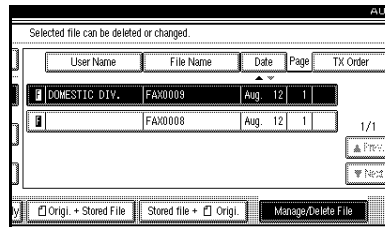


The Sub Transmission menu is shown.

2 Press [Select Stored File].



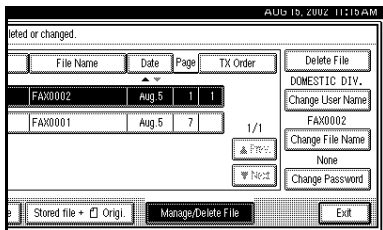
3 Select [Manage/Delete File].



4 Press the document you want to delete.

Note

- You can specify multiple documents and delete them at one time.
- If a document to be deleted is not shown, press [**▲ Prev.**] or [**▼ Next**].

5 Press **[Delete File]**.**6** Press **[Delete]**. **Note**

- If you do not want to delete the document, press **[Do not Delete.]**.

7 Press **[OK]**.**8** Press **[OK]**.

The initial display is shown.

6

Controlling documents saved in the Document Server from a computer

The fax documents saved in the Document Server can be viewed and controlled from a network computer with DesktopBinder V2 Lite or DesktopBinder V2 Professional installed.

The following operations are available from the computer:

- Displaying documents (Easy Viewer)
- Displaying document properties (Properties)
- Deleting documents (Delete)
- Copying documents to a computer (Copy)
- Printing documents (Print from Document Server)
- Sending documents by fax (Fax from Document Server)

- Exporting documents as files (Export Document)

For more information, see the DesktopBinder V2 operating instructions and Help.

Settings made in System Settings enable you to send documents to the delivery server or to automatically save documents in the Document Server.

For more information, see the Scanner Reference.



7. Facsimile Features

Accessing the User Tools

The User Tools allow you to program the machine with your identification, store frequently used numbers and settings, and customize the default settings to match your needs.

So you can find the User Tool you want quickly and easily, they are grouped by function.

◆ **Prog./Change/Delete**

Use to program, change or delete: Quick Dial table, Group Dial, title of Quick Dial, Order of Quick Dial table, Auto Documents, Standard Message, Irregular Scan Area

⇒ Chapter 3, "Quick Dials" in the Basic Features manual

⇒ Chapter 3, "Groups" in the Basic Features manual ⇒ p.113 "Program/Delete Menu"

◆ **Print List/Report**

Use to print: the Journal, Group list, Program list, Auto Document list, Quick Dial list, Label Insertion list ⇒ p.124 "Reports/Lists"

◆ **General Settings/Adjustment**

Use to set defaults for: Transmission mode (Memory / Immediate), scan conditions (Resolution / Auto Image Density / Original Type), Fax Information, Adjust Sound Volume Use ⇒ p.125 "General Setting/Adjustment"

◆ **Reception Mode**

Use to turn on or off: Reverse Order, Checkered Mark, Center Mark, Print RX Time, Multi-copy Reception, Authorized Reception, Special RX Nos., 2-Sided printing and Forwarding

- Also use to set the delivery tray according to line type and make paper tray settings.

◆ **Key Operator Tools**

Use to program/check: your name, your fax number, line type, various ID codes, number of transmitted/received documents ⇒ p.131 "Reception Mode"

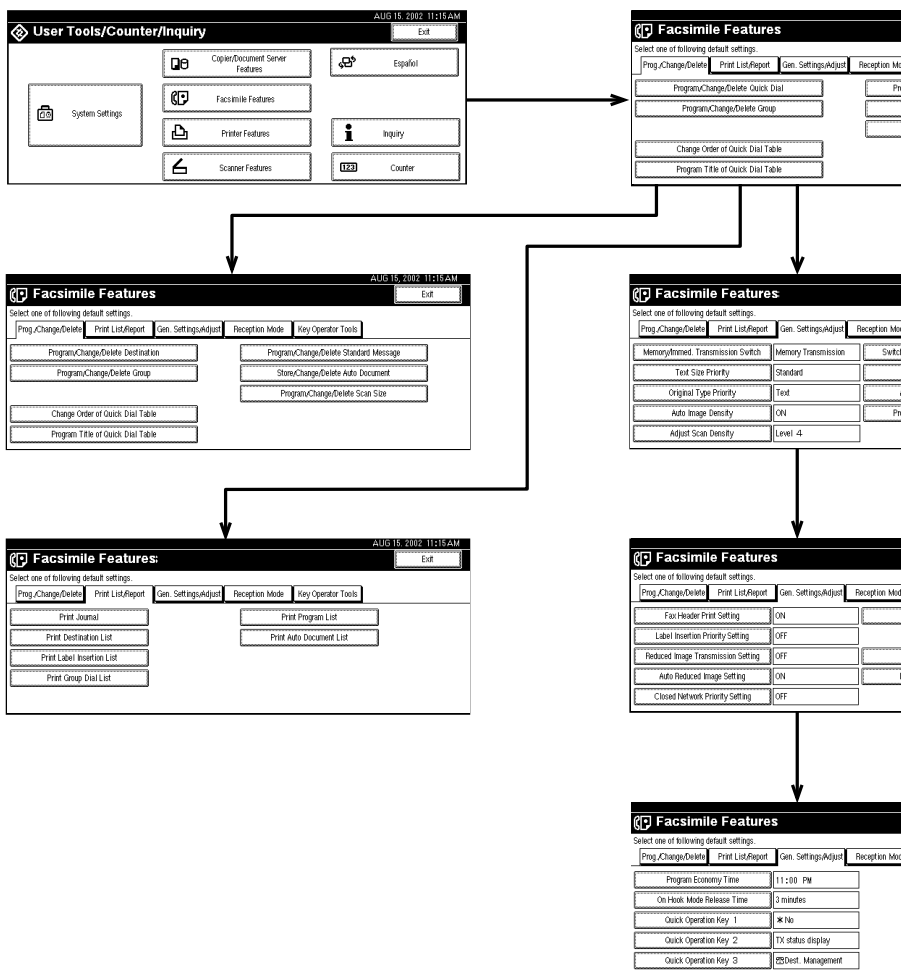
Note

- Refer to "Function Map" ⇒ p.110 for the order of the System Setting function displays. For further details, refer to each page.
- For System Settings, refer to the System Settings Reference manual.

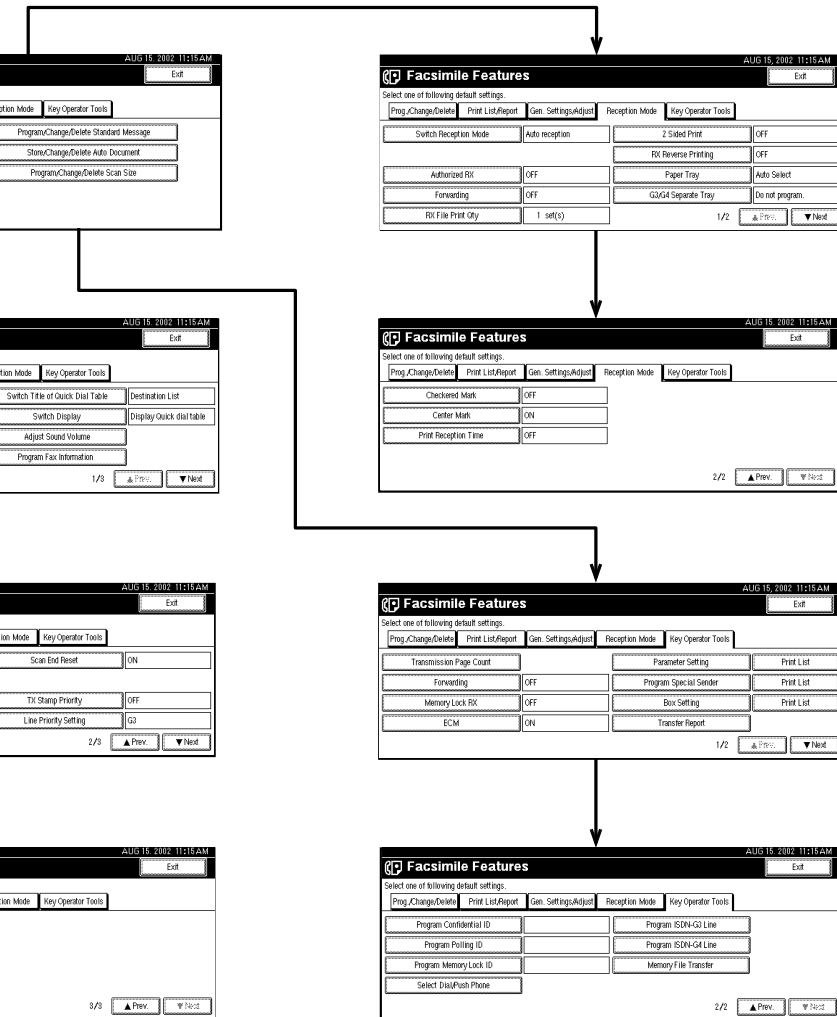
Function Map

 **Note**

- This Function Map shows displays when the machine is installed with the optional ISDN Unit. The displays are different depending on the existence optional equipment installed.



7



◆ Menu

- Select the tab to display the menu.
- You can switch the display by pressing [**▲ Prev.**] or [**▼ Next**].
- The selected item is highlighted.
- After you specify settings, press [**OK**]. If [**OK**] is not pressed, the settings you made will not be applied.
- Press [**Cancel**] to cancel specified settings. The previous display is shown.

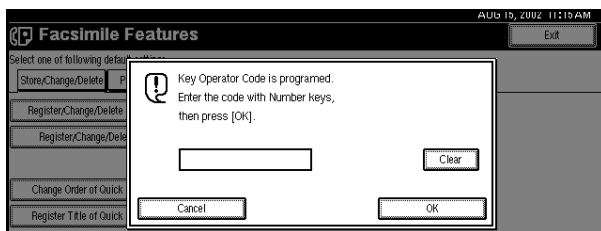
◆ Key Operator Code

When Key Operator Code is programmed and turned on, users have to enter a programmed Key Operator Code (maximum 8 digits) to operate the User Tools and Key Operator Tools. This prevents unauthorized people from changing registrations.

Note

- You can turn the Key Operator Code on or off with "System Settings".
- When you set the Key Operator Code active, enter a code (maximum 8 digits) with the number keys and select [**Partial**] or [**All Initial Settings**] to limit access.
 - When [**Partial**] is selected
Only the Key Operator Tools are protected with a Key Operator Code.
 - When [**All Initial Settings**] is selected
The Key Operator Tools and User Tools are protected with a Key Operator Code.

- ① Press the [**User Tools/Counter**] key.
If you have selected [**All Initial Settings**], go to step ③.
- ② Select [**Key Operator Code**].
- ③ Enter a maximum 8 digit Key Operator Code with the number keys.



- ④ Press [**Exit**].

Note

- If an unprogrammed key operator code is entered, the display returns to step ③.

Program/Delete Menu

Changing the Order of the Quick Dial Table

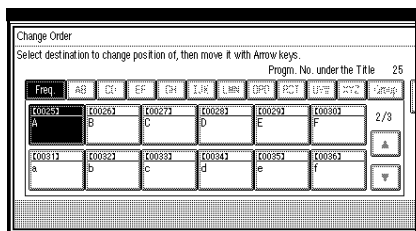
Use this feature to change the order of the programmed Quick Dial table.

It is convenient if you list the receivers that you fax to frequently on the first page of the quick dial table.

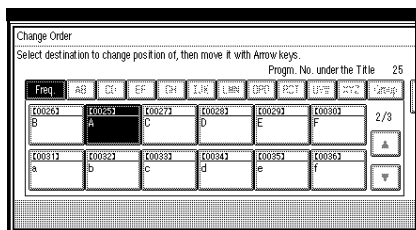
Note

- You can only change the order within Title 1, Title 2, and Title 3. You cannot change the order within the Destination List.

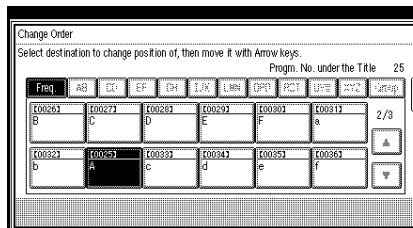
Pressing an arrow key will move the selection in the direction of the arrow.



Start in the menu above. By pressing [→], the destination key moves to the right.



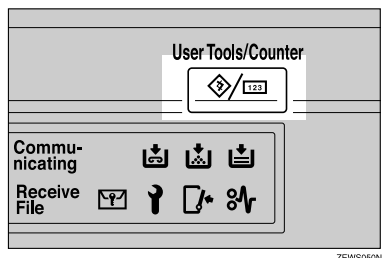
By pressing [↓], the destination key moves down.



Reference

⇒ Chapter 3, "Programming Quick Dials" in the Basic Features manual

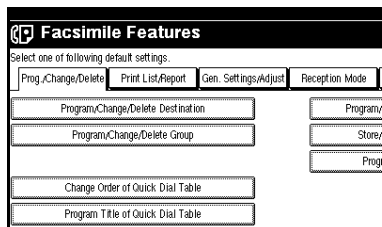
1 Press the [User Tools/Counter] key.



2 Select [Facsimile Features].

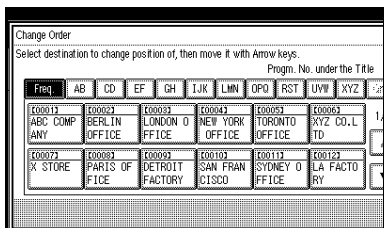
The Initial Facsimile Features menu is shown.

3 Check that the "Prog./Change/Delete" tab is shown.



4 Select [Change Order of Quick Dial Table].

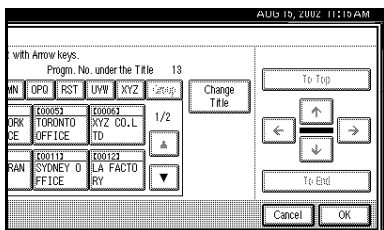
5 Press the destination key for which you want to change the order.



Note

- If the desired destination key is not shown, press [▲ Prev.] or [▼ Next] to display.
- If the destination key is under a different title, press [Change Title] to switch between titles.

6 Press the arrow keys to move the destination key.



Note

- Press [To Top] to move the key to the top of the quick dial table, and press [To End] to move the key to the end of the quick dial table.

7 Press [OK].

The order has been changed.

Note

- If you do not want to change the order, press [Cancel].

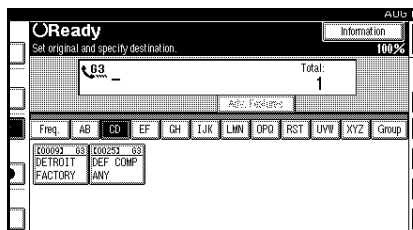
8 Press the [User Tools/Counter] key.

The display is returns to the stand-by mode.

Programming Title of the Quick Dial Table

Use this feature to add a name to the title of the quick dial table in order to facilitate finding the desired programmed destination.

As in a telephone directory, there are titles in the quick dial table to facilitate finding the desired receiver from among many destinations.



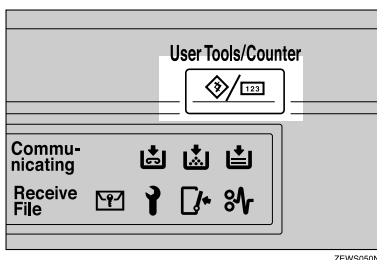
In the menu above, the "CD" page (menu) of the quick dial table is selected. The titles are "Freq.", "AB", "CD", "EF", "GH", "IJK", "LMN", "OPQ", "RST", "UVW", and "XYZ". For an example, press "EF" to select that page.

On this machine, you can create a Quick Dial Table according to your needs. In creating a quick dial table, you should program titles to facilitate your search process. The factory default settings, classified by alphabetical order, can be changed to a different type of classification.

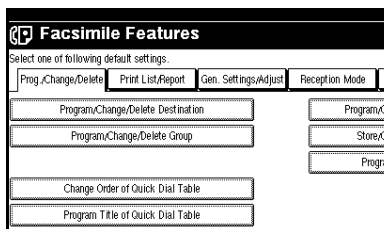
Create and use your own titles according to your needs, for example, "Business" and "Private".

Note

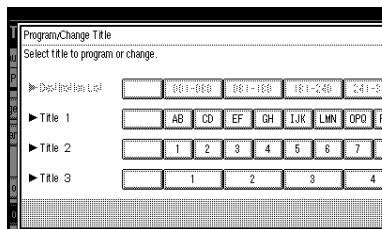
- The machine can make four types of quick dial tables. To display a quick dial table different from the one being shown, press the **[Change Title]** key. ⇒ p.115 "Switching Titles"
- You can program up to four characters for the "Title 1" and "Title 2" keys.
- You can program up to eight characters for the "Title 3" key.
- Use the same procedure to program and change the titles.

1 Press the **[User Tools/Counter]** key.**2** Press **[Facsimile Features]**.

The Facsimile Features menu is shown.

3 Check that the "Prog./Change/Delete" tab is selected.**4** Select **[Program Title of Quick Dial Table]**.**5** Press the title key to program.**Note**

- You cannot make any changes to "Destination List" or "Freq."

**6** Enter the name for the title key.**Reference**

⇒ Chapter 3, "Entering Text" in the Basic Features manual

7 Press **[OK]**.**Note**

- To program another title key, repeat from step **5**.

8 Press **[Exit]**.**9** Press the **[User Tools/Counter]** key.
The initial display is shown.**Switching Titles**

To specify a fax receiver on the quick dial table, select the title where that receiver is programmed.

You can specify all programmed receivers on the destination list.

To display the quick dial table in alphabetical order, select "Title 1". To display the quick dial table that is programmed by user, select "Title 2".

- ① Press **[Dest. Management]**.
- ② Select **[Change Title]**.

- ③ Press the title key to be displayed.
- ④ Press **[OK]**.
The selected title is shown above the "Change Title" menu.

Note

- If you do not want to change the title, press **[Cancel]**. The display will return to step ②.

- ⑤ Press **[Exit]**.
The initial display is shown.

Programming Standard messages

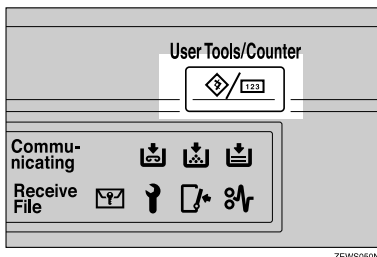
Use this feature to program standard messages to be printed at the top of the first page of the original. It is convenient if you program message such as your own greetings.

Note

- You can program your own messages into **[Prog. Message 1]**, **[Prog. Message 2]** and **[Prog. Message 3]** keys only. You cannot change the "Confidential", "Urgent", "Please phone", or "Copy to corres ..." messages.

- Use the same procedure to program and change your messages.

- 1** Press the **[User Tools/Counter]** key.

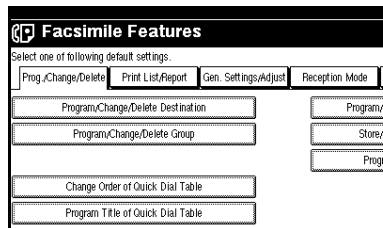


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- 2** Select **[Facsimile Features]**.

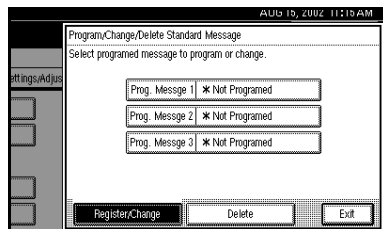
The Facsimile Features menu is shown.

- 3** Check that the "Prog./Change/Delete" tab is shown.



- 4** Select **[Program/Change/Delete Standard Message]**.

- 5** Select a key in which **"*Not programmed"** is displayed.



Note

- To change a message, press the programmed message that you want to change.

- 6** Enter your message.

Reference

⇒ Chapter 3, "Entering Text" in the Basic Features manual

- 7** Press **[OK]**.

Note

- To program another message, repeat from step ⑤.
- To cancel a registration, press **[Cancel]**.

8 Press [Exit].

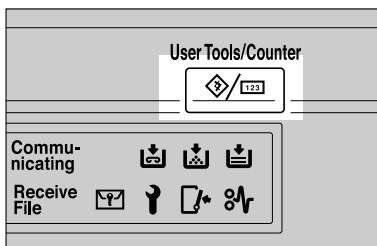
9 Press [User Tools/Counter].

The initial display is shown.

Deleting Standard messages

Use this feature to delete programmed messages that you no longer need.

1 Press the [User Tools/Counter] key.

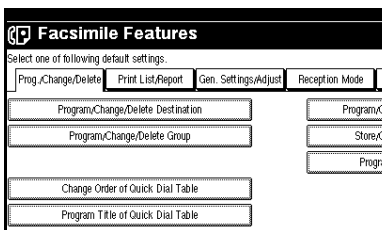


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2 Select [Facsimile Features].

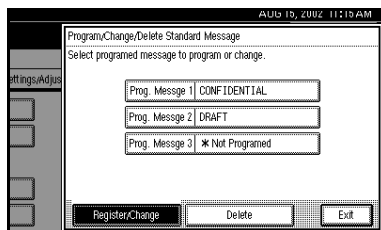
Facsimile Features menu is shown.

3 Check that the "Prog./Change/Delete" tab is shown.

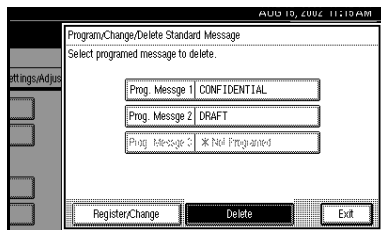


4 Select [Program/Change/Delete Standard Message].

5 Press [Delete].



6 Select the message that you want to delete.



7 Press [Delete].

Note

- To delete another message, repeat from step 6.
- If you do not want to delete, press [Do not Delete]. The display will return to step 6.

8 Press [Exit].

9 Press the [User Tools/Counter] key.

The initial display is shown.

Storing and Changing an Auto Document

If you find that you often have to send a particular page to people (for example, a map, a standard attachment, or a set of instructions), store that page in memory as an Auto Document. This saves re-scanning the original every time you wish to send it.

