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RICOH

Aficio™
1060/1075

Operating Instructions
Copy Reference

1 Placing Originals
2 Copying
3 Program
4 Troubleshooting
5 User Tools (Copy/Document Server Features)
6 Specifications

Aficio™ 1060/1075 Operating Instructions Copy Reference

Aficio™ 1060/1075 Operating Instructions Copy Reference

For safe and correct use of this machine, please be sure to read the Safety Information in the General Settings Guide before you use it.

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.

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: Aficio 1060
- Type2: Aficio 1075

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 metric version.

For good copy quality, Ricoh recommends that you use genuine Ricoh toner.

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

Power Source

220 - 240V, 50/60Hz, 10A 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 General Settings Guide.

CE

Declaration of Conformity

"The Product complies with the requirements of the EMC Directive 89/336/EEC and the Low Voltage Directive 73/23/EEC."

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:
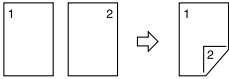
❙ **means POWER ON.**

⏻ **means STAND BY.**
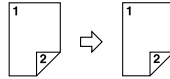
What You Can Do With This Machine

The following sections introduce the duplex and combining functions of this machine.
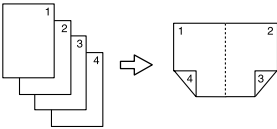
Types of Duplex Copies

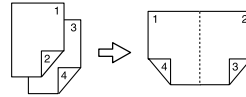⬤ 1-sided 2 Pages→2-sided 1 Page ⇒p.43
" ❖ 1 Sided→2 Sided"

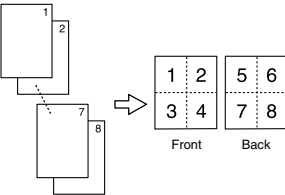⬤ 2-sided 1 Page → 2-sided 1 Page ⇒ p.43
" ❖ 2 Sided→2 Sided"

⬤ 1-sided 4 Pages →2-sided 1 Page ⇒p.47
" ❖ 1 Sided 4 Pages→Combine 2 Side"

⬤ 2-sided 2 Pages→2-sided 1 Page ⇒ p.47
" ❖ 2 Sided 4 Pages→Combine 2 Side"

⬤ 1-sided 8 Pages →2-sided 1 Page ⇒p.47
" ❖ 1 Sided 8 Pages→Combine 2 Side"
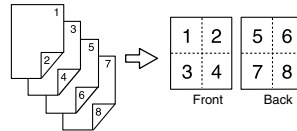
⬤ 2-sided 4 Pages→2-sided 1 Page ⇒p.47
" ❖ 2 Sided 8 Pages→Combine 2 Side"

⬤ 1-sided 16 Pages → 2-sided 1 Page ⇒ p.47
" ❖ 1 Sided 16 Pages→Combine 2 Side"

⬤ 2-sided 8 Pages → 2-sided 1 Page ⇒ p.48
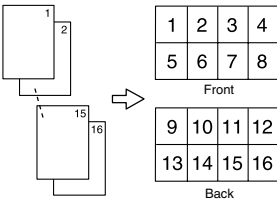" ❖ 2 Sided 16 Pages→Combine 2 Side"
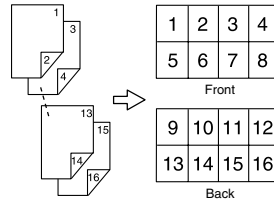
⬤ Bound Originals → 2-sided Pages ⇒p.49
" ❖ Book→2 Sided"
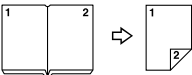
⬤ Front/Back Bound Originals → 2-sided Pages ⇒p.49
" ❖ Front & Back→2 Sided"
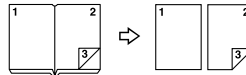
Copying Book Originals

● 1-sided 4 Pages→ Booklet (⇒P.50 "❖ 1 Sided→Booklet")

Open to Left
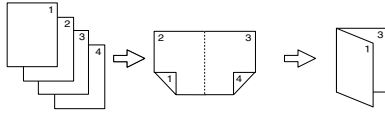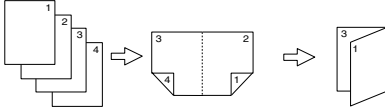
Open to Right

● 2-sided 2 Pages→ Booklet (⇒P.51 "❖ 2 Sided→Booklet")

Open to Left
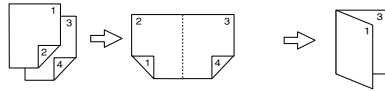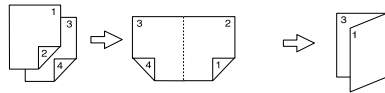
Open to Right

● 1-sided →Magazine (⇒P.51 "❖ 1 Sided →Magazine")

Open to Left
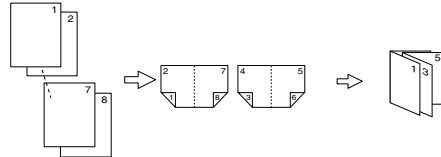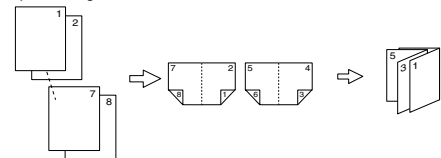
Open to Right

● 2-sided →Magazine (⇒P.51 "❖ 2 Sided→ Magazine")

Open to Left
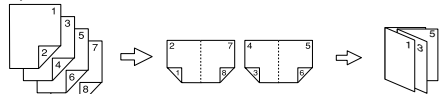
Open to Right
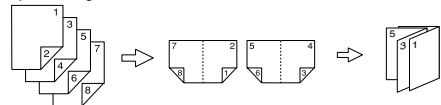
Combining Multiple Pages onto a Single Page (⇒ p.45 "1 Sided Combine")

● 1-sided 2 Pages → 1-sided 1 Page
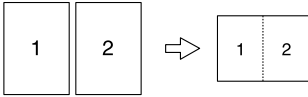
● 2-sided 1 Page → 1-sided 1 Page
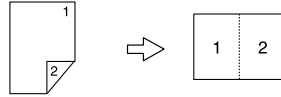
● 1-sided 4 Pages → 1-sided 1 Page
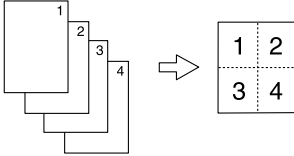
● 2-sided 2 Pages → 1-sided 1 Page