Use the following procedure to program a new Auto Document or overwrite an existing one.

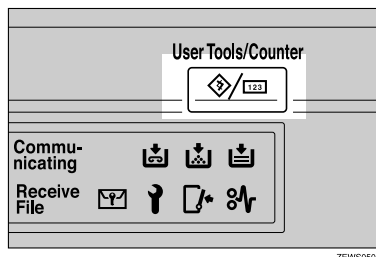
Important

- You can store up to 6 Auto Documents (18 with the optional Expansion Memory installed). Each Auto Document can contain one page.
- You can store the following items in an Auto Document:
 - Scan settings (Resolution, Original Type, and Image Density)
 - Irregular Scan Area
 - Document name (up to 16 characters)
- We recommend that you print the Auto Document list and keep it when you program or change an Auto Document. ⇒ p.124 “Reports/Lists”

Limitation

- You can only send one Auto Document per transmission.

- 1** Press the **[User Tools/Counter]** key.

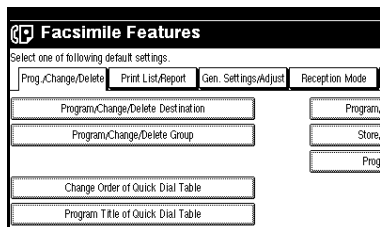


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- 2** Select **[Facsimile Features]**.

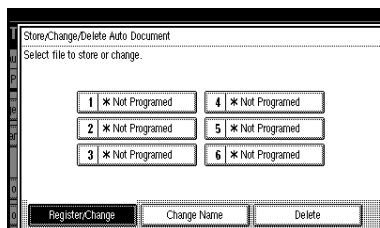
The Facsimile Features menu is shown.

- 3** Check that the **"Prog./Change/Delete"** tab is shown.



- 4** Select **[Store/Change/Delete Auto Document]**.

- 5** Select the file you want to store or change.



Note

- If there are stored files, the file names are shown.

Storing a file

❶ Select a [***Not programmed**] key.

❷ Enter a file name.

 **Reference**

⇒ Chapter 3, "Entering Text" in the Basic Features manual

❸ Press [**OK**].

Changing a file

❶ Select a file you want to change.

The message "A file is already stored. If another file is stored, previous one will be deleted. Is it OK?" is shown.

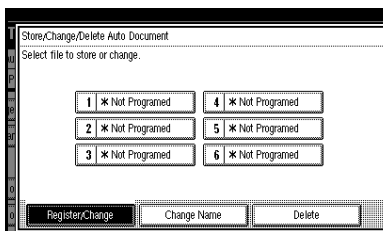
❷ Press [**Store**].

If you do not want to change the file, press [**Do not Store**].

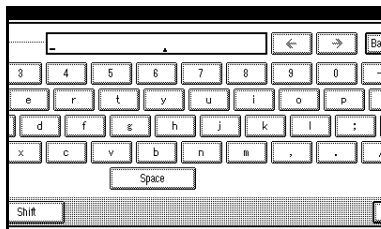
Changing only a file name

❶ Press [**Change Name**].

❷ Select a file you want to change.



❸ Enter a file name.



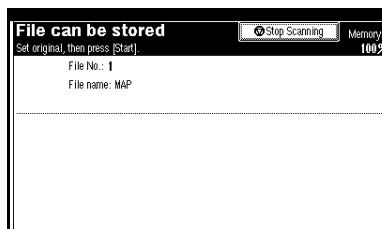
 **Reference**

⇒ Chapter 3, "Entering Text" in the Basic Features manual

❹ Press [**OK**].

Go to step ❸.

❺ Place your original and select any scan settings you require.



 **Note**

You can also specify a Scan Size. ⇒ Chapter 2, "Setting a Scan Area" in the Basic Features manual

❻ Press the [**Start**] key.

The machine starts to scan.

 **Note**

To cancel scanning, press [**Stop Scanning**].

❼ Press [**Exit**] after scanning is finished.

❽ Press the [**User Tools/Counter**] key.

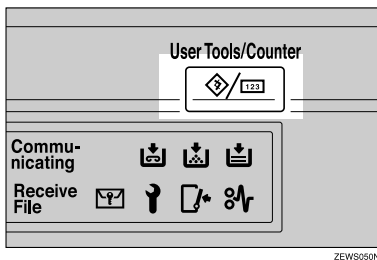
The initial display is shown.

Deleting an Auto Document

! Limitation

- You cannot delete an Auto Document waiting to be transmitted. Delete it after the transmission or cancel the transmission, and then delete the Auto Document.

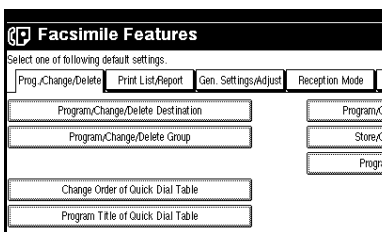
1 Press the [User Tools/Counter] key.



2 Select [Facsimile Features].

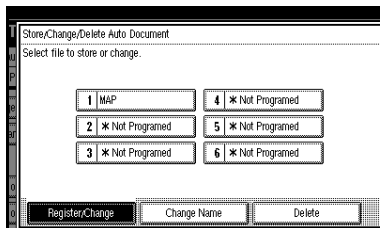
Facsimile Features menu is shown.

3 Check that the "Prog./Change/Delete" tab is shown.

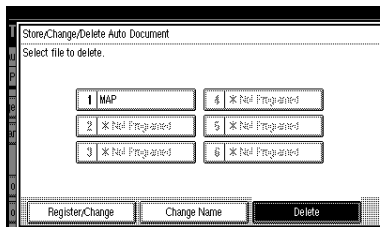


4 Select [Store/Change/Delete Auto Document].

5 Press [Delete].



6 Select the file you want to delete.



7 Press [Delete].

Note

- If you do not want to delete, press [Do not Delete]. The display will return to step 6.

8 Press [Exit].

The Auto Document is deleted.

9 Press the [User Tools/Counter] key.

The initial display is shown.

Programming and Changing a Scan Size

When you select a Scan Size to scan a non-standard size original, two custom sizes of original are available (Program Size 1 and Program Size 2). Use the following procedure to program a custom size in advance.

To change an existing Scan Size, use the same procedure.

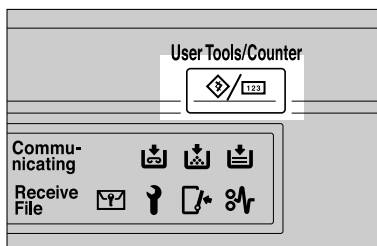
Important

- ❑ When programming or changing a Scan Size, we recommend that you make a memo of the new size.

Note

- ❑ Use the same procedure to program and change a Scan Size. Follow the procedure for the items you want to change.
- ❑ You can specify a horizontal length from 128 to 1200mm or from 5.5 to 47inches.

- 1** Press the **[User Tools/Counter]** key.

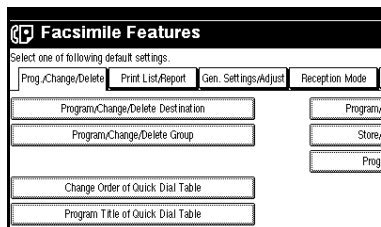


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- 2** Select **[Facsimile Features]**.

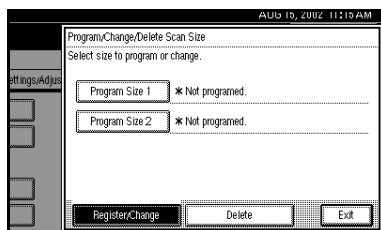
The Facsimile Features menu is shown.

- 3** Check that the "Prog./Change/Delete" tab is shown.



- 4** Select **[Program/Change/Delete Scan Size]**.

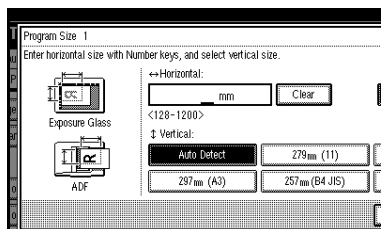
- 5** After confirming **[Register/Change]** is selected, press **[Program Size 1]** or **[Program Size 2]**.



Note

- ❑ If **[Register/Change]** is not selected, press **[Register/Change]**.
- ❑ If a size is already programmed, it is shown on the display. If not, "*"Not programmed" is shown.

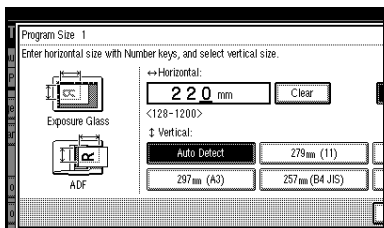
- 6** Enter a horizontal size with the number keys.



Note

- ❑ You can specify a horizontal length from 128 to 1200mm or from 5.5 to 47 inches. You cannot specify a length shorter than 128mm or longer than 1200mm.
- ❑ Each time you press **[mm]** or **[inch]**, the units change between "mm" and "inch" alternately. If you enter a length and change the unit by pressing **[mm]** or **[inch]**, the length is converted automatically according to the unit (fractions are rounded off). For Example, When you enter **[2]**, **[5]** and **[0]** in millimeters and change to "inch", the length "9.8inch" is shown on the display. If you press "mm" again, "249mm" is displayed.
- ❑ If you make a mistake, press **[Clear]** and try again.
- ❑ To cancel a Scan Size, press **[Cancel]**.

7 Select a vertical size.



Note

- ❑ A displayed vertical size differs depending on the selected unit. When **[mm]** is selected, **[Auto detect]**, **[210mm (A4)]**, **[257mm (B4 JIS)]**, **[297mm (A3)]**, **[216mm (8 1/2)]** and **[279mm (11)]** are shown. When **[inch]** is selected, **[Auto detect]**, **[8.3inch (A4)]**, **[10.1inch (B4 JIS)]**, **[11.7inch (A3)]**, **[8.5inch]** and **[11.0inch]** are shown.
- ❑ To cancel a Scan Size, press **[Cancel]**.

8 Press **[OK]**.

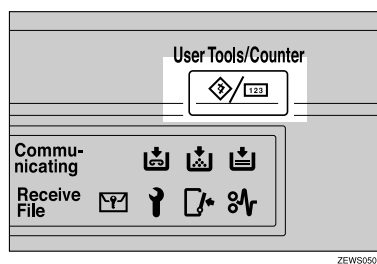
A programmed size is displayed. If you set the size to **[Auto Detect]**, "Auto" is displayed.

9 Press **[Exit]**.

10 Press the **[User Tools/Counter]** key.
The initial display is shown.

Deleting a Scan Size

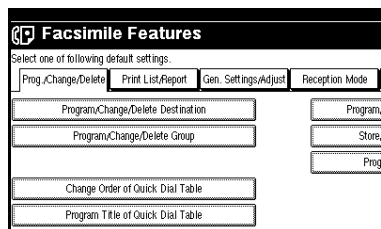
1 Press the **[User Tools/Counter]** key.



2 Select **[Facsimile Features]**.

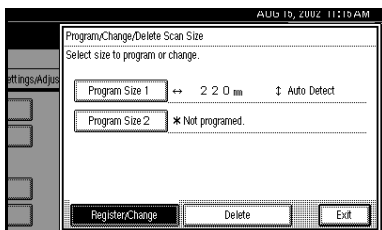
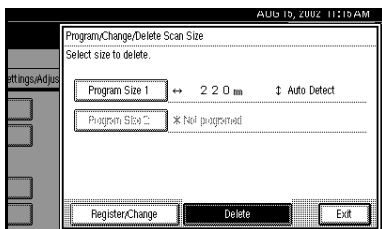
The Facsimile Features menu is shown.

3 Check that the "Prog./Change/Delete" tab is shown.



4 Select **[Program/Change/Delete Scan Size]**.

Programmed contents are displayed.

5 Press **[Delete]**.**6** Select the size to be deleted.**7** Press **[Yes]**.

The selected Scan Size is deleted.

 **Note**

- If you do not want to delete, press **[No]**. The display will return to step **6**.

8 Press the **[User Tools/Counter]** key.

The initial display is shown.

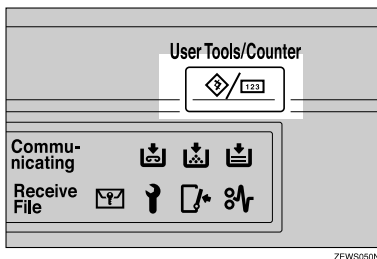
Reports/Lists

This function allows you to print the following reports and lists manually. Select a report or list as needed.

- Journal
⇒ p.25 "Printing the Journal"
- Quick Dial list
⇒ Chapter 3, "Quick Dial" in the Basic Features manual
- Label Insertion list
⇒ Chapter 3, "Quick Dial" in the Basic Features manual
- Group Dial list
⇒ Chapter 3, "Groups" in the Basic Features manual
- Program list
⇒ p.97 "Programs"
- Auto Document list
⇒ p.118 "Storing and Changing an Auto Document"

7

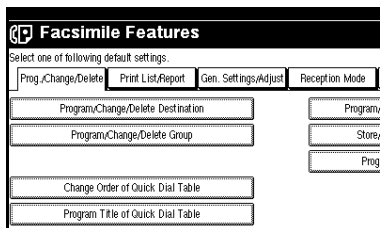
1 Press the **[User Tools/Counter]** key.



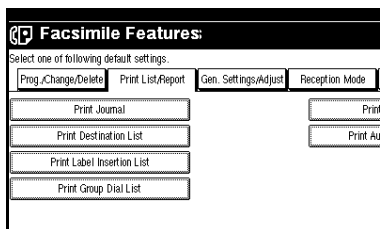
2 Select **[Facsimile Features]**.

The Facsimile Features menu is shown.

3 Select **[Print List/Report]**.



4 Select a list or report you want to print.



5 Press the **[Start]** key.

After printing, the display will return to step **4**.

Note

- To cancel printing, press **[Cancel]**. The display will return to step **4**.

6 Press the **[User Tools/Counter]** key.

The initial display is shown.

General Setting/Adjustment

Make settings for the following items. The set items are highlighted on the Facsimile Features menu when the power is turned on.

❖ Memory/Immediate. Transmission Switch

Use this feature for specifying the transmission mode for document transmission.

- Memory Transmission
- Immediate Transmisson

❖ Text Size Priority

Use this feature to specify the character size of your originals for scanning.

- Standard
- Detail
- Super fine

Note

- For Super fine resolution, the optional Fax Function Upgrade Unit is required.

❖ Original Type Priority

Use this feature for specifying the type of originals for scanning.

- Text
- Text/Photo
- Photo

❖ Auto Image Density Priority

Use this feature for specifying whether to prioritize automatic image density for scanning your originals.

- ON
- OFF

❖ Scan Density Adjustment

Use this feature for specifying the scan density of your originals from seven levels.

❖ Change Title of Quick Dial Table

Use this feature for selecting the title to be shown on the quick dial table.

- Destination list
- Title 1
- Title 2
- Title 3

❖ Quick Dial Table Display Switch

Use this feature for displaying the number keys instead of the quick dial table.

- Display Quick Dial Tbl
- Display Number Keys

❖ Sound Volume Adjustment

⇒ Chapter 4, "Adjusting Volume" in the Basic Features manual
Adjust the volume for the following.

- On Hook Dial
- Transmission
- Reception
- Faxing
- Fax Printing

❖ Program Fax Information

⇒ Chapter 3, "Initial Settings and Adjustments" in the Basic Features manual

❖ Fax Header Print Setting

Use this feature for specifying whether to print the fax header.

- ON
- OFF

❖ Label Insertion Priority Setting

Use this feature for specifying whether to use the label insertion feature.

- Programmed Name
- OFF

❖ Reduced Image Transmission Setting

Use this feature for specifying whether to use reduced image transmission. ⇒ p.68 "Transmission Options"

- ON
- OFF

❖ Auto Reduced Image Setting

Use this feature for specifying whether to transmit an automatically reduced image. ⇒ p.68 "Transmission Options"

- ON
- OFF

❖ Closed Network Priority Setting

Use this feature for specifying whether to execute ID transmission. ⇒ p.68 "Transmission Options"

- ON
- OFF

❖ Scan End Reset

Use this feature for specifying whether to return to the initial settings each time an original is scanned.

- ON
- OFF

❖ TX Stamp Priority

Use this feature for specifying whether to press a TX stamp.

- ON
- OFF

❖ Line Priority Setting

Use this feature for specifying the line to be used ordinarily.

❖ Program Economy Time

Use this feature for specifying a time for transmission when the telecommunication rates are low. ⇒ p.4 "Sending at a Specific Time (Send Later)"

❖ On Hook Mode Release Time

Use this feature for specifying the time to cancel the On Hook mode after you transmit with On Hook dialing. It is convenient to use this when the fax information service disconnects your On Hook dialing.

❖ Quick Operation Key

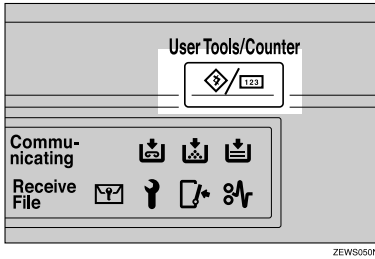
Frequently used features that are programmed as Quick Operation Keys are shown on the menu immediately after the power is turned on.

The Quick Operation Keys can be programmed with the following functions.

Journal, TX File Status, Print Conf. RX, Print Memory Lock, Select Stored File, Send Later, Auto Document, 2 Sided Original, Closed Network, Polling TX, Polling RX, Fax Header Print, Label Insertion, Dest. Management, Forwarding, Transfer Request

Up to three functions can be programmed in Quick Operation Keys.

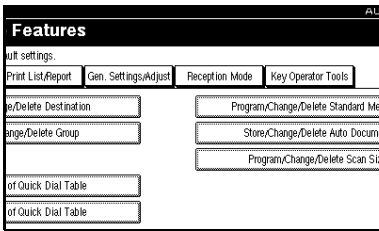
- 1** Press the **[User Tools/Counter]** key.



- 2** Press **[Facsimile Features]**.

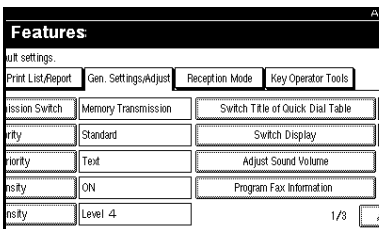
The Facsimile Features menu is shown.

- 3** Select **[Gen. Settings/Adjust]**.



The General Settings/Adjust menu is shown.

- 4** Select a function you want to specify.



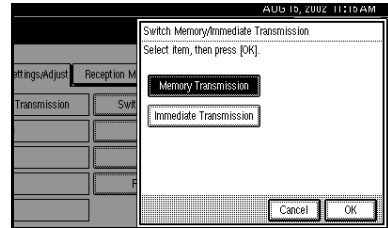
Note

- If you make a mistake, press **[Cancel]**.
- If the function you want to specify is not shown, press **[▲ Prev.]** or **[▼ Next]**.

- 5** Make any function settings you require.

Switch Memory/Immediate Transmission

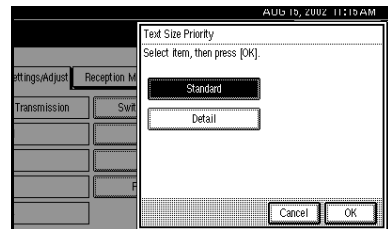
- 1** Select **[Memory Transmission]** or **[Immediate Transmission]**.



- 2** Press **[OK]**.

Text Size Priority

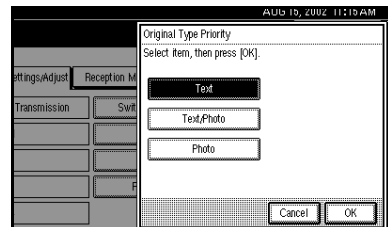
- 1** Select a text size.



- 2** Press **[OK]**.

Original Type Priority

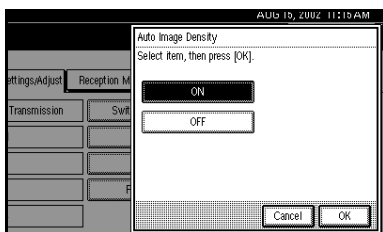
- 1** Select an original type.



- 2** Press **[OK]**.

Auto Image Density

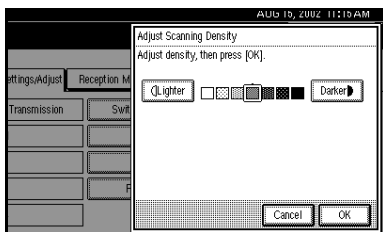
- 1 Select **[ON]** or **[OFF]**.



- 2 Press **[OK]**.

Adjust Scan Density

- 1 Press **[Darker ▸]** or **[◀ Lighter]**.



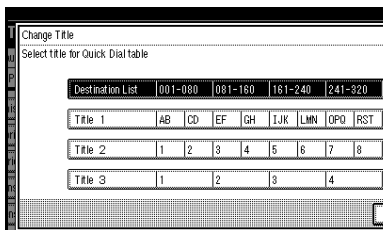
Note

- You can set the image density manually from seven levels.

- 2 Press **[OK]**.

Change Title of Quick Dial Table

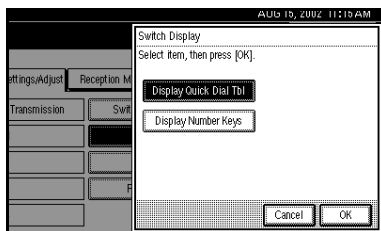
- 1 Select a title on the Quick Dial table.



- 2 Press **[OK]**.

Switch Display

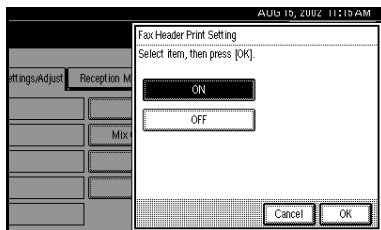
- 1 Select **[Display Quick Dial Tbl]** or **[Display Number Keys]**.



- 2 Press **[OK]**.

Fax Header Print Setting

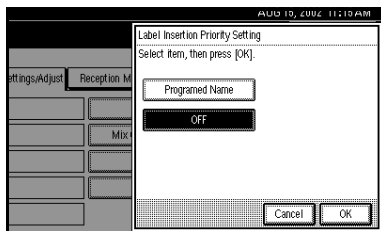
- 1 Select **[ON]** or **[OFF]**.



- 2 Press **[OK]**.

Label Insertion Priority Setting

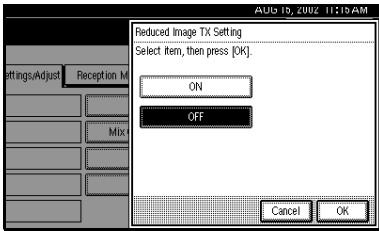
- 1 Select **[Programed name]** or **[OFF]**.



- 2 Press **[OK]**.

Reduced Image TX Setting

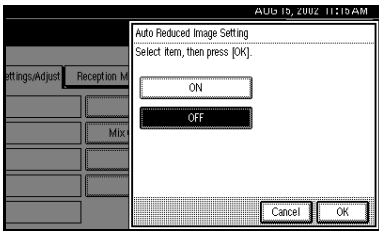
- 1 Select [ON] or [OFF].



- 2 Press [OK].

Auto Reduced Image Setting

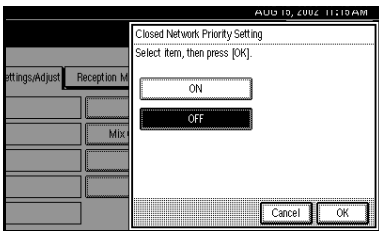
- 1 Select [ON] or [OFF].



- 2 Press [OK].

Closed Network Priority Setting

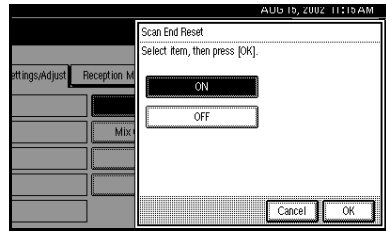
- 1 Select [ON] or [OFF].



- 2 Press [OK].

Scan End Reset

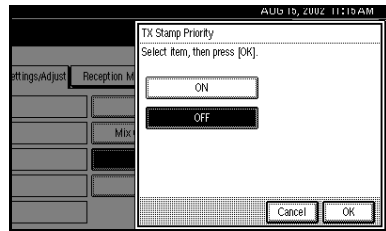
- 1 Select [ON] or [OFF].



- 2 Press [OK].

TX Stamp Priority

- 1 Select [ON] or [OFF].



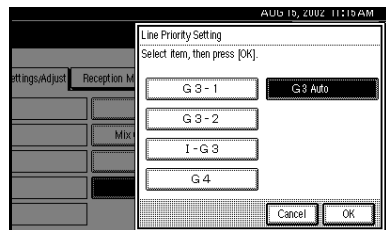
- 2 Press [OK].

Line Priority Setting

Note

- The display may differ depending on the line type you have.

- 1 Select a line type you usually use.



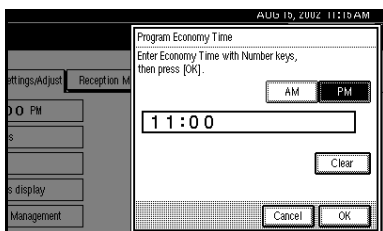
- 2 Press [OK].

Program Economy Time

⚠ Limitation

- You can program only one Economy Transmission Time.

- 1 Enter the Economy Transmission Time to change AM/PM, press [AM] or [PM] (North America only) with the number keys.



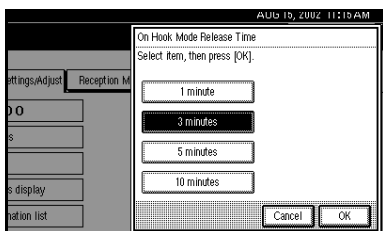
📌 Note

- If you make a mistake, press the [Clear/Stop] key or [Clear] and try again.

- 2 Press [OK].

On Hook Mode Release Time

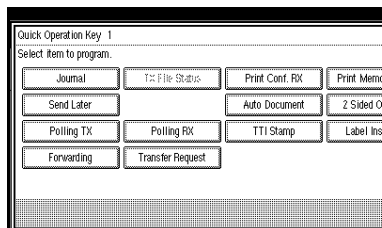
- 1 Select [1 minute], [3 minutes], [5 minutes] or [10 minutes] to start the On Hook mode.



- 2 Press [OK].

Quick Operation Key

- 1 Select the Quick Operation Key you want to program.
- 2 Select the function you want to program in the Quick Operation Key.



📌 Note

- A function which is dimly lit means that it has already been programmed.

- 3 Press [OK].

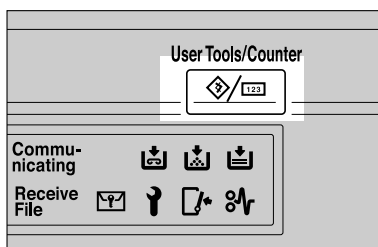
- 6 Press the [User Tools/Counter] key. The initial display is shown.

Reception Mode

Make settings for the following reception functions.

- Switch Reception Mode ⇒ p.83 “Reception Functions”
⇒ Chapter 2, “Selecting the Reception Mode” in the Basic Features manual
- Authorized RX ⇒ p.147 “Authorized Reception”
- Forwarding ⇒ p.147 “Forwarding”
- RX File Print Qty ⇒ p.88 “Multi-copy Reception”
- 2-Sided Print ⇒ p.87 “2-Sided Printing”
- RX Reverse Printing ⇒ p.90 “Reverse Order Printing”
- Paper Tray ⇒ p.148 “Paper Tray”
- G3/G4 Separate Tray ⇒ p.96 “G3/G4 Separate Tray”
- Checkered Mark ⇒ p.86 “Checkered Mark”
- Center Mark ⇒ p.86 “Center Mark”
- Print Reception Time ⇒ p.87 “Reception Time”

1 Press the **[User Tools/Counter]** key.



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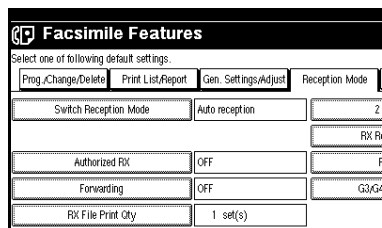
2 Press **[Facsimile Features]**.

Facsimile Features menu is shown.

3 Select **[Reception Mode]**.

The Reception Mode menu is shown.

4 Select a function you want to specify.



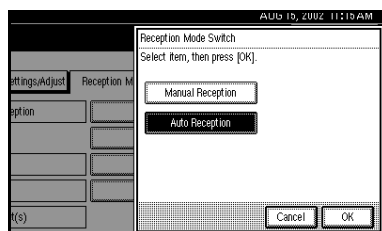
Note

- If the function you want to specify is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- If you make a mistake, press **[Cancel]**.

5 Make any function settings you require.

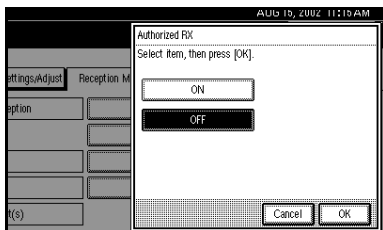
Reception Mode Switch

1 Select reception mode.



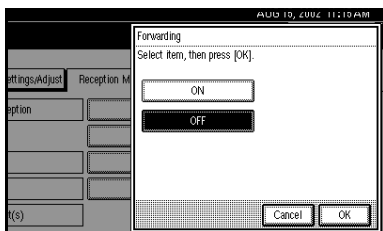
Authorized RX

- 1 Select [ON] or [OFF].



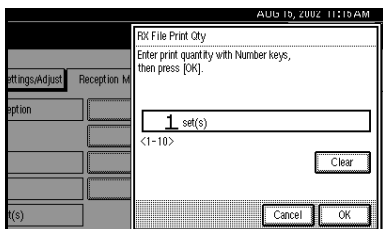
Forwarding

- 1 Select [ON] or [OFF].



RX File Print Qty

- 1 Specify the print quantity with the number keys.



Note

- If you make a mistake, press the **[Clear/Stop]** key or **[Clear]** and try again.
- The range of available print quantities is 1 to 10.

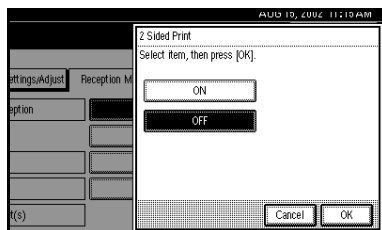
- 2 Press [OK].

Note

- To cancel this setting, press **[Cancel]**.

2 Sided Print

- 1 Select [ON] or [OFF].



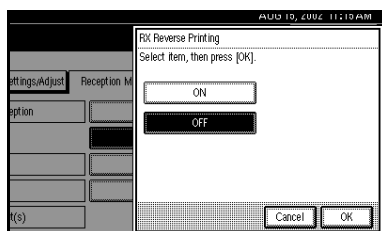
- 2 Press [OK].

Note

- To cancel this setting, press **[Cancel]**.

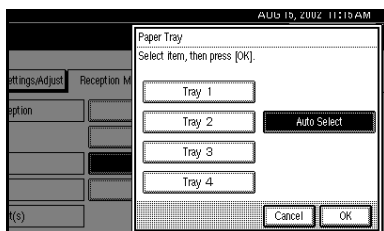
RX Reverse Printing

- 1 Select [ON] or [OFF].



Paper Tray

1 Select paper tray.



Note

- When no tray is specified, "Auto Select" will be selected.
- If you want to select the Bypass tray, specify it with "Special Sender". ⇒ p.146 "Special Senders to Treat Differently"
- When the optional LCT is installed, select [Tray 3].

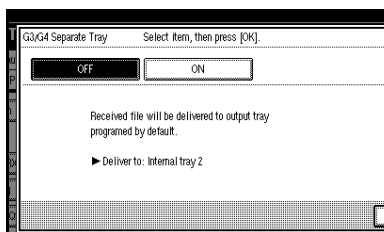
2 Press [OK].

Note

- To cancel this setting, press [Cancel].

G3/G4 Separate Tray

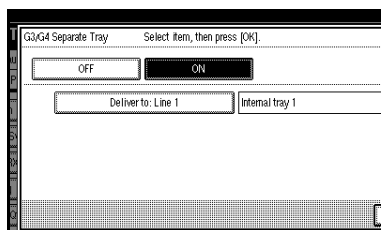
1 Select [ON].



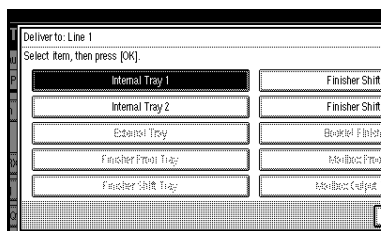
Note

- If you select "OFF", the received file is delivered to the default tray. ⇒ Chapter 3, "User Tools (System Settings)" in System Settings Reference manual

2 Select a line type.



3 Select a tray to deliver the received file.



4 Press [OK].

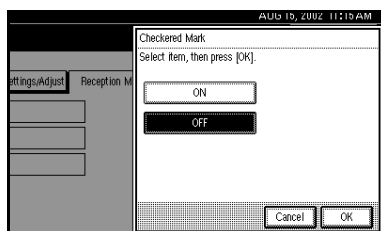
Note

- To cancel these settings, press [Cancel].
- To specify a tray for another line type, repeat step 2.

5 Press [OK].

Checkered Mark

1 Select [ON] or [OFF].



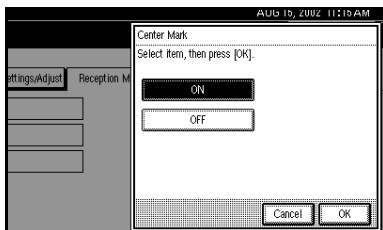
2 Press [OK].

Note

- To cancel this setting, press [Cancel].

Center Mark

- 1 Select **[ON]** or **[OFF]**.



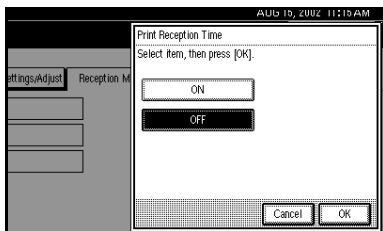
- 2 Press **[OK]**.

Note

- To cancel this setting, press **[Cancel]**.

Print Reception Time

- 1 Select **[ON]** or **[OFF]**.



- 2 Press **[OK]**.

Note

- To cancel this setting, press **[Cancel]**.

- 6 Press the **[User Tools/Counter]** key.

The initial display is shown.

8. Key Operator Setting

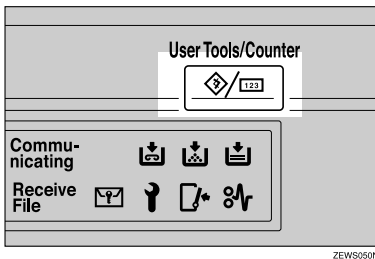
Changing Key Operator Settings

Counters

This function allows you to check the total number of pages transmitted and received on the display.

- Transmissions:
Total number of transmitted pages
- Receptions:
Total number of received pages

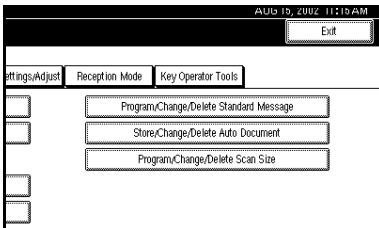
1 Press the **[User Tools/Counter]** key.



2 Press **[Facsimile Features]**.

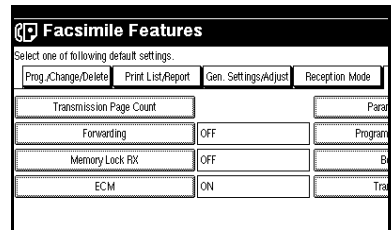
Facsimile Features menu is shown.

3 Select **[Key Operator Tools]**.



The Key Operator Tools menu is shown.

4 Select **[Transmission Page Count]**.

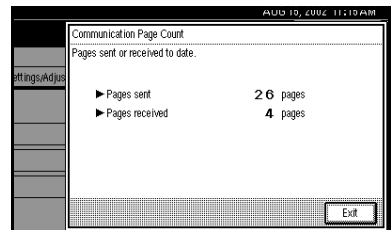


The totals for the number of pages transmitted and received are shown.

Note

- If "Transmission Page Count" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 After checking the display, press **[Exit]**.



6 Press the **[User Tools/Counter]** key.

The initial display is shown.

Forwarding

Using this feature, you can select messages from Specified Senders to be printed on your machine, and then sent on to another fax machine.

This is useful if, for example, you are visiting another office and would like a copy of your messages sent to that office so you can read them.

Reference

⇒ p.146 "Special Senders to Treat Differently"

Limitation

- ❑ The Forwarding function does not forward messages received with Confidential Reception, Memory Lock, Polling Reception mode, or messages received by Transfer Request.
- ❑ You can program senders with the Quick Dial Table and Groups. You cannot program a sender with a Group that has destinations specified as transfer stations.

Reference

⇒ Chapter 3, "Quick Dials" in the Basic Features manual

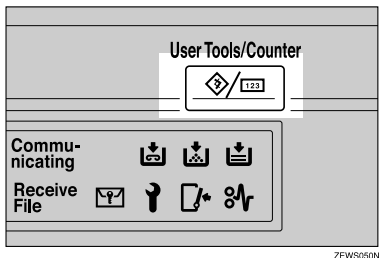
⇒ Chapter 3, "Groups" in the Basic Features manual

Note

- ❑ To use this function, select "ON" for the "Forwarding" function in "Reception Mode". ⇒ p.131 "Reception Mode"
- ❑ If you do not program the Forwarding function when this function is set to on in "Reception Mode", only the output function is available. You can specify the End Receiver separately, according to the Special Sender. If you do not specify the Special Sender, the messages are forwarding to the specified receiver.
- ❑ One receiver can be specified with this function. For multiple receivers, use Group Dial. ⇒ Chapter 3, "Groups" in the Basic Features manual
- ❑ You can print a forwarding mark on messages that are forwarded. ⇒ p.138 "Forwarding Mark" ⇒ p.141 "Changing the User Parameters"(Switch02, Bit0)
- ❑ You can specify whether or not to print forwarded messages. The default setting is on. ⇒ p.141 "Changing the User Parameters"(Switch11, Bit6)
- ❑ Use the same procedure to program and make changes. Follow the procedure for the items you want to change.

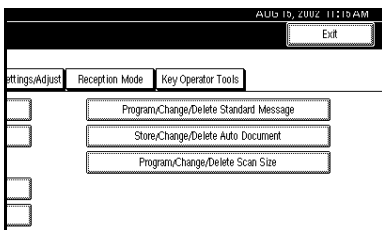
Programming Forwarding Stations

1 Press the **[User Tools/Counter]** key.



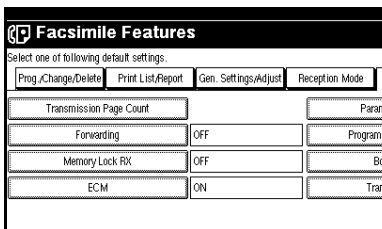
2 Press **[Facsimile Features]**.
Facsimile Features menu is shown.

3 Select **[Key Operator Tools]**.



The Key Operator Tools menu is shown.

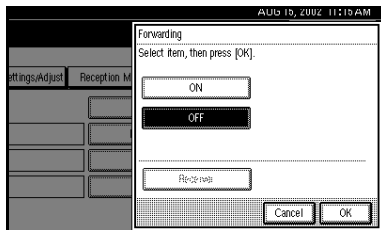
4 Select **[Forwarding]**.



Note

- If "Forwarding" is not shown, press **[▲ Prev.]** or **[▼ Next.]**.

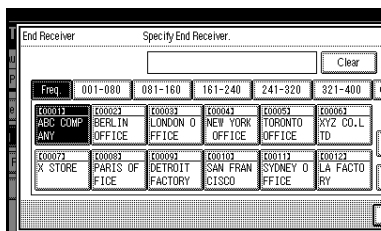
5 Press **[ON]**.



Note

- If there is a Forwarding Station already programmed, a receiver name is shown. If you want to change the receiver, press **[Receiver]** and go to step **6**.
- To cancel "Forwarding", press **[Cancel]** and go to step **7**.

6 Select an end receiver with the **Quick Dial Table**.



If you make a mistake, press the **[Clear/Stop]** key or **[Clear]** and try again.

7 Press **[OK]**.

The receiver name is shown on the right side of **[Receiver]**.

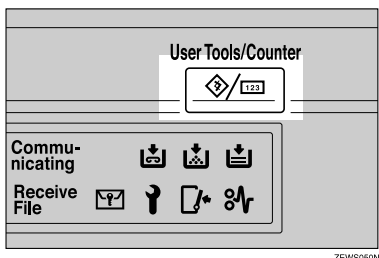
8 Press **[OK]**.

9 Press the **[User Tools/Counter]** key.

The initial display is shown.

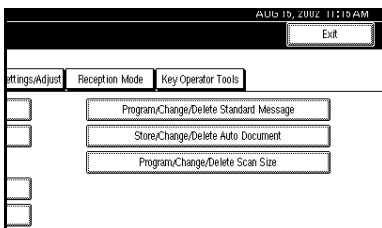
Deleting a Forwarding Station

1 Press the **[User Tools/Counter]** key.



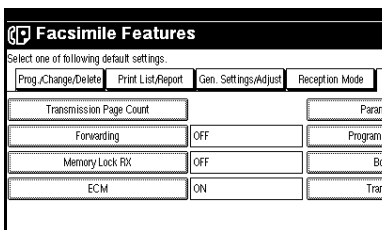
2 Press **[Facsimile Features]**.
Facsimile Features menu is shown.

3 Select **[Key Operator Tools]**.



The Key Operator Tools menu is shown.

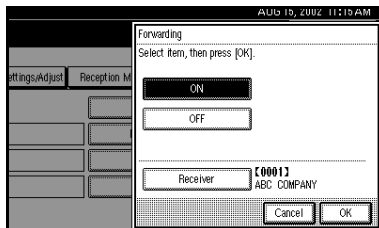
4 Select **[Forwarding]**.



Note

- If "Forwarding" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 Press **[OFF]**.



6 Press **[OK]**.

7 Press the **[User Tools/Counter]** key.
The initial display is shown.

Forwarding Mark

You can print a Forwarding Mark on the receiver's messages which have been forwarded.

The receiver can distinguish between forward messages and usual receptions.

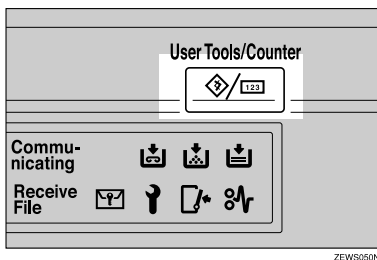
You can specify whether or not to print a Forwarding Mark with the User Parameters. p.141 "Changing the User Parameters"

Memory Lock

When you switch Memory Lock on, received messages are stored in memory and are not printed automatically. When a message is received in the Memory Lock mode, the Confidential File indicator blinks. To print this message, enter the Memory Lock ID. A user without the ID cannot print the message. This prevents an unauthorized person from seeing the message.

To use Memory Lock, program the Memory Lock ID another switch Memory Lock on.⇒ p.171 “Programming a Memory Lock ID”

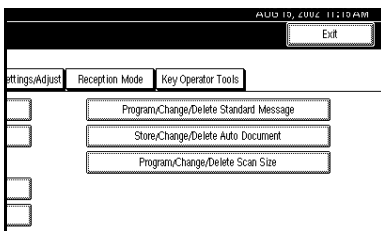
1 Press the **[User Tools/Counter]** key.



2 Press **[Facsimile Features]**.

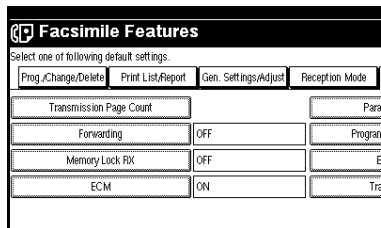
Facsimile Features menu is shown.

3 Select **[Key Operator Tools]**.



The Key Operator Tools menu is shown.

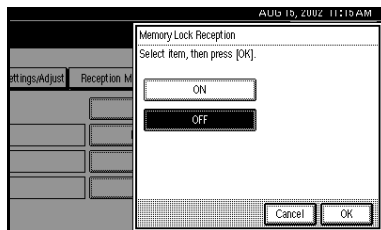
4 Select **[Memory Lock RX]**.



Note

- If "Memory Lock RX" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 Select **[ON]** or **[OFF]**.



6 Press **[OK]**.

Note

- To cancel this setting, press **[Cancel]**. The display will return to step **4**.

7 Press the **[User Tools/Counter]** key.
The initial display is shown.

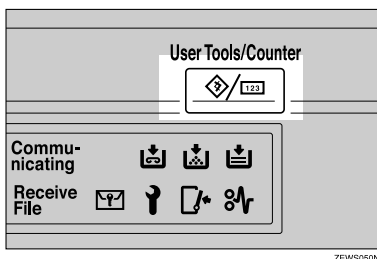
ECM

If a part of a transmission fails because of a line problem, the lost data is automatically resent. For this feature to work, the other machine must have ECM. You can choose whether ECM is turned on or off with the following procedure.

! Limitation

- If you turn ECM off, you cannot use the following features:
 - JBIG Transmission
 - Super G3 Communication

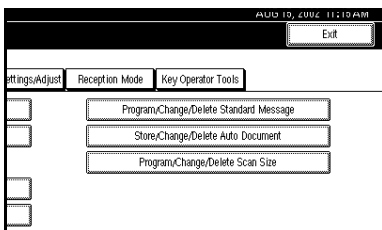
1 Press the [User Tools/Counter] key.



2 Press [Facsimile Features].

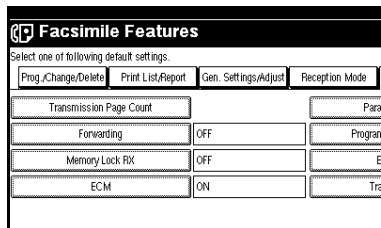
Facsimile Features menu is shown.

3 Select [Key Operator Tools].



The Key Operator Tools menu is shown.

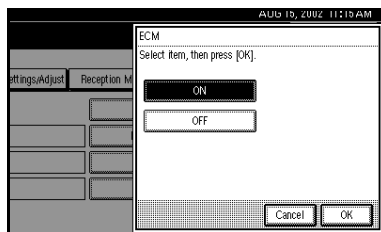
4 Select [ECM].



Note

- If "ECM" is not shown, press [**▲** Prev.] or [**▼** Next].

5 Select [ON] or [OFF].



6 Press [OK].

Note

- To cancel this setting, press [**Cancel**]. The display will return to step 4.

7 Press the [User Tools/Counter] key.

The initial display is shown.

Changing the User Parameters

The User Parameters allow you to customize various settings to match your needs.

To change the function settings, set the User Parameter switches.

Preparation

Access to some User Parameter Settings requires the installation of optional equipment or that other settings be made beforehand.

Switches and Bits

User Parameters are divided into switches and each switch is divided into eight bits. The right most bit is bit 0 and the left most is bit 7.

Switch 02	0	0	1	1	1	0	1	1
	↓	↓	↓	↓	↓	↓	↓	↓
	7	6	5	4	3	2	1	0

User Parameter List

Switch	Bit	Item	0	1
02	0	Forwarding Mark	Off	On
	3	TSI Print	Off	On
	5	CIL Print	Off	On
	6	TID Print	Off	On
03	0	Automatic printing of the Memory TX Result Report	Off	On
	2	Automatic printing of the Memory Storage Report	Off	On
	3	Automatic printing of the Polling RX Reserve Report	Off	On
	4	Automatic printing of the Polling RX Result Report	Off	On
	5	Automatic printing of the Immediate TX Result Report	Off	On
	6	Automatic printing of the Polling TX Clear Report	Off	On
	7	Automatic printing of the Journal	Off	On

Switch	Bit	Item	0	1
04	0	Automatic printing of the Confidential File Report	Off	On
	7	Include a portion of the image on the Transmission Result Report (Memory Transmission), Memory Storage Report, Communication Failure Report, or Transfer Result Report (Inclusion of part of image)	Off	On
05	0	Receive Service Call (SC) Condition (Substitute Reception during service call)	Possible (Substitute RX)	Not possible (Reception off)
	2, 1	Receive when the machine can not print (Substitute reception during printer error) 00: Enabled unconditionally (Free) 01: Enabled when Own Name/Own Fax Number is received 10: Enabled for Polling ID match 11: Disabled (Reception off)		
	5	Just Size Printing	Off	On
	7	Empty cassette alert (Paper Empty Warning indication)	Off	On
06	6	First page scanned for book originals	From the left page	From the right page
07	2	Parallel Memory Transmission	Off	On
08	2	Authorized Reception type	Only receive from specified senders	Receive all messages except those from specified senders
10	1	Combine 2 Originals	Off	On
	3	Page Reduction when printing	Off	On
11	1	Send PB/UUI to ISDN	UUI	PB
	6	Local Print when Forwarding	Off	On
	7	Polling file after sending (Polling transmission standby time)	Delete (Only Once)	Standby (Save)

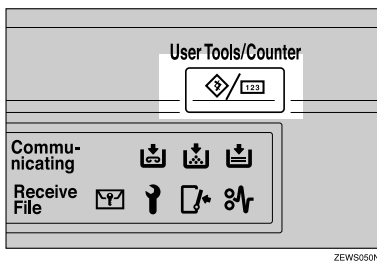
Switch	Bit	Item	0	1
14	0	Print documents received with Auto Power-On Reception (Night Printing mode)	Immediate printing (Off)	When turning on the Operation switch (On)
	1	Long Document Transmission (Well Log)	Off	On
	2	Batch Transmission	Off	On
	3	Reset when function changed	Off	On
	7	System Parameter List TX	Off	On
17	2	Whether you need to press Add after entering a Quick Dial/Group Dial when broadcasting	Not Necessary	Necessary
	7	Receive messages by pressing the [Start] key when originals are not set	Off (The machine does not receive messages by pressing the [Start] key.)	On (The machine receives messages by pressing the [Start] key.)
18	0	Print data with Fax Header	Off	On
	1	Print transmitter origin with Fax Header	Off	On
	2	Print file number with Fax Header	Off	On
	3	Print page number with Fax Header	Off	On
19	0	Use paper delivery shift function (Offset Print)	Off	On
	1	Sort Journal by line Type	Off	On
20	0	Automatic printing of the PC FAX error report	Off	On
	1	Reprint the documents that fail to print from PC FAX driver	Off	On
	5, 4, 3, 2	Store the documents in memory that could not be printed from the PC FAX driver 0000: 0 minute / 0001: 1 minutes / 0010: 2 minutes / 0011: 3 minutes / 0100: 4 minutes / 0101: 5 minutes / 0110: 6 minutes / 0111: 7 minutes / 1000: 8 minutes / 1001: 9 minutes / 1010: 10 minutes / 1011: 11 minutes / 1100: 12 minutes / 1101: 13 minutes / 1110: 14 minutes / 1111: 15 minutes		
24	1, 0	Store a message in memory that could not be transmitted 00: Off, 01: Store for 24 hours, 11: Store for 72 hours		
25	4	RDS	Off	On

Changing the User Parameters

Important

- ❑ We recommend that you print and keep the User Parameter list when you program or change a user parameter. ⇒ p.145 "Printing the User Parameter list"
- ❑ Do not change any bit switches other than those shown on the previous pages.

1 Press the [User Tools/Counter] key.

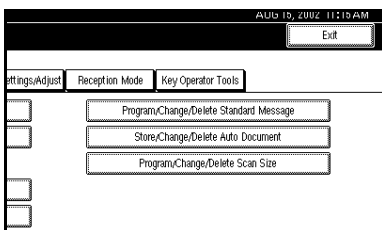


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2 Press [Facsimile Features].

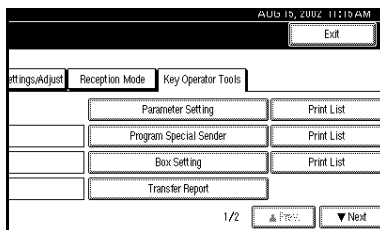
Facsimile Features menu is shown.

3 Select [Key Operator Tools].



The Key Operator Tools menu is shown.

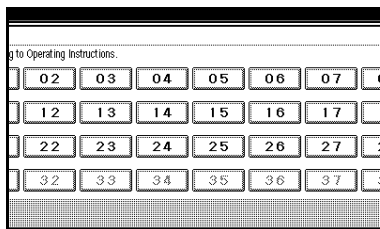
4 Select [Parameter Setting].



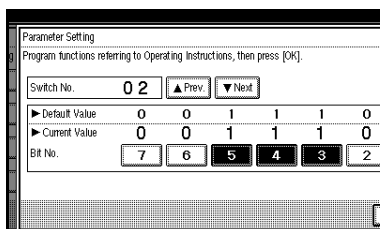
Note

- ❑ If "Parameter Setting" is not shown, press [▲ Prev.] or [▼ Next].

5 Select the Switch number you want to change.



6 Select the Bit number you want to change.



When the Bit number is pressed, the current value switches between 1 and 0.

Note

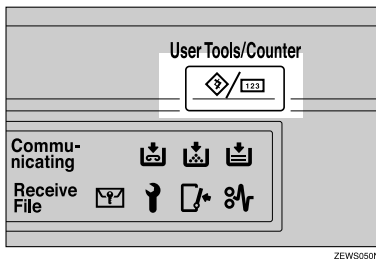
- ❑ Repeat from step 6 to change another Bit number for the same Switch.

- 7** Press [OK].
To cancel these settings, press [Cancel]. The display will return to step **5**.
- 8** Repeat step **5** and **6** to change the Switch settings.
- 9** After all the settings are finished, press [Exit].
- 10** Press the [User Tools/Counter] key.
The initial display is shown.

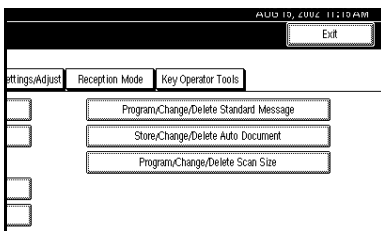
Printing the User Parameter list

Print this list to see the current User Parameter settings.

- 1** Press the [User Tools/Counter] key.

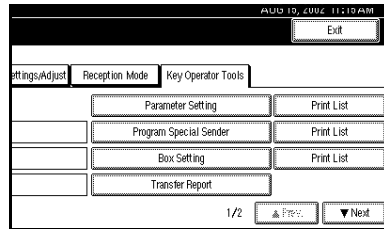


- 2** Press [Facsimile Features].
Facsimile Features menu is shown.
- 3** Select [Key Operator Tools].



The Key Operator Tools menu is shown.

- 4** Press [Print List] just to the right side of [Parameter Setting].



Note

- If "Parameter Setting" is not shown, press [▲ Prev.] or [▼ Next].
 - To cancel printing a list, press [Cancel]. The display will return to step **4**.
- 5** Press the [Start] key.
To cancel printing a list, press [Cancel]. The display will return to step **4**.
 - 6** Press the [User Tools/Counter] key.
The initial display is shown.

Special Senders to Treat Differently

By programming particular receivers in advance, you can set the following feature for each receiver.

Use the Own Name or Own Fax Number to program your receivers. If the receiver has the same machine make, program an Own Name that is already programmed as a receiver. If the machine is not the same make, use Own Fax Number. To transmit with G4, program G4 sender information. You can set this feature for all programmed receivers at the same time. When you wish to apply different settings for some programmed receivers, first set the feature for all programmed receivers, and then register receivers whose setting you want to change as Special Senders.

The following items can be programmed.

- Special Senders (Up to 30. A maximum of 50 when the optional Fax Function Upgrade Unit is installed. A maximum of 20 characters for each name when using G3, and a maximum of 24 characters for each name when using G4.)
- Full/Partial agreement
When you program Own Names and Facsimile Names for multiple destinations, you can program a common sequence of characters to identify destinations using Partial agreement.

◆ Using a Full agreement

Destination to be registered (Own Name)	Number of registered identifications
NEW YORK BRANCH HONG KONG BRANCH SYDNEY BRANCH	3

◆ Using a Partial agreement

Destination to be registered (Own Name)	Number of registered identifications
BRANCH	1

✎ Note

- You can program up to 30 wild cards.
- Ignore spaces when comparing identifications.
- You can use wild cards for the following functions:
 - ⇒ p.148 "Programming/Changing Special Senders"
 - ⇒ p.149 "Authorized RX"
 - ⇒ p.150 "Forwarding"

● Limitation

- You cannot program senders as Special Senders if they do not have Own Name or Own Fax Number programmed.
- The machine cannot discriminate between Polling Reception and Free Polling documents from Special Senders.

Note

- You can program up to 24 characters for the sender.
- You can check Own Name and Own Fax Number with Journal. You can check programmed Special Senders with specified sender list. ⇒ p.155 "Printing the Special Sender List"
- If you select "OFF" for the Special Sender function in "Initial Set Up", the settings will be the same as the "Reception Mode" ⇒ p.131 settings.

Authorized Reception

Use this feature to limit incoming senders. The machine only receives the faxes from programmed Special Senders, and therefore, it helps you screen out unwanted messages, such as junk mail, and save you from wasting fax paper.

Note

- To use this feature, program the Special Senders, and then select "ON" in "Authorized RX" with "Reception Mode". ⇒ p.131 "Reception Mode" You can choose whether this feature is turned on. Set this with the User Parameters. ⇒ p.141 "Changing the User Parameters" (Switch08, Bit2)
- Without programming Special Senders, the Authorized RX function will not work even if you select "ON".
- You can select whether to receive only from programmed senders or receive only from senders other than the ones programmed with "User Parameters". ⇒ p.141 "Changing the User Parameters" (Switch08, Bit2)
- If you select "OFF" for Authorized RX in "Initial Set Up", the settings will be the same as the "Reception Mode" settings.

Forwarding

Use this feature to print received messages, and then transfer them to receivers which are programmed beforehand. Only faxes sent by programmed senders (Special Senders) will be received. Thus, paper will not be wasted for printing unnecessary faxes. Receiving faxes sent only by senders not programmed as Special Senders is also possible.

Note

- To use this feature, program your Special Senders, and then select "ON" for "Forwarding" in "Reception Mode". ⇒ p.131 "Reception Mode"
- If you specify "ON" in "Forwarding" and select "Same as basic settings", the fax message will be forwarded to the other ends programmed in "Specify end Receiver". ⇒ p.136 "Forwarding"
- If you do not program any Special Senders, the machine transfers all incoming documents to the other ends that is specified in "Specify end Receiver".

RX File Print Qty

Use this feature to print the specified number of copies of documents received from programmed senders (Special Senders). If you do not program any Special Senders, the machine prints the specified number of copies for all received documents.

Limitation

- You cannot use multi-copy printing with Polling Reception, Confidential Reception, or Memory Lock.

Note

- You can specify 1 to 10 copies.

❖ Print 2 Sided

Use this feature to print on both sides of the paper.

! Limitation

- Optional duplex unit is required for using this feature.
- If you select bypass tray (option) for the "Paper Tray", duplex printing is disabled.

❖ Memory Lock

Use this feature to store incoming documents from programmed senders (Special Senders) in memory printing them. People who do not know the Memory Lock ID cannot print the documents, and therefore this feature is useful for receiving confidential documents. If you do not program any senders, the machine receives fax messages from all senders using Memory Lock reception.

🔍 Reference

⇒ p.171 "Programming a Memory Lock ID"

! Limitation

- If you program the same sender in Memory Lock and Forwarding, Forwarding is disabled.

❖ RX Reverse Printing

Use this feature to print the pages in reverse order. ⇒ p.90 "Reverse Order Printing"

❖ Paper Tray

Use this feature to print the documents received from programmed senders (Special Senders) and the documents from other senders on different types of paper.

For example, if blue paper is in tray 1 and white paper is in tray 2, the machine prints the documents from Special Senders on the blue paper and prints the documents from other senders on the white paper, making it easy for you to discriminate between the two.

If you do not program any Special Senders, the machine outputs the documents received from all senders using the default paper tray.

! Limitation

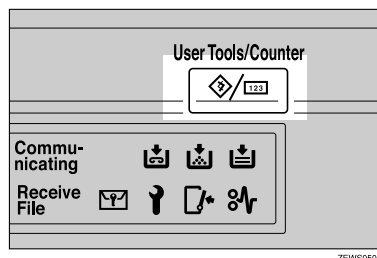
- For polling reception and free polling, you cannot select the paper tray.

📝 Note

- If the machine receives a message that is a different size from the paper that is in the specified tray, the machine prints the message after splitting it or minimizing its size. ⇒ p.90 "Page Separation and Length Reduction"
- Selection of the bypass tray (optional) enables you to specify the paper size in "Scan Area".

Programming/Changing Special Senders

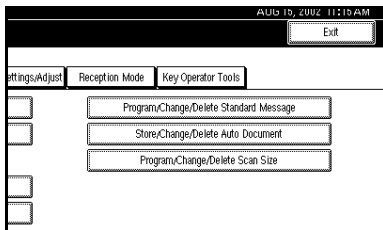
1 Press the **[User Tools/Counter]** key.



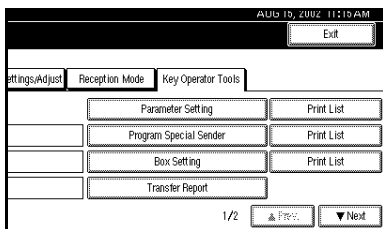
2 Press **[Facsimile Features]**.

Facsimile Features menu is shown.

3 Select [Key Operator Tools].



4 Select [Program Special Sender].

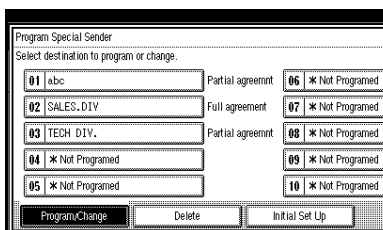


Note

- If "Program Special Sender" is not shown, press [▲ Prev.] or [▼ Next].

5 Select destination to program.

When programming a new destination, press "*Not programmed".



6 Enter a destination.

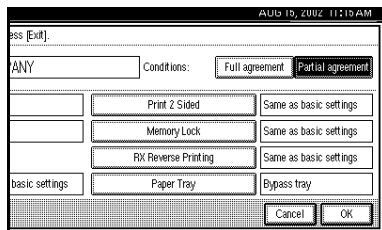
Enter a destination using Own Name or Own Fax Number.

Reference

⇒ Chapter 3, "Entering Text" in the Basic Features manual

7 Press [OK].

8 When programming the "Partial agreement" condition, press [Partial agreement].



Reference

⇒ Chapter 3, "Entering Text" in the Basic Features manual

9 Select the item you want to program.

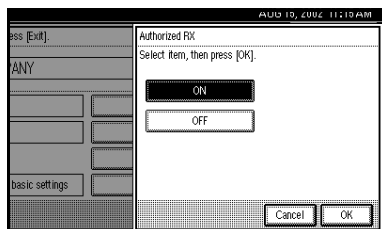
Note

- You must select only the item you want to program.
- If you select [Same as basic settings], the settings will be the same as [Reception Mode], [Forwarding] and [Memory Lock].
- To cancel these settings, press [Cancel]. The display will return to step 5.

Authorized RX

1 Press [Authorized RX].

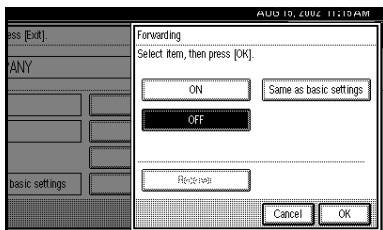
2 Select [ON] or [OFF].



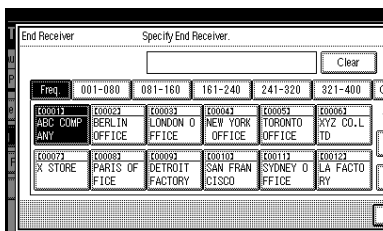
3 Press [OK].

Forwarding

- 1 Press **[Forwarding]**.
- 2 Select **[ON]** or **[OFF]**.
If you select **[OFF]**, go to step 4.



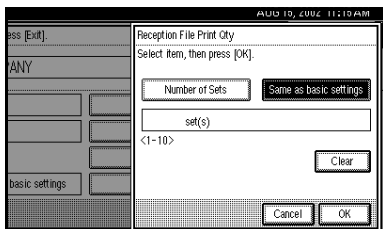
- 3 Specify an end receiver.



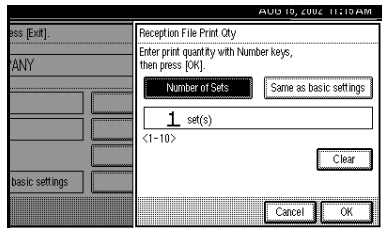
- 4 Press **[OK]**.
If you select **[ON]**, the name of the end receiver is shown on the right of "Receiver:".

Reception File Print Qty

- 1 Press **[Reception File Print Qty]**.
- 2 Select **[Number of Sets]**.



- 3 Enter the print quantity with the number keys.



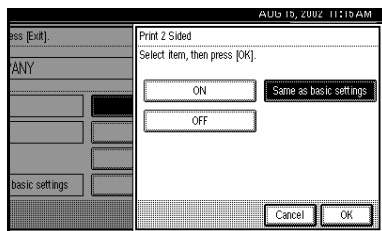
Note

- If you make a mistake, press the **[Clear/Stop]** key or **[Clear]** and try again.

- 4 Press **[OK]**.

Print 2 Sided

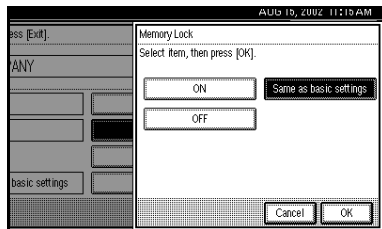
- 1 Press **[Print 2 Sided]**.
- 2 Select **[ON]** or **[OFF]**.



- 3 Press **[OK]**.

Memory Lock

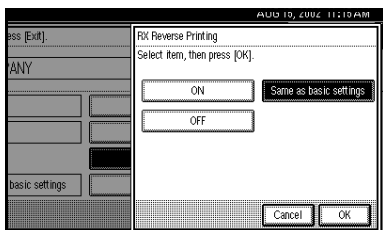
- 1 Press **[Memory Lock]**.
- 2 Select **[ON]** or **[OFF]**.



- 3 Press **[OK]**.

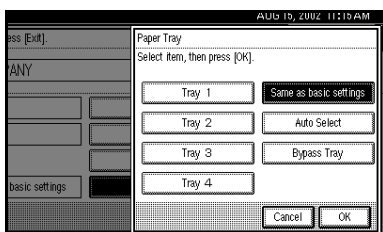
RX Reverse Printing

- 1 Press [RX Reverse Printing].
- 2 Select [ON] or [OFF].



- 3 Press [OK].

Paper Tray



- 1 Press [Paper Tray].
- 2 Select the tray you want to use. When optional equipment is installed

You can select [Tray 1], [Tray 2], [Tray 3], [Tray 4], [Bypass tray] or [Auto Select]. When the optional LCT is installed, select [Tray 3].

- 3 Press [OK].

- 10 Press [OK].

A Special Sender has been programmed.

Note

- To program another sender, repeat from step 9.

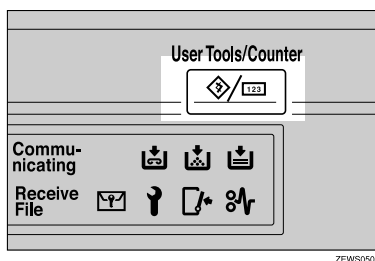
- 11 Press [Exit].

- 12 Press the [User Tools/Counter] key. The initial display is shown.

Programming "Initial Set UP" of a Special Sender

Use this function to program "Initial Set Up" of a Special Sender. You can also specify the Bypass Tray(option) Paper Size.

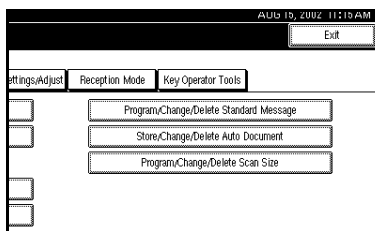
- 1 Press the [User Tools/Counter] key.



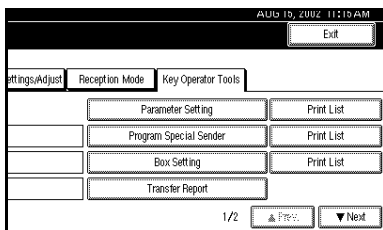
- 2 Press [Facsimile Features].

Facsimile Features menu is shown.

- 3 Select [Key Operator Tools].



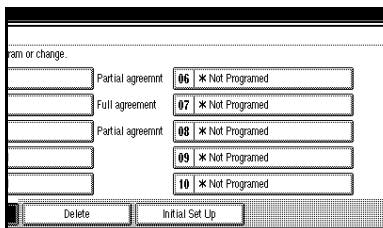
4 Select [Program Special Sender].



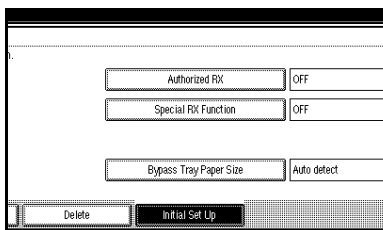
Note

- If "Program Special Sender" is not shown, press [**▲ Prev.**] or [**▼ Next**].

5 Press [Initial Set Up].



6 Select a function you want to program.



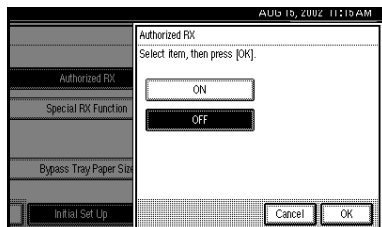
Note

- In this feature, "Authorized RX" has the same settings as "Reception Mode". ⇒ p.131 "Reception Mode"

Programming "Authorized RX" and "Special RX Function"

1 Select [ON] or [OFF].

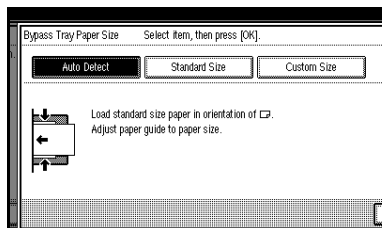
The illustration shows the "Authorized RX" display as a sample.



2 Press [OK].

Programming "Bypass Tray Paper Size"

1 Select [Auto detect], [Standard Size] or [Custom Size] to program.



Note

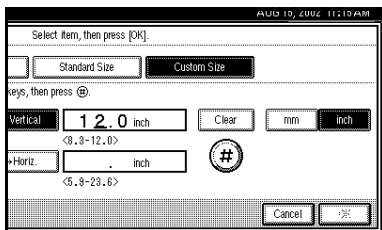
- If you select [Auto detect], the machine shows a paper size automatically.
- If you select [Standard Size], select a paper size displayed, and then go to step 3.
- If you select [Custom Size], go to step 2.

2 Make sure that [Vertical] is selected.

Note

- If "[Vertical]" is not selected, press [Vertical].

- 3 Enter the vertical size of the paper with the number keys.

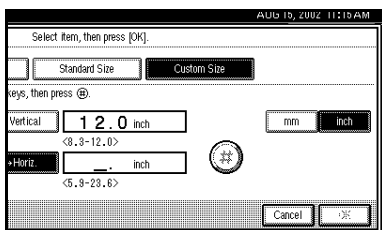


Note

- You can specify a vertical size from 210mm (8.3 inch) to 305mm (12.0 inch). You cannot enter a size smaller than 210mm or larger than 305mm. ⇒ p.95 "Having Incoming messages Printed on Paper from the Bypass Tray"
 - Each time you press **[mm]** or **[inch]**, the units change between "millimeter" and "inch" alternately. If you enter a length and change the unit by pressing **[mm]** or **[inch]**, the length is converted automatically according to the unit (fractions are rounded off).
- 4 Press **[#]**.

The programmed size is shown.

- 5 Press **[Horiz.]**.
- 6 Enter the horizontal size of the paper with the number keys.



Note

- The way of programming/changing Bypass Tray Paper Size for Copy Function is different from that of Fax Function. ⇒ "Copying from the Bypass Tray" in Copy Reference manual
- You can specify a horizontal size from 148mm (5.9 inch) to 600mm (23.6 inch). You cannot enter a size smaller than 148mm or larger than 600mm. ⇒ p.95 "Having Incoming messages Printed on Paper from the Bypass Tray"
- The optional HDD is required to specify the horizontal paper size from 433 mm (17.0 inch) to 600mm (23.6 inch). Without the optional HDD, the maximum size to be entered is 432mm (17.0 inch).
- Each time you press **[mm]** or **[inch]**, the units change between "mm" and "inch" alternately. If you enter a length and change the unit by pressing **[mm]** or **[inch]**, the length is converted automatically according to the unit (fractions are rounded off).

- 7 Press **[#]**.

- 8 Press **[OK]**.

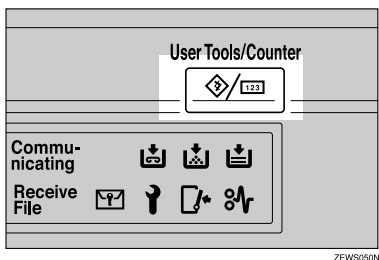
- 7 Press **[Exit]**.

- 8 Press the **[User Tools/Counter]** key.

The initial display is shown.

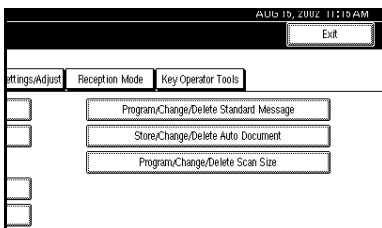
Deleting a Special Sender

- 1** Press the **[User Tools/Counter]** key.

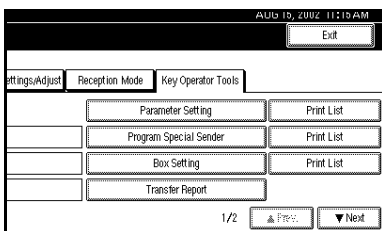


- 2** Press **[Facsimile Features]**.
Facsimile Features menu is shown.

- 3** Select **[Key Operator Tools]**.



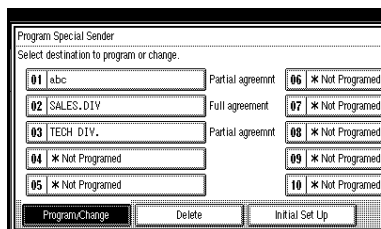
- 4** Select **[Program Special Sender]**.



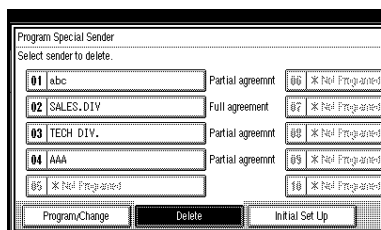
Note

- If "Program Special Sender" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

- 5** Press **[Delete]**.



- 6** Select a Special Sender you want to delete.



- 7** Press **[Delete]**.

A Special Sender is deleted and "*Not programmed" is shown.

Note

- To cancel deleting a special sender, press **[Do not Delete]**. The display will return to step **6**.

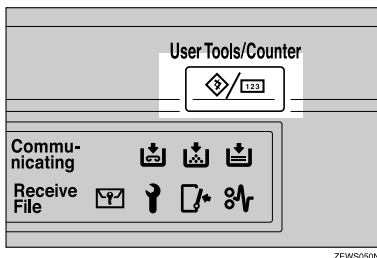
- 8** Press **[Exit]**.

- 9** Press the **[User Tools/Counter]** key.
The initial display is shown.

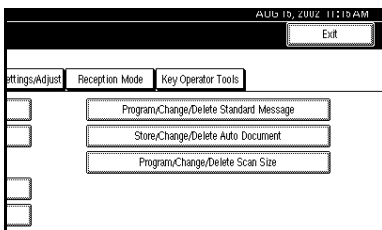
Printing the Special Sender List

You can check the programmed Special Senders.

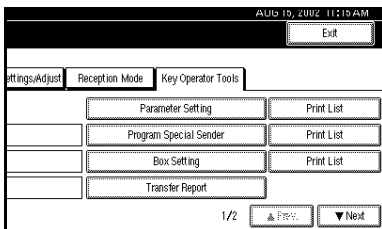
- 1 Press the **[User Tools/Counter]** key.



- 2 Press **[Facsimile Features]**.
Facsimile Features menu is shown.
- 3 Select **[Key Operator Tools]**.



- 4 Press **[Print List]** next to "Program Special Sender".



Note

- If "Program Special Sender" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

- To cancel printing a list, press **[Cancel]**. The display will return to step 4.

- 5 Press the **[Start]** key.

After printing a list, the display will return to step 4.

Note

- To cancel printing a list, press **[Cancel]**. The display will return to step 4.

- 6 Press the **[User Tools/Counter]** key.
The initial display is shown.

Box Settings

The following functions are for delivery and transfer of messages:

- Personal Box
- Information Box
- Transfer Box

By using SUB and SEP Codes with these functions, you can send messages to another party's box and retrieve messages stored in boxes.

For details about how to set up these functions, see the following.

⇒ p.156 "Programming/Editing Personal Boxes"

⇒ p.159 "Programming/Editing Information Boxes"

⇒ p.162 "Programming/Editing Transfer Boxes"

For details about how to print out and delete messages stored in boxes, see the following.

⇒ p.34 "Personal Boxes"

⇒ p.36 "Information Boxes"

Note

- The combined total of items that can be stored with the Personal Box, Information Box and Transfer Box features is 150. Installing the optional Fax Function Upgrade Unit increases this capacity to 400 items.
- SUB and SEP Codes can be up to 20 digits long and contain numbers, spaces, pound signs (#), and asterisks (*).

Limitation

- You cannot set the same Box Code on two different boxes.
- Transmission or programming may not be used if there is not enough free memory left. The amount of free memory left is different depending on the optional equipment installed.

Programming/Editing Personal Boxes

This section describes how to program Personal Boxes.

You can store in one box the following items:

- SUB Code (required)
Up to 20 characters long and can be composed of digits 0-9, "#", "*" and spaces (the first character cannot be a space).
- Box Name (required)
Up to 20 characters long.
- Password (optional)
Up to 20 characters long and can be composed of digits 0-9, "#", "*" and spaces (the first character cannot be a space).

Note

- When a password is programmed, a mark is displayed before the Box Name.

- Receiver (optional)

You can program one delivery destination for each Personal Box. Specify the Quick Dial or Speed Dial the delivery destination is stored in.

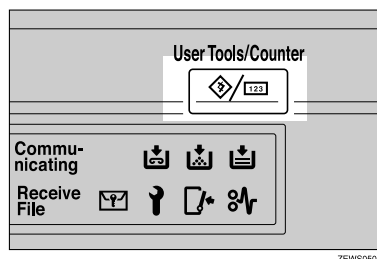
Note

- The Fax Header is not printed on delivered messages.
- If a message cannot be delivered, a Communication Failure Report is printed and the message is saved as a Confidential Reception document.
- You can edit boxes in the same way you program them. However, to change the SUB Code itself, you must delete the box, and then program a new SUB Code.

Reference

⇒ p.34 "Personal Boxes"

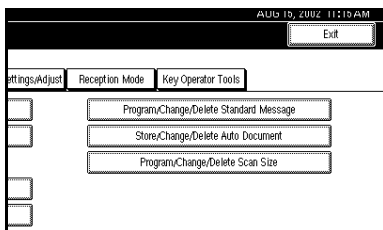
- 1** Press the **[User Tools/Counter]** key.



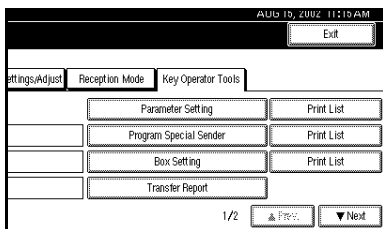
- 2** Press **[Facsimile Features]**.

Facsimile Features menu is shown.

3 Select [Key Operator Tools].



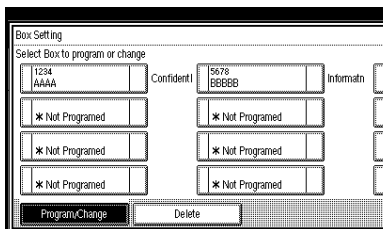
4 Select [Box Setting].



The "Box Setting" menu is shown.

5 Select a box to program.

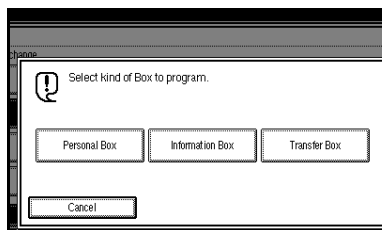
To program a new box, press "*Not programmed".



Note

- To Change a box already programmed, press it and go to step 9.
- If the desired box is not shown, press [▲ Prev.] or [▼ Next].

6 Press [Personal Box].



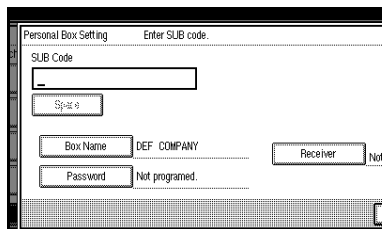
7 Enter a Box Name.

Reference

⇒ Chapter 3, "Entering Text" in the Basic Features manual

8 Press [OK].

9 Enter a Box Code.



Note

- To change the Box Code, press the [Clear/Stop] key or [Clear] and try again. To change Box Name, press [Box Name], and then repeat step 7.
- If you make a mistake, press the [Clear/Stop] key or [Clear] and try again.

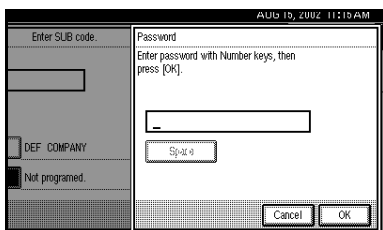
10 Specify any settings you require.

If you do not program [Password] or [Receiver], go to step 11.

Programming a Password

1 Press [Password].

2 Enter a password.



Note

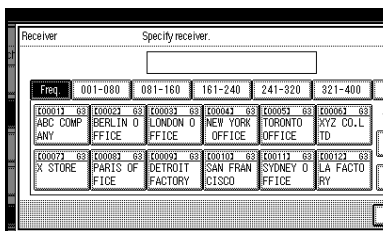
- If you make a mistake, press the **[Clear/Stop]** key or **[Clear]** and try again.

3 Press [OK].

Programming a Receiver

1 Press [Receiver].

2 Select a destination with the Quick Dial Table.



Note

- If the desired destination is not shown, press **[▲ Prev.]** or **[▼ Next]**.

3 Press [OK].

11 Press [OK].

A box mode is shown next to the box.

12 Press [Exit].

13 Press the [User Tools/Counter] key.

The initial display is shown.

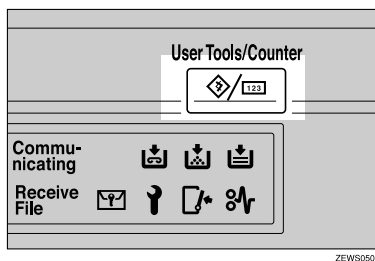
Deleting Personal Boxes

This section describes how to delete Personal Boxes.

! Limitation

- If messages are programmed in the box, you cannot delete the box.

1 Press the [User Tools/Counter] key.

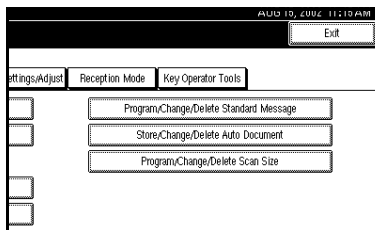


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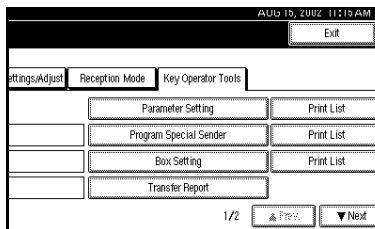
2 Press [Facsimile Features].

Facsimile Features menu is shown.

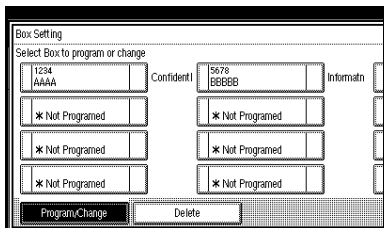
3 Select [Key Operator Tools].



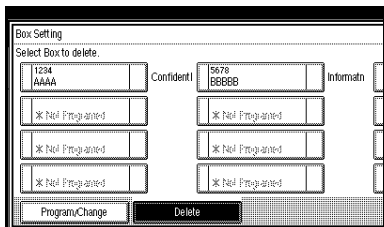
4 Select [Box Setting].



5 Press **[Delete]**.



6 Select a box you want to delete.



Note

- If the desired box is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- If you select a box for which a password is programmed, the display to enter a password is shown. Enter a password with number keys and press **[OK]**. To delete digits entered, press **[Clear]**. To cancel selecting a box, press **[Cancel]**.

7 Press **[Delete]**.

The box is deleted and "*Not programmed" is shown.

Note

- To cancel deleting a box, press **[Do not Delete]**. The display will return to step **6**.

8 Press **[Exit]**.

9 Press the **[User Tools/Counter]** key.

The initial display is shown.

Programming/Editing Information Boxes

This section describes how to set up an Information Box.

You can store in one box the following items:

- **SEP Code (required)**
Up to 20 characters long and can be composed of digits 0-9, "#", "*" and spaces (the first character cannot be a space).
- **Password (optional)**
Up to 20 characters long and can be composed of digits 0-9, "#", "*" and spaces (the first character cannot be a space).

Note

- When a password is programmed, a mark is displayed before the Box Name.

- **Box Name (required)**
Up to 20 characters long.

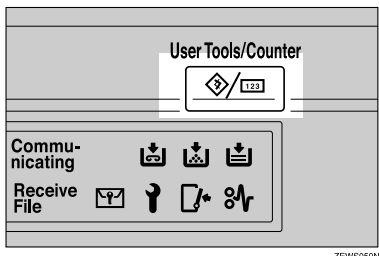
Note

- You can edit boxes in the same way you program them. However, to change the SEP Code itself, you must delete the box, and then program a new SEP Code.

Reference

p.38 "Printing Information Box Messages"

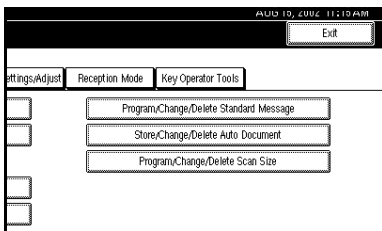
1 Press the **[User Tools/Counter]** key.



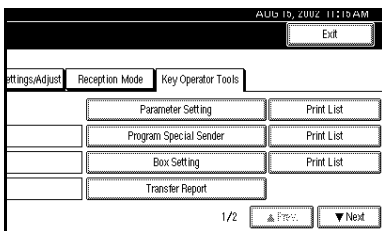
2 Press **[Facsimile Features]**.

Facsimile Features menu is shown.

3 Select **[Key Operator Tools]**.

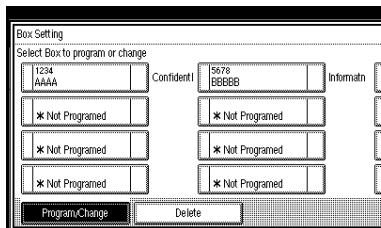


4 Select **[Box Setting]**.



5 Select a box to program.

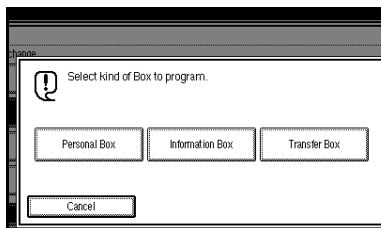
When programming a new box, press **"*Not programmed"**.



Note

- To change a box already programmed, press it, and then go to step 9.
- If the desired box is not shown, press **[▲ Prev.]** or **[▼ Next]**.

6 Press **[Information Box]**.



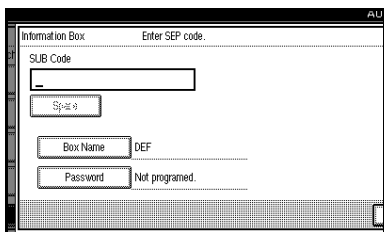
7 Enter a Box Name.

Reference

⇒ Chapter 3, "Entering Text" in the Basic Features manual

8 Press **[OK]**.

9 Enter a Box Code.



Note

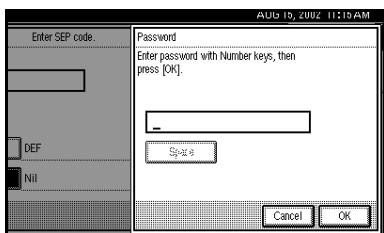
- To change Box Code, press the **[Clear/Stop]** key or **[Clear]** and try again. To change Box Name, press **[Box Name]**, and then repeat from step **7**.
- If you make a mistake, press the **[Clear/Stop]** key or **[Clear]** and try again.

10 Press **[Password]**.

Note

- If you do not want to program a password, go to step **13**.

11 Enter a password.



Note

- If you make a mistake, press the **[Clear/Stop]** key or **[Clear]** and try again.

12 Press **[OK]**.

13 Press **[OK]**.

A box mode is shown next to the box.

14 Press **[Exit]**.

15 Press the **[User Tools/Counter]** key.
The initial display is shown.

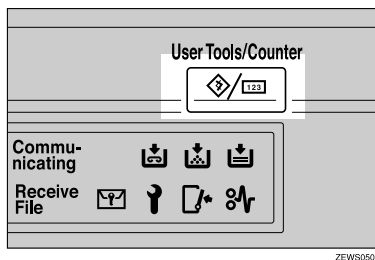
Deleting Information Boxes

This section describes how to delete Information Boxes.

Limitation

- If messages are programmed in the Information Box, you cannot delete the box.

1 Press the **[User Tools/Counter]** key.

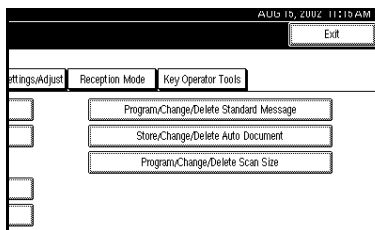


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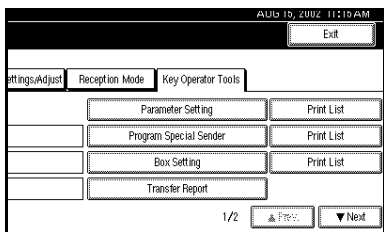
2 Press **[Facsimile Features]**.

Facsimile Features menu is shown.

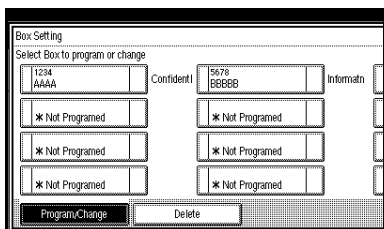
3 Select **[Key Operator Tools]**.



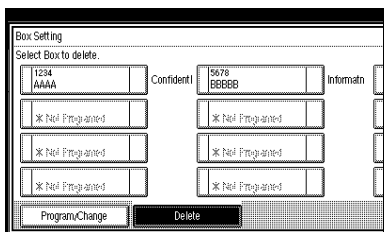
4 Select [Box Setting].



5 Press [Delete].



6 Select a box you want to delete.



Note

- If the desired box is not shown, press [▲ Prev.] or [▼ Next].
- If you select a box for which a password is programmed, the display to enter a password is shown. Enter a password with number keys and press [OK]. To delete digits entered, press [Clear]. To cancel selecting a box, press [Cancel].

7 Press [Delete].

The box is deleted and "*Not programmed" is shown.

Note

- To cancel deleting a box, press [Do not Delete]. The display will return to step 4.

8 Press [Exit].

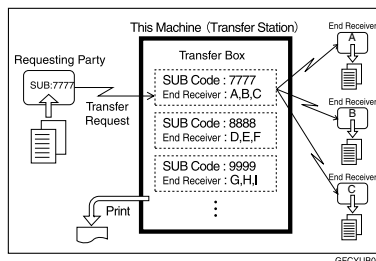
9 Press the [User Tools/Counter] key.

The initial display is shown.

Programming/Editing Transfer Boxes

This feature turns your machine into a fax relay station. Documents sent with a SUB Code that matches the SUB Code programmed as a Transfer Box are received, and then relayed to the programmed receiver.

Since documents can be sent to multiple destinations in a single transfer request, you can economize on communication costs when sending to remote destinations.



Note

- ❑ Inform the Requesting Party of the SUB Code assigned to the Transfer Box. When they wish to have a message transferred by your machine, ask them to send the message using SUB Code Transmission and specifying this SUB Code. ⇒ p.43 If a password is also programmed, inform them of this too and ask them to enter it for the SID Code. ⇒ p.44

You can store in one box the following items:

- SUB (required)
Up to 20 characters long and can be composed of digits 0-9, "#", "*" and spaces (the first character cannot be a space).
- Box Name (required)
Up to 20 characters long.
- Password (optional)
Up to 20 characters long and can be composed of digits 0-9, "#", "*" and spaces (the first character cannot be a space).

Note

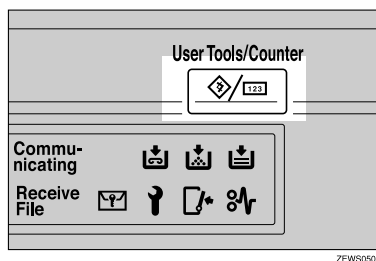
- ❑ When a password is programmed, a mark is displayed before the Box Name.
- Receiving Station (required)
You can store 5 receiving stations (destinations to which messages will be forwarded) for each box. Specify receiving stations with Quick Dials or Groups assigned to Quick Dials that have been programmed beforehand.

Limitation

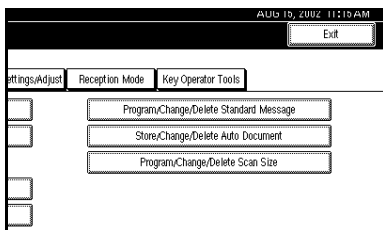
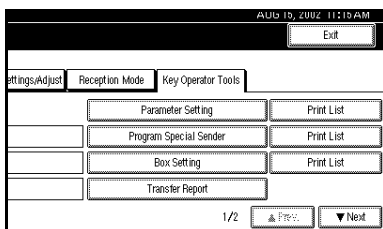
- ❑ After messages are transferred, a Transfer Result Report is not sent back to the sender.

Note

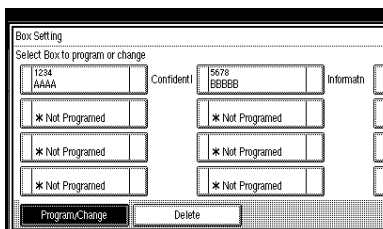
- ❑ After messages are transferred, they are deleted.
- ❑ If messages cannot be sent by Transfer Request, messages received are printed.
- ❑ The machine prints out received messages that it transfers and the Transfer Result Report after the transfer has finished. If you want to turn this feature off, please contact your service representative.
- ❑ When the programmed receiver is a Multi-step Transfer Group Dial, Multi-step Transfer takes place. ⇒ p.83 "Multistep Transfer"
- ❑ You can edit boxes in the same way you program them. However, to change the SUB Code itself, you must delete the box, and then program a new SUB Code.
- ❑ You can edit boxes in the same way you program them.

1 Press the **[User Tools/Counter]** key.**2** Press **[Facsimile Features]**.

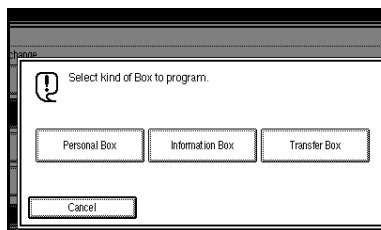
Facsimile Features menu is shown.

3 Select [Key Operator Tools].**4** Select [Box Setting].**5** Select a box to program.

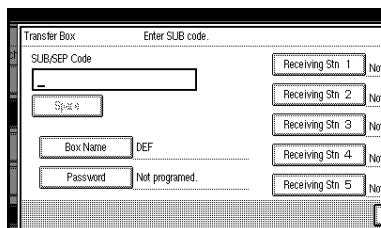
When programming a new box, press "*Not programmed".

**Note**

- To change a box already programmed, press it, and then go to step 9.
- If the desired box is not shown, press [▲ Prev.] or [▼ Next].

6 Press [Transfer Box].**7** Enter a Box Name.**Reference**

⇒ Chapter 3, "Entering Text" in the Basic Features manual

8 Press [OK].**9** Enter a Box Code.**Note**

- To change Box Code, press the **[Clear/Stop]** key or **[Clear]** and try again. To change Box Name, press **[Box Name]**, and then repeat from step 7.
- If you make a mistake, press the **[Clear/Stop]** key or **[Clear]** and try again.

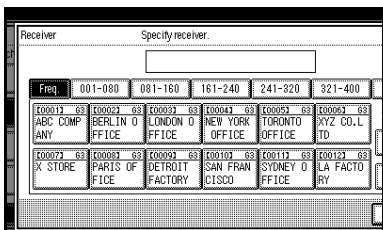
10 Specify the condition of registration.

Programming Receiving Stations

1 Select Receiving Station**Note**

- You can store 5 receiving stations.

2 Specify receiving stations with Quick Dials.



Note

- You can also specify receiving stations with Group Dials.
- If the desired box is not shown, press [**▲ Prev.**] or [**▼ Next**].

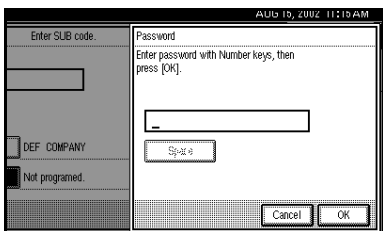
3 Press [OK].

Repeat from step **1** to specify another receiving station.

Programming a Password

If you do not want to program a password, go to step **11**.

- 1** Press [Password].
- 2** Enter a password.



Note

- If you make a mistake, press the [**Clear/Stop**] key or [**Clear**] and try again.

3 Press [OK].

11 Press [OK].

A box mode is shown next to the box.

12 Press the [**User Tools/Counter**] key.

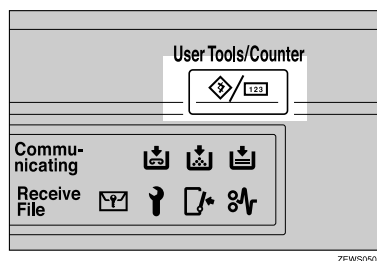
The initial display is shown.

Deleting Transfer Boxes

Limitation

- If the specified SUB Code is not programmed as a Transfer Box, or messages are programmed in the box, you cannot delete the box.

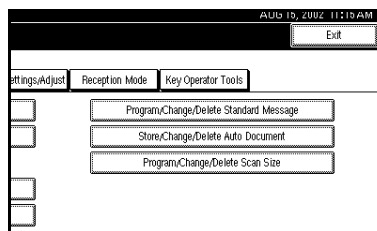
1 Press the [**User Tools/Counter**] key.



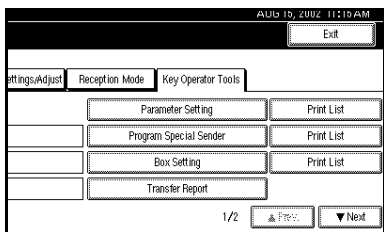
2 Press [Facsimile Features].

Facsimile Features menu is shown.

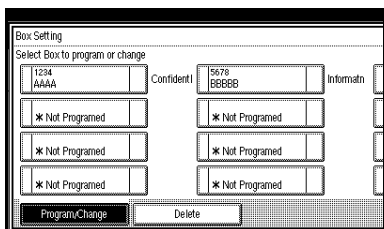
3 Select [Key Operator Tools].



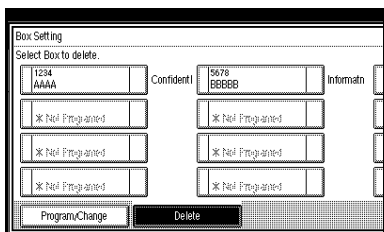
4 Select [Box Setting].



5 Press [Delete].



6 Select a box you want to delete.



Note

- If the desired box is not shown, press [▲ Prev.] or [▼ Next].
- If you select a box for which a password is programmed, the display to enter a password is shown. Enter a password with number keys and press [OK]. To delete digits entered, press [Clear]. To cancel selecting a box, press [Cancel].

7 Press [Delete].

The box is deleted and "*Not programmed" is shown.

Note

- To cancel deleting a special sender, press [Do not Delete]. The display will return to step 6.

8 Press [Exit].

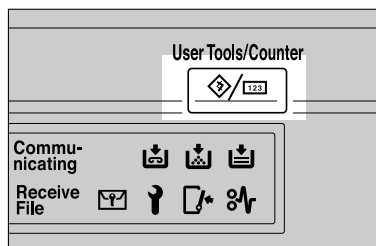
9 Press the [User Tools/Counter] key.

The initial display is shown.

Printing the Box List

Follow the procedure below to print a list showing the currently programmed Personal Boxes, Information Boxes and Transfer Boxes.

1 Press the [User Tools/Counter] key.

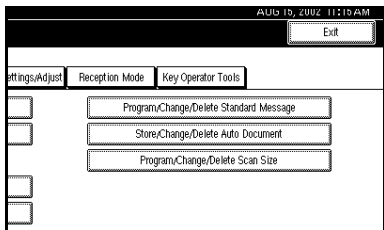


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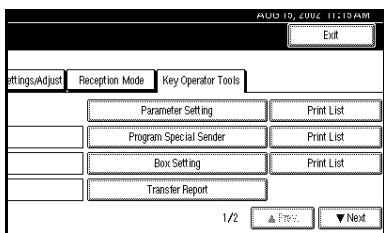
2 Press [Facsimile Features].

Facsimile Features menu is shown.

3 Select [Key Operator Tools].



4 Press [Print List] next to "Box Setting".



Note

- If the desired box is not shown, press [▲ Prev.] or [▼ Next].

5 Press the [Start] key.

After printing the list, the display will return to step 4.

Note

- To cancel printing a list, press [Cancel]. The display will return to step 5.
- If the desired box is not shown, press [▲ Prev.] or [▼ Next].

6 Press the [User Tools/Counter] key.

The initial display is shown.

Transfer Report

For the Requesting Party to be able to receive Transfer Result Reports from the Transfer Station, the Requesting Party must program the number of the telephone line their machine is connected to in their own machine. ⇒ p.47 "Transfer Request", p.84 "ID Reception (Closed Network)"

Be sure to insert a pause after the area code.

For example, if you are in the United States and your fax number is 212-1234567, program the following:

You can program the fax number for each line (G3, G4).

Limitation

- You cannot program or edit Transfer Report when using a line (during communication). Program or edit after communication.

Note

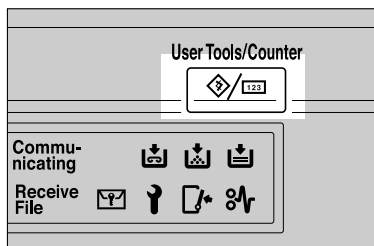
- Program the fax number as a number of Transfer Station. If not, you cannot use Transfer Request Transmission.

- Up to 16 digit are available for G3.

- Up to 29 digit are available for G4.

- 1212-1234567

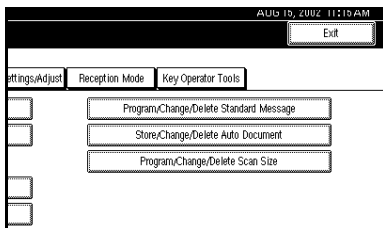
1 Press the [User Tools/Counter] key.



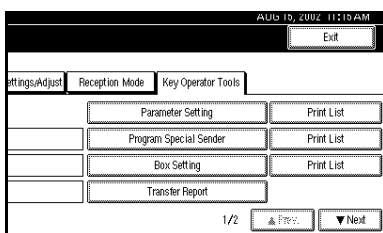
ZEW5050N

- 2** Press [**Facsimile Features**].
Facsimile Features menu is shown.

- 3** Select [**Key Operator Tools**].



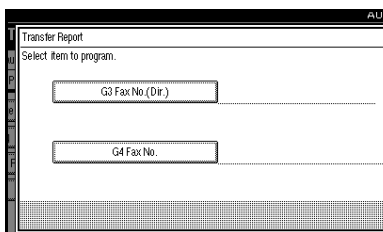
- 4** Select [**Transfer Report**].



Note

- If "Transfer Report" is not shown, press [**▲ Prev.**] or [**▼ Next**].

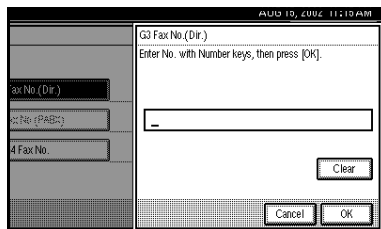
- 5** Specify the fax number for each line.



Programming a G3 Fax number

- 1** Press [**G3 Fax No.(Dir.)**].

- 2** Enter your own fax number with the number keys.



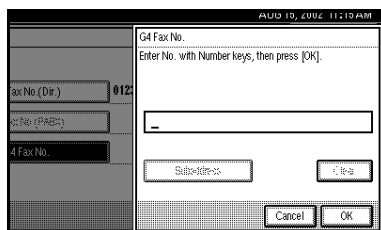
- 3** Press [**OK**].

Programming a G4 Fax number

To use this function, optional ISDN Unit is required.

- 1** Press [**G4 Fax No.**].

- 2** Enter your fax number with the number keys.



- 3** Press [**OK**].

- 6** Press [**Exit**] twice.

- 7** Press the [**User Tools/Counter**] key.
The initial display is shown.

Programming a Confidential ID

Program a Confidential ID to print Confidential Reception. ⇒ p.7 “Confidential Transmission”

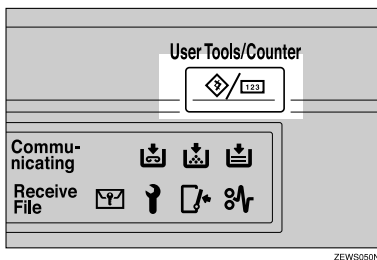
⚠ Limitation

- ❑ If you do not program a Confidential ID, you cannot receive a confidential transmission.

📝 Note

- ❑ A Confidential ID can be any four digit numeric code except for 0000.

1 Press the **[User Tools/Counter]** key.

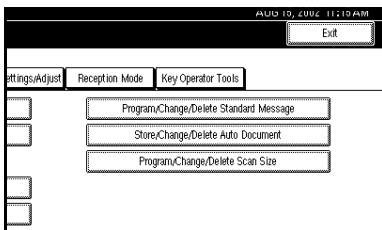


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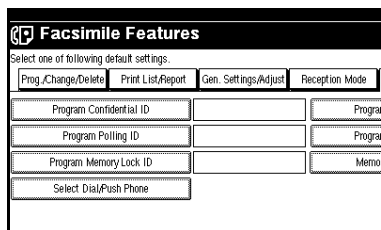
2 Press **[Facsimile Features]**.

Facsimile Features menu is shown.

3 Select **[Key Operator Tools]**.



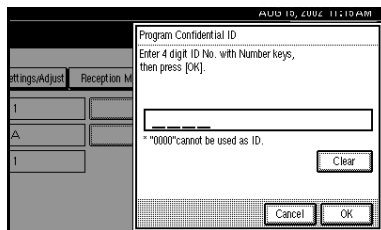
4 Select **[Program Confidential ID]**.



📝 Note

- ❑ If "Program Confidential ID" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 Enter an ID with the number keys.



📝 Note

- ❑ If you make a mistake, press the **[Clear/Stop]** key or **[Clear]** and try again.

6 Press **[OK]**.

📝 Note

- ❑ To cancel programming an ID, press **[Cancel]**. The display will return to step **4**

7 Press the **[User Tools/Counter]** key. The initial display is shown.

Programming a Polling ID

Program a Polling ID to use Transfer Request, Transfer Station, Default ID Polling Transmission, Default ID Polling Reception and ID Reception. When you use ID Transmission, program the same ID as that programmed on the sender's machine.

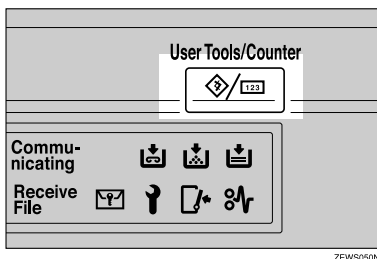
Reference

- ⇒ p.9 "Polling Transmission"
- ⇒ p.12 "Polling Reception"
- ⇒ p.70 "Default ID Transmission"
- ⇒ p.47 "Transfer Request"

Note

- A Polling ID can be any combination of digits (0-9) and letters (A-F) except for 0000 and FFFF.

1 Press the **[User Tools/Counter]** key.

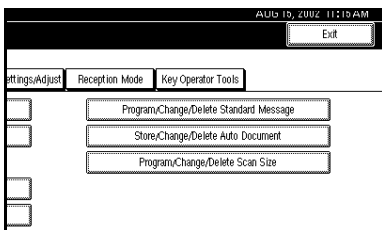


ZEWS050N

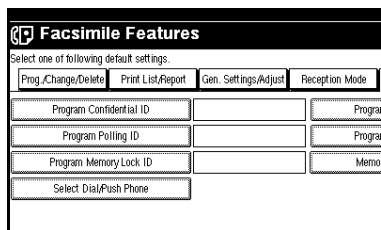
2 Press **[Facsimile Features]**.

Facsimile Features menu is shown.

3 Select **[Key Operator Tools]**.



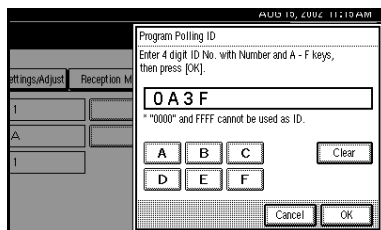
4 Select **[Program Polling ID]**.



Note

- If "Program Polling ID" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 Enter an ID with the number keys and **[A]** to **[F]**.



Note

- If you make a mistake, press the **[Clear/Stop]** key or **[Clear]** and try again.

6 Press **[OK]**.

Note

- To cancel programming an ID, press **[Cancel]**. The display will return to step 4.

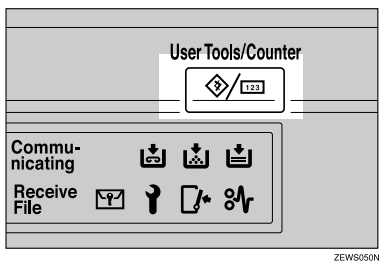
7 Press the **[User Tools/Counter]** key. The initial display is shown.

Programming a Memory Lock ID

Program a Memory Lock ID ⇒ p.148
to print Memory Lock reception. ⇒ p.139

A Memory Lock ID can be any four digit numeric code except for 0000.

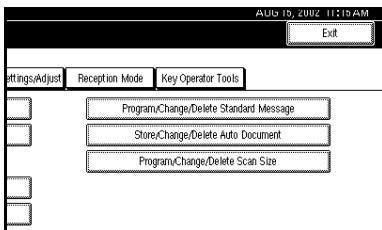
1 Press the **[User Tools/Counter]** key.



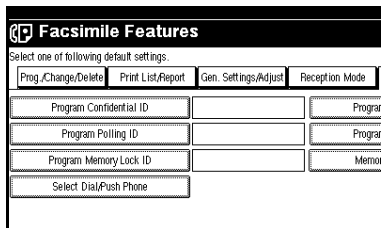
2 Press **[Facsimile Features]**.

Facsimile Features menu is shown.

3 Select **[Key Operator Tools]**.



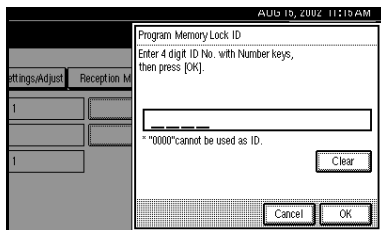
4 Select **[Program Memory Lock ID]**.



Note

- If "Program Memory Lock ID" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 Enter an ID with number keys.



Note

- If you make a mistake, press the **[Clear/Stop]** key or **[Clear]** and try again.

6 Press **[OK]**.

Note

- To cancel programming an ID, press **[Cancel]**. The display will return to step **4**.

7 Press the **[User Tools/Counter]** key.
The initial display is shown.

Selecting Dial/Push Phone

Use this function to select a line type when the machine is connected to a G3 analog line.

A Dial and Push line are available for selection.

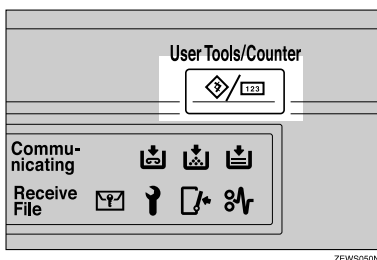
Limitation

- If you are only connected to an ISDN line, this function is not available.

Note

- "G3-2" is shown on the display when the Extra G3 Interface Unit is installed.
- Use the same procedure to program and change this function.

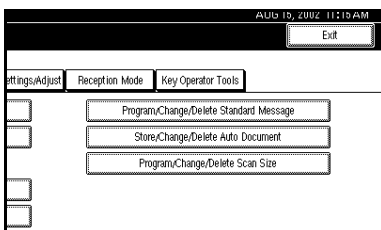
1 Press the [User Tools/Counter] key.



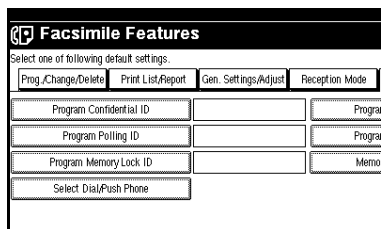
2 Press [Facsimile Features].

Facsimile Features menu is shown.

3 Select [Key Operator Tools].



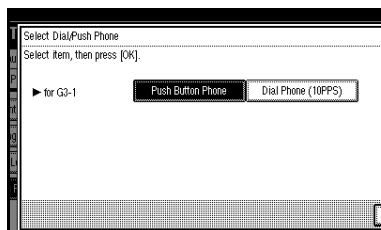
4 Select [Select Dial/Push Phone].



Note

- If "Select Dial/Push Phone" is not shown, press [▲ Prev.] or [▼ Next].

5 Press [Push Button Phone] or [Dial Phone (10PPS)] to select the line.



6 Press [OK].

7 Press [Exit].

8 Press the [User Tools/Counter] key. The initial display is shown.

Programming ISDN G3 Line

Optional ISDN Unit is required.

- This function must be set when you connect the machine to an ISDN G3 digital line.

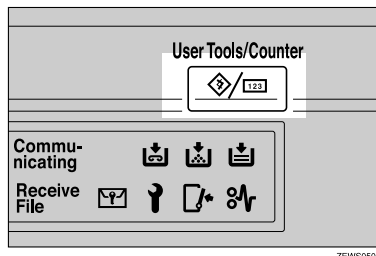
You can program the following items.

- Own Fax Number 1
- Own Fax Number 2
- Sub-address ⇒ p.50 "Sub-address"

Note

- Program Own Fax Number 1 as your own digital number. Program Own Fax Number 2 as another digital number which occupies a single line.
- You should program the Own Fax Number 1.
- ISDN allows two or more terminals (such as a fax machine and digital telephone) to be connected to a single line. These terminals are identified by their sub-address numbers. If the terminals connected to the line at a destination are assigned sub-addresses, dialing a sub-address allows you to direct your fax message to a particular terminal at the destination.
- Up to four digits (0 to 9999) are available for a sub-address

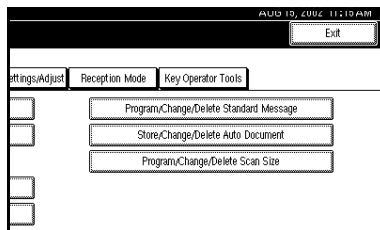
1 Press the [User Tools/Counter] key.



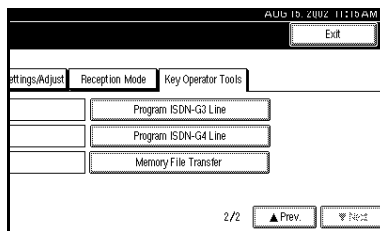
2 Press [Facsimile Features].

Facsimile Features menu is shown.

3 Select [Key Operator Tools].



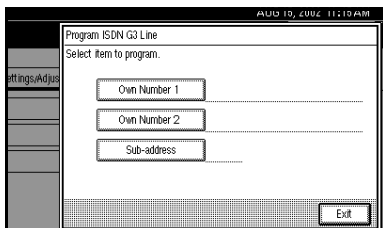
4 Select [Program ISDN-G3 Line].



Note

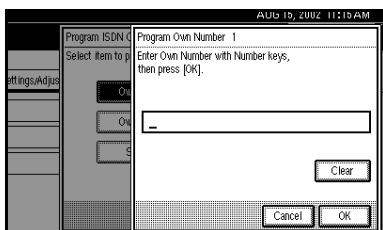
- If "Program ISDN-G3 Line" is not shown, press [▲ Prev.] or [▼ Next].

- 5** Select an item you want to program.



Programming Own Number 1 and Own Number 2

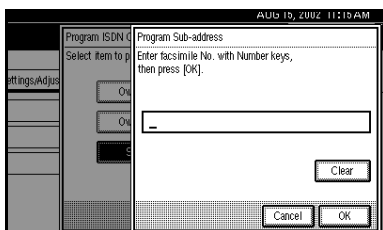
- 1** Select **[Own Number 1]** or **[Own Number 2]**
- 2** Enter your own facsimile number with the number keys.



- 3** Press **[OK]**.

Programming a Sub-address

- 1** Select **[Sub-address]**.
- 2** Enter a sub-address with the number keys.



- 3** Press **[OK]**.

- 6** Press **[Exit]**.

- 7** Press the **[User Tools/Counter]** key.
The initial display is shown.

Programming ISDN G4 Line

Optional ISDN Unit is required.

This function must be set when you connect the machine to an ISDN G4 digital line.

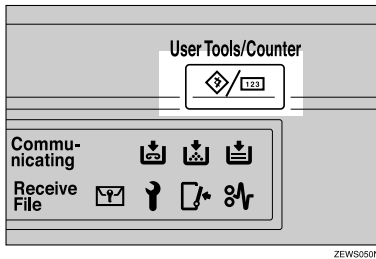
You can program the following items.

- Own Fax Number 1
- Own Fax Number 2
- Sub-address ⇒ p.50 "Sub-address"

Note

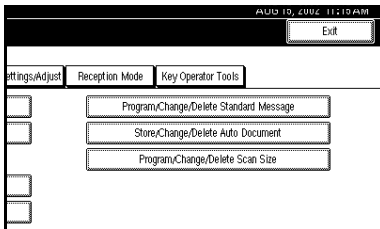
- Program the Own Fax Number 1 as your own digital number. Program Own Fax Number 2 as another digital number which occupies a single line.
- You should program the Own Fax Number 1.
- ISDN allows two or more terminals (such as a fax machine and digital telephone) to be connected to a single line. These terminals are identified by their sub-address numbers. If the terminals connected to the line at a destination are assigned sub-addresses, dialing a sub-address allows you to direct your fax message to a particular terminal at the destination.
- Up to four digits (0 to 9999) are available for a sub-address

- 1 Press the **[User Tools/Counter]** key.

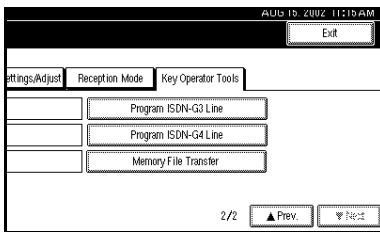


- 2 Press **[Facsimile Features]**.
Facsimile Features menu is shown.

- 3 Select **[Key Operator Tools]**.



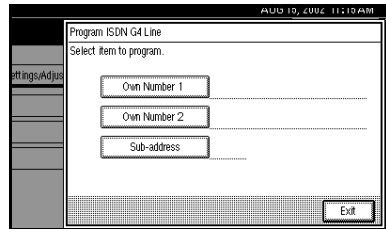
- 4 Select **[Program ISDN-G4 Line]**.



Note

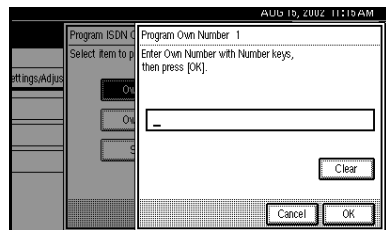
- If "Program ISDN-G4 Line" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

- 5 Select an item you want to program.



Programming Own Number 1 and Own Number 2

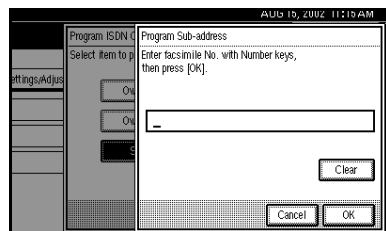
- 1 Select **[Own Number 1]** or **[Own Number 2]**
- 2 Enter your own facsimile number with the number keys.



- 3 Press **[OK]**.

Programming a Sub-address

- 1 Select **[Sub-address]**.
- 2 Enter a sub-address with the number keys.



- 3 Press **[OK]**.

6 Press [Exit].

7 Press the **[User Tools/Counter]** key.

The initial display is shown.

RDS (Remote Diagnostic System)

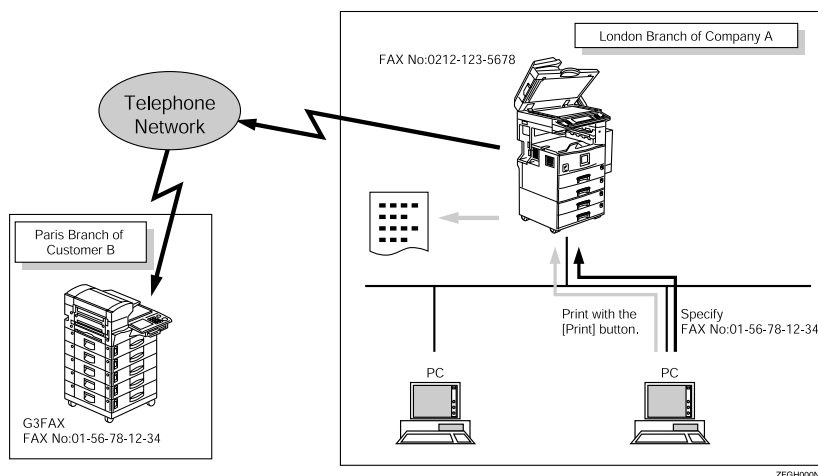
If your machine has a problem, a service representative can perform various diagnostic tasks over the telephone line from the service station to try to find out what is wrong with your machine. The service representative can also use RDS to change some of your machine's settings if you request it.

If you wish to use this feature, change User Parameter Switch 25 bit 4. ⇒ p.141 "Changing the User Parameters"(Switch25, Bit4)

9. PC FAX Features

The Optional Printer/Scanner Unit Type 1027 is required to use this feature.

- With a PC FAX connected to a LAN, you can use a telephone line to send a fax created using a Windows application to another fax machine.
- To send a fax, simply select **[Print]** from the Windows application, then select LAN FAX as the printer and specify a destination.
- In addition to sending faxes, LAN FAX allows PC FAX to be used for printing out documents prepared on a PC for proof checking.
- To use LAN FAX, connect PC FAX to a LAN and make the necessary settings, and then install the LAN FAX driver and related utilities on your PC.



Important

- ❑ If a LAN FAX error occurs, it is not displayed on the PC.

Setting PC FAX Properties

This section describes how to make settings such as document size, resolution, and options.

Note

- If your operating system is Windows NT4.0 or Windows 2000, log on using an account that has Administrator permission.
- The dialog box appearance varies according to the Windows version. The examples shown here are from Windows 98.

1 On the [Start] menu, point to [Settings] and then [Printers].

2 Click to select [LAN-Fax M1], and then select [Properties] from the [File] menu.

Note

- With Windows NT, select [Document Default] from the [File] menu.

3 Click the [Paper] tab.

Note

- With Windows 2000, click the [Advanced] tab, and then click [Printing Defaults...].

4 Make paper settings.

Note

- Even if you select Super Fine (400 x 400 dpi), this machine prints at 200 dpi when "Send & Print" is selected, unless you have installed the optional Fax Expansion Memory.
- The Gray Scale box does not appear in Windows NT or Windows 2000.

◆ Accessories

- ① Click [Accessories].
- ② Select the appropriate check boxes.

Note

- When the optional Fax Expansion Memory is installed, select the [Memory Extension] check box.
- The optional ISDN Unit is required in order to use a G4 line.

! Limitation

- With optional equipment installed to this machine, selectable line types are "G3-1", "G3-2" and "G4". Do not select the check box for "G3-3"

- ③ Click [OK].

5 Click [OK].

Basic Transmission

This section describes how to send fax documents created using PC applications.

Open the application document you want to send or create a new document, and then perform the following procedure.

1 On the **[File]** menu, click **[Print]**.

2 Click **[LAN-Fax M1]** in **[Printer Name]**, and then click **[OK]**.

 **Note**

- The setting method may differ depending on the application you are using. In all cases, select **[LAN-Fax M1]** for the printer.

3 Specify the destination.

You can select the destination from Address Book or directly enter the fax number.

 **Note**

- You can select a line to use in the "Line" list box.
- To specify the destination from Address Book, you must program destinations in advance.

4 Specify options.

If you do not want to specify options, go to step **5**.

Attaching a Cover Sheet

1 Select the **[Attach a Cover Sheet]** checkbox.

 **Note**

- To edit this setting, click **[Cover Sheet]**. For details, see the Online Help.

Specifying Options

You can specify the following options:

- Sending at Specific Time⇒ p.4 "Sending at a Specific Time (Send Later)"
- User Code⇒ "User Code Management" in the Basic Features manual
- User ID
- Print Fax Header⇒ p.128 "Fax Header Print Setting"
- Document Server⇒ p.102 "Using the Document Server"

1 Click **[Options]**.

2 Specify options you want to use.

 **Note**

- The User Code you specified for this machine must be the same as the one entered in this machine. ⇒ "User Code" in the System Settings manual
- You cannot select a Document Server function unless the check box is selected.
- For details on specifying options, see the Help file on the PC Fax driver.

3 Click **[OK]**.

5 Click **[Send]**.

 **Note**

- When you click **[Send & Print]**, a fax will be transmitted to the destination and a copy of the document you send will be printed from your machine.
- Click **[Print]** to print a copy of the document you specified without sending it to the destination.

 **Transmission Management
Using the PC FAX Driver**

You can have the SmartNetMonitor for Admin/SmartNetMonitor for Client manage your transmissions using the PC FAX driver.

By using the PC FAX driver, you can refer to the following information for the documents sent using the PC FAX driver.

- User ID
- Transmission result
- Pages
- Starting time
- File number

 **Reference**

⇒ PC FAX Online Help for more information about using the PC FAX function

Address Book

You can store and edit destinations in the Address List using Address Book.

 **Note**

- For details, see the Online Help.

1 On the **[Start]** menu, point to **[Programs]**, and then **[Address Book]**.

2 Edit an existing destination or store a new one.

 **Note**

- You can divide programmed destinations into groups by clicking **[Group]**. For details, see the Online Help.
- For **[Line]**, select the appropriate line type: G3, G4, or I-G3.

◆ Storing New Destinations

- ① Enter the destination.
- ② Click **[Add]**.

◆ Editing Programmed Destinations

- ① Select the destination you want to edit from the list. The name of the company should appear grayed.
- ② Edit the data.
- ③ Click **[Update]**.

◆ Deleting Programmed Destinations

- ① Select the destination you want to edit from the list. The name of the company should appear grayed.
- ② Click **[Delete]**.
- ③ Click **[Yes]**.

3 Click **[Close]**.

- 4** If you made changes to a destination, a confirmation dialog box appears. To save the changes you made, click **[Yes]**.

If you do not want to save the changes and want to quit editing, click **[No]**.

To return to the editing screen, click **[Cancel]**.

Printing

You can print documents created using Windows applications.

Open the application document you want to print or create a new document, and then perform the following procedure.

Note

- You can set whether to print the documents that fail to print (when the machine has run out of toner, for example) in "User Parameters". Transmission using PC FAX driver may be impossible until reprinting is done. ⇒ p.141 "Changing the User Parameters" (Switch20, Bit1)
- You can set the time until attempting to print a document that failed to print occurs in "User Parameters". ⇒ p.141 "Changing the User Parameters" (Switch20, Bit2, 3, 4, 5)

1 On the **[File]** menu, click **[Print]**.

2 Click **[LAN-Fax M1]** in **[Printer Name]**, and then click **[OK]**.

Note

- The setting method may differ depending on the application you are using. In all cases, select **[LAN-Fax M1]** for the printer.

3 Click **[Print]**.

LAN FAX Operation messages

Note

- You can set whether the PC FAX error report is automatically printed when the documents fail to print in "User Parameters". Transmission using PC FAX driver may be impossible until reprinting is done. ⇒ p.141 "Changing the User Parameters" (Switch20, Bit0)

Message	Causes and Recommended Actions
The number of entries in Destinations exceeds the limit. Up to 100 entries can be entered.	The number of destinations specified exceeds the maximum possible. The maximum number of destinations that can be specified at one time is 100 (Up to 200 with optional Fax Function Upgrade Unit, up to 500 with optional Expansion Memory.).

10. Troubleshooting

When Toner Runs Out

When the machine has run out of toner a symbol appears on the display. Note that even if there is no toner left, you can still send fax messages.

Important

- ❑ If you continue receiving and sending faxes after toner runs out, communication will not be possible after 400 communications (800 with optional Expansion Memory installed).

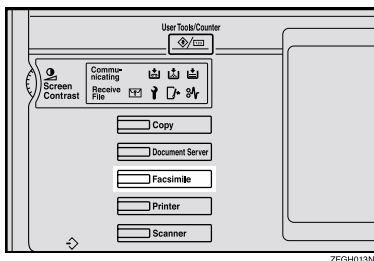
Limitation

- ❑ The Memory Storage Report, Polling Reserve Report and Confidential File Report are not printed.

- 1** Make sure that the machine is in Facsimile mode and the standby display is shown.

Note

- ❑ If the standby display is not shown, press the **[Facsimile]** key.



- 2** Press **[Exit]**.

The error display closes.

⇒ Chapter 2, "Memory Transmission" or "Immediate Transmission" in the Basic Features manual

When Power is Turned Off or Fails

Even if the **Main Power** switch is turned off, the contents of the machine's memory (programmed numbers etc.) will not be lost. However, if power is lost for about 1 hour through the **Main Power** switch being turned off, a power cut or the power cable being removed, contents of the Fax memory will be lost. Lost items will include any fax messages stored in memory using Memory Transmission or Reception.

If a file has been deleted from memory, a Power Failure Report is automatically printed as soon as power is restored. This report can be used to identify lost files. If an original stored by Memory Transmission was lost, re-send it. If a message received by Memory Reception or Substitute Reception was lost, ask the sender to re-send it. If an Auto Document was lost, you will need to store it in memory again.

Important

- Make sure that 100% is shown on the display before you unplug the machine. If a lower value is shown, some data is currently stored in memory.
- Right after a power failure, the internal battery needs to be sufficiently recharged to guard against future data loss. Please keep the machine plugged in and the **Main Power** switch on for about 24 hours after the power loss occurs.

11. Appendix

Replacing the Stamp Cartridge

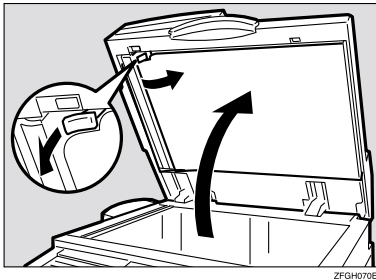
The ADF is required.

When the stamp becomes lighter, replace the cartridge.

 **Note**

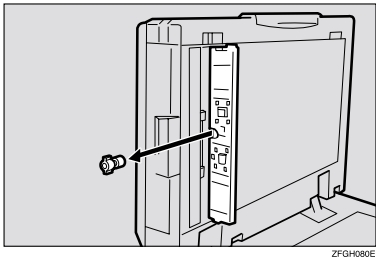
- Use the cartridge specified for this machine.

- 1** Lift the document feeder (ADF) and open the stamp cover.



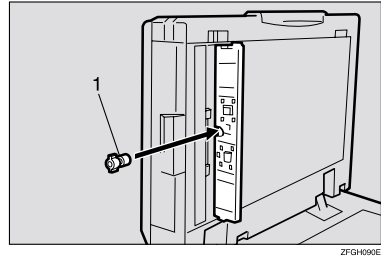
- 2** Pull out the cartridge.

Tap the cartridge lock lever lightly in order to pull out the cartridge. Remove the cartridge by pressing the lock lever.



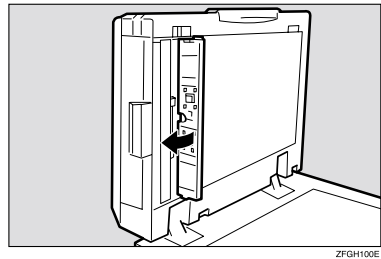
- 3** Set a new cartridge.

Insert the cartridge until its metal parts are not visible.



- 1.** New Cartridge

- 4** Replace the stamp cover until it clicks.



- 5** Close the document feeder.

Connecting the Machine to a Telephone Line and Telephone

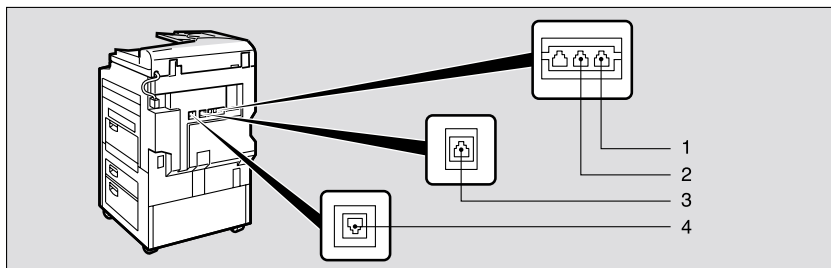
Connecting the Telephone Line

To connect the machine to a telephone line, use a snap-in modular type connector.

Important

☐ Make sure the connector is the correct type before you start.

◆ Where to connect the machine



ZFGH030E

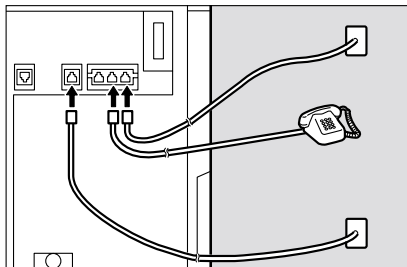
1. G3

2. External Telephone

3. Extra G3

4. G4

◆ When using a modular type connector



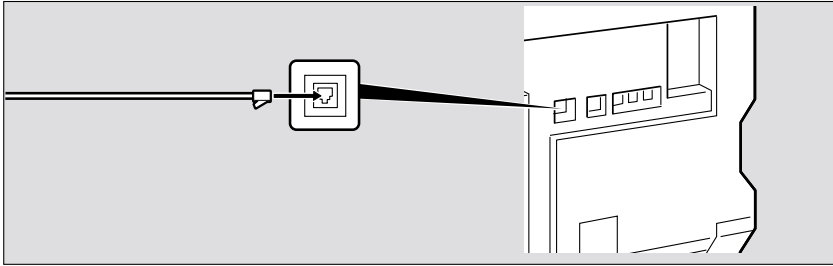
ZFGH040E

Connecting the Machine to ISDN

Optional ISDN Unit required.

For details about how to install the optional ISDN Unit, please contact your service representative.

Connect the machine to the ISDN with a modular type connector.



ZFCH000E

Connecting The Optional External Telephone

You can connect the handset and an external telephone to the machine. You can use them for telephone calls.

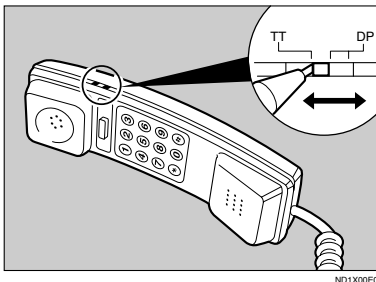
Note

- Some telephone may not be connected or may suffer reduced functionality.

Limitation

- When you use the handset or an optional external telephone with the On Hook Dial key for telephone calls, you can not talk with the other party without pressing the On Hook Dial key after taking off the receiver.

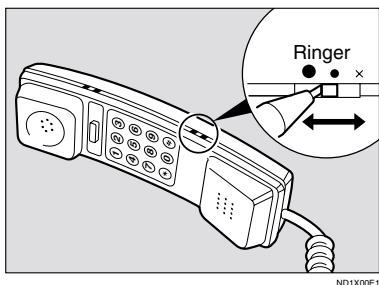
Specifying the handset line type



ND1X00E0

The switch on the handset should be in the appropriate position-TT (Tone Dialing) or DP (Pulse Dialing).

◆ Adjusting the handset bell volume



Adjust the handset ringer volume using the volume switch.

Selecting the Line Type

Select the Line type to which the machine is connected. There are two types: tone and pulse dial.

Select the Line Type using "PSTN Line Type" in "Key Operator Settings". The default settings is "Tone". ⇒ p.172 "Selecting Dial/Push Phone"

Multi-port

When the optional ISDN Unit or optional Extra G3 Interface Unit is installed, communications can take place simultaneously through multiple lines.

Option	Available Line Types	Available Protocol Combinations
Without option	PSTN	G3
Extra G3 Interface Unit	PSTN+PSTN	G3+G3
ISDN Unit	PSTN+ISDN	G3+G4 or G3 (ISDN)+G4
	ISDN	G3 (ISDN)+G4
Extra G3 Interface Unit+ISDN Unit	PSTN+PSTN+ISDN	G3+G3+G4 or G3+G3(ISDN)+G4
	PSTN+ISDN	G3+G3(ISDN)+G4 or G3 (ISDN)+G3(ISDN)

✎ Note

- A maximum of three communications can take place simultaneously.
- You cannot perform three Immediate Transmissions simultaneously.
- If three fax messages are received simultaneously, they cannot be printed out at the same time.
- If three communications are in progress, the display shows the first communication that was initiated.

Optional Equipment

Fax Function Upgrade Unit

JBIG compression for transmission/reception becomes possible.

You can extend the following features.

Function	Without Fax Function Upgrade Unit	With Fax Function Upgrade Unit
Quick Dial	400	1,200
Memory Transmission file	400	800
Auto Document	6	18
Specific Sender	30	50
Program	100	200

Expansion Memory (32MB: DIMM)

This allows you to send and receive fax messages at high resolution (Fine or Super Fine). If you need this option, please consult your service representative.

Function	Without Expansion Memory	With Expansion Memory	With Expansion Memory and Fax Function Upgrade Unit
Memory capacity for Memory Transmission	160 sheet	1000 sheet	2080 sheet
Memory capacity for storing in memory	Maximum 400 sheet	Maximum 1000 sheet	Maximum 3000 sheet

Note

- The above figure is for an ITU-T No.1 chart printed on this supplier's standard A4 paper and scanned in using the following settings:
 - Resolution: Standard
 - Image Density: Auto
 - Original Type: Text

ISDN Unit (ISDN Option Type 1027)

This allows you to send and receive messages via ISDN (Integrated Service Digital Network).

Extra G3 Interface Unit (G3 Interface Unit Type 1027)

This option provides one Extra G3 line connection.

Specifications

Standard	G3, G4 (option)
Resolution	G3: 8×3.85/mm•200×100dpi (Standard), 8×7.7/mm•200×200dpi (Detail), 8×15.4/mm•200×400dpi (Fine), 16×15.4/mm•400×400dpi (Super Fine: optional Expansion Memory required) G4: 200×100dpi (Standard), 200×200dpi (Detail), 400×400dpi (Super Fine: optional Expansion Mem- ory required)
Transmission Time	G3: 3 seconds at 28,800bps, Standard resolution G4: 3 seconds, Detail resolution
Data Compression Method	MH, MR, MMR, JBIG (optional Fax Function Up- grade Unit required)
Maximum Original Size	Standard size: A3/DLT Irregular size: 304×432mm
Maximum Scanning Size	297×1200mm/11"×47"
Print Process	Printing on standard paper using a laser
Transmission Speed	G3: 33,600/31,200/28,800/26,400/24,000/21,600/19,2 00/16,800/14,400/12,000/9,600/7,200/4,800/2,40 0bps (auto shift down system) I G3: max 26,400bps G4: 64/56kbps (auto speed matching)













◆ Power Consumption

Energy Saver (Auto Off) mode	about 9W
Standby mode	about 150W
Transmission	about 165W
Reception	about 155W
Printing (Average)	about 385W
Maximum Power Consumption	about 1500W

Acceptable Types of Originals

Make sure your originals are completely dry before setting them in the machine. Originals containing wet ink or correcting fluid will mark the exposure glass and the resulting image will be affected.

Acceptable Original Sizes

Where Original is Set	Acceptable Original Size	Maximum Number of Sheets	Paper Thickness
Exposure Glass	Maximum A3 (297×420mm), 11"×17" (279×432mm)	1	----
Document Feeder (ADF), single-sided document	Fax transmission: A5   to A3  (up to 1,200mm long) 8"×5 ¹ / ₂ "   to 11"×17" 	50 sheets (80g/m ² , 20lb)	40–128g/m ² (35–110kg, 11-34lb)
Document Feeder (ADF), double-sided document	Fax transmission: A5   to A3  (up to 432mm long) 8"×5 ¹ / ₂ "   to 11"×17" 	50 sheets (80g/m ² , 20lb)	52–105g/m ² (45–90kg, 14–28lb)

Originals unsuitable for the Document Feeder (ADF)

Do not place the following types of originals in the Document Feeder (ADF) because they may be damaged. Place them on the exposure glass instead.

- Originals of sizes other than those specified in the previous table
- Originals containing staples or clips
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermosensitive paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with index tabs, tags, or other projecting parts
- Sticky originals, such as translucent paper
- Thin and soft originals
- Originals of inappropriate weight (see table above)
- Originals in bound form, such as books
- Transparent originals, such as OHP transparencies or translucent paper

Original Sizes Difficult to Detect

The machine finds it difficult to detect the size of the following kinds of originals. If this happens, the receiving machine may not select print paper of the correct size.

- Documents set on the exposure glass of sizes other than those listed in the table below
- Originals with index tabs, tags, or projecting parts
- Transparent originals, such as OHP transparencies or translucent paper
- Dark originals with many characters or drawings
- Originals which partially contain solid printing
- Originals which have solid printing at their edges

The following paper sizes are automatically detected in Facsimile mode.

◆ Inch version

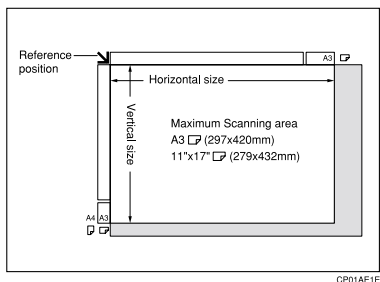
Paper Size Where Original is Set	11"×17"(DLT) ☐	8½"×14"(LG) ☐	8½"×11"(LT) ☐☐	5½"×8½" (HLT)☐☐
Exposure Glass	O	O	O	×
Document Feeder (ADF)	O	O	O	O

O - Auto detect

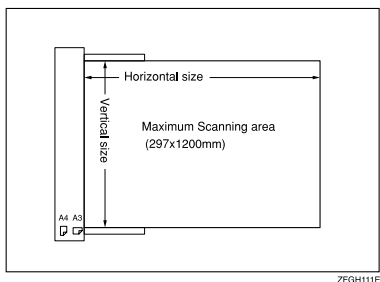
× - Unable to auto detect

Paper Size and Scan Area

◆ Exposure Glass



◆ Document Feeder (ADF)










! Limitation

- There may be a difference in the size of the image when it is printed at the destination.
- If you place an original larger than 11"×17" / A3 on the exposure glass, only an area of 11"×17" / A3 is scanned.

📝 Note

- Even if an original is correctly placed on the exposure glass or in the Document Feeder (ADF), a margin of 3mm around each edge of the original may not be sent.
- In the receiver uses paper of smaller width than the original, the image will be reduced to fit the paper. ⇒ p.69 "Auto Reduction"
- The machine detects paper sizes in the following ways.
 - When you place an original in the Document Feeder (ADF), an original wider than about 10.4"(268mm) is scanned as 11". An original narrower than about 10.4"(268mm) is scanned as 10", about 9.3"(235mm) is scanned as 8¹/₂".
 - Originals up to 1,200mm in length can be scanned.

- Refer to the table below for the sizes the machine can detect when you place an original on the exposure glass. Because the machine scans in non-standard size documents as one of the standard sizes, parts of the image may be truncated depending on the length of the document. For details about how to set non-standard size documents. ⇒ p.121 “Programming and Changing a Scan Size”.

	Length			
Width		~12.5"	12.5"~13.5"	13.5"~
	~9.6"	8 ¹ / ₂ "×11" 	8 ¹ / ₂ "×13" 	8 ¹ / ₂ "×14" 
	9.6"~10.6"	8"×10" 	not detected	10"×14" 
	10.6"~	8 ¹ / ₂ "×11" 	not detected	11"×17" 

Maximum Scan Area

Memory Transmission/Immediate Transmission

- From the Document Feeder (ADF): 11"×47"/297×1,200mm (W×L)
- From the exposure glass: 11"×17"/297×432mm (W×L)

Function List

Transmission Mode

Feature name	Description	Reference
Send Later	Sets the machine to automatically start transmission or polling reception at an appointed time	⇒ p.4 “Sending at a Specific Time (Send Later)”
Priority Transmission	You can have your message sent before any other queued messages.	⇒ p.6 “Priority Transmission”
Confidential TX	Sends a confidential message. This feature is divided into Default ID Confidential Transmission and Override ID Confidential Transmission.	⇒ p.7 “Confidential Transmission”
Polling Transmission	Upon request from a destination, the machine sends an original stored in memory. This feature is divided into ID Polling Transmission and Override ID Polling Transmission.	⇒ p.9 “Polling Transmission”
Polling Reception	Sends a transmission request to the other party and receives a message from the sender. This feature is divided into Default ID Polling Reception and ID Override Polling Reception.	⇒ p.12 “Polling Reception”

Advanced Features

Options	Description	Reference
TX SUB Code	You can send and receive confidential faxes to and from other maker's machines that have the SUB/SID feature.	⇒ p.43 "SUB Code"
RX SEP Code	If you wish receive a message stored in the memory of another party's fax machine, you can use this feature.	⇒ p.45 "SEP Code"
Transfer Req.	Sends an original to a destination via a facsimile equipped with the transfer station capability.	⇒ p.47 "Transfer Request"
Sub-address	Sends an original with a sub-address to a destination.	⇒ p.50 "Sub-address"
UUI	Sends an original with UUI to a destination.	⇒ p.51 "UUI"

Sub Transmission Mode

Feature name	Description	Reference
Book Fax	When sending a book-type original, this feature scans and sends the right and left pages one by one.	⇒ p.57 "Book Fax"
2-Sided TX	Use to send 2-Sided originals (double-sided originals) from the Document Feeder (ADF).	⇒ p.58 "2-Sided Transmission (Double-Sided Transmission)"
Std. Message	Use this feature to stamp a standard message at the top of the first original sent.	⇒ p.59 "Standard Message Stamp"
Auto Document	Stores a commonly used original and prints or sends it directly.	⇒ p.60 "Sending an Auto Document"
Select Stored File	Use this feature to send documents that are stored in the document server.	⇒ p.61 "Sending a Stored Document"
Stamp	Indicates that the original has been successfully stored in memory or successfully sent.	⇒ p.67 "Stamp"

Transmission Options

Options	Description	Reference
Fax Header Print	You can print a message including the name registered as the Fax Header on the received message for each file.	⇒ p.68 "Fax Header Print"
Label Insertion	If you register the receiver's name in a Quick Dial or Speed Dial, the receiver's name is automatically printed at the top of a sent message.	⇒ p.69 "Label Insertion"
Auto Reduce	If the receiver uses paper narrower than the message, the message is reduced to fit a paper size available on the receiving party's machine before being sent.	⇒ p.69 "Auto Reduction"
Default ID TX	Sends an original only to a machine that has the same Polling ID as that registered in the machine.	⇒ p.70 "Default ID Transmission"
Stamp Sender Name	You can have the machine print a sender stamp on the right edge of your paper.	⇒ p.69 "Sender Stamp"
Reduced Image TX	Using this feature, your message is sent at a reduced size (93%) with a blank margin on the left.	⇒ p.69 "Reduced Image Transmission"

Communication Information

Feature name	Description	Reference
Print Journal	The Journal can be manually printed. This report shows the results of the last 50 communications.	⇒ p.25 "Printing the Journal"
TX File Status	Part of the Journal can be shown on the display. The results of the last 50 transmissions are displayed from the latest one.	⇒ p.27 "Checking the Transmission Result (TX File Status)"
RX File Status	Part of the Journal can be shown on the display. The results of the last 50 receptions are displayed from the latest one.	⇒ p.28 "Checking the Reception Result (RX File Status)"
Memory Status	The status of the memory is shown on the display.	⇒ p.29 "Displaying the Memory Status"
Print Confidential RX File	Prints messages received in Confidential Reception mode.	⇒ p.30 "Printing a Confidential Message"
Print Memory Lock	Prints messages received in Memory Lock mode.	⇒ p.32 "Printing a File Received with Memory Lock"
Print Personal Box File	Prints messages received in Personal Box.	⇒ p.35 "Printing Personal Box Messages"
Store/Delete/Print Information Box File	Program, Delete, or Print messages in the Information Box.	⇒ p.36 "Information Boxes"

Facsimile Features

Feature name	Description	Reference
Prog./Change/Delete		
Program/Change/Delete Quick Dial	When you register a destination in a Quick Dial, you can specify the destination by just pressing the Quick Dial key.	⇒ Chapter 3, "Quick Dial" in the Basic Features manual
Program/Change/Delete Group	If you program several destinations into a Group, you can dial with just a few keystrokes.	⇒ Chapter 3, "Groups" in the Basic Features manual
Change Order of Quick Dial Table	Use this feature to change the order of the registered Quick Dial Table. It would be convenient to list the receivers that you fax to frequently on the first page of the Quick Dial Table.	⇒ p.113 "Changing the Order of the Quick Dial Table"
Program Title of Quick Dial Table	Use this feature to add a name to the title of the Quick Dial Table in order to facilitate finding the desired registered destination.	⇒ p.114 "Programming Title of the Quick Dial Table"
Program/Change/Delete Standard Message	Use this feature to program standard messages to be printed at the top of the first page of the original.	⇒ p.116 "Programming Standard messages"
Store/Change/Delete Auto Document	Allows you to store a frequently used original in the machine's memory. You can print or send the original directly as necessary.	⇒ p.118 "Storing and Changing an Auto Document"
Program/Change/Delete Scan Size	Register a frequently used original size in advance when you send a message with the Irregular Scan Area function.	⇒ p.121 "Programming and Changing a Scan Size"

Feature name	Description	Reference
Print List/Report	<p>This feature allows you to print various reports and lists manually. You can print the following reports and lists:</p> <ul style="list-style-type: none"> • Journal (⇒ p.25) • Quick Dial list (⇒ p.124) • Group Dial list (⇒ p.124) • Label Insertion list (⇒ p.124) • Program list(⇒ p.124) • Auto Document list (⇒ p.124) 	⇒ p.124 “Reports/Lists”
Gen. Settings/Adjust	<p>Default transmission mode and scan settings. When the power is turned on, settings specified here are selected.</p> <ul style="list-style-type: none"> • Memory/Immediate Transmission Switch • Text Size Priority • Original Type Priority • Auto Image Density • Adjust Scan Density • Switch Title of Quick Dial Table • Switch Display • Adjust Sound Volume • Program Fax Information • Fax Header Print Setting • Auto Reduced Image Setting • Closed Network Priority Setting • Scan End Reset • Transmission Stamp Priority • Line Priority Setting • Onhook Mode Release Time • Program Economy Time • Quick Operation Key 	⇒ p.125 “General Setting/Adjustment”

Feature name	Description	Reference
Reception Mode	<p>Allows you to switch the following reception functions to on or off:</p> <ul style="list-style-type: none"> • Switch Reception Mode ⇒ p.83, ⇒Chapter 2, "Selecting the Reception Mode" in the Basic Features manual • Authorized Reception (⇒ p.132) • Forwarding (⇒ p.150) • Reception File Print Quantity (⇒ p.150) • 2-Sided Print (⇒ p.87) • Reception Reverse Printing (⇒ p.90) • Paper Tray (⇒ p.151) • G3/G4 Separate Tray (⇒ p.133) • Checkered Mark (⇒ p.86) • Center Mark (⇒ p.86) • Print Reception Time (⇒ p.87) 	⇒ p.131 "Reception Mode"
Key Operator Tools		
Transmission Page Count	Check the transmission and reception totals on the display.	⇒ p.135 "Counters"
Forwarding	Transfers received messages to a registered receiver (forwarding destination).	⇒ p.136 "Forwarding"
Memory Lock RX	Switch the Memory Lock to on or off. To use it, register an ID for printing a message received in Memory Lock mode.	⇒ p.139 "Memory Lock"
ECM	If a part of transmission fails due to a telephone line fault, this feature resends the failed part automatically.	⇒ p.140 "ECM"
Parameter Setting	Allows you to change and print the function settings to meet your needs.	⇒ p.141 "Changing the User Parameters"
Program Special Sender	By programming particular receivers as Special Sender in advance, you can have Special Senders treated differently.	⇒ p.148 "Programming/Changing Special Senders"

Feature name	Description	Reference
Box Setting	By using SUB and SEP Codes with these functions, you can send messages to another party's box and retrieve messages stored in boxes.	⇒ p.155 "Box Settings"
Transfer Report	Before using Transfer Request, you need this Transfer Report setting.	⇒ p.167 "Transfer Report"
Program Confidential ID	Register an ID required for Confidential communication.	⇒ p.169 "Programming a Confidential ID"
Program Polling ID	Register an ID required for Polling communication.	⇒ p.170 "Programming a Polling ID"
Program Memory Lock ID	Register an ID required for Memory Lock reception.	⇒ p.171 "Programming a Memory Lock ID"
Select Dial/Push Phone	Select a Line type when you connect the machine to a G3 analog line.	⇒ p.172 "Selecting Dial/Push Phone"
Program ISDN-G3 Line	Program Own Fax Numbers, and sub-addresses when you connect the machine to ISDN.	⇒ p.173 "Programming ISDN G3 Line"
Program ISDN-G4 Line	Program your own fax number, TID (Terminal ID) and sub-address when you connect the machine to a G4 digital line.	⇒ p.174 "Programming ISDN G4 Line"

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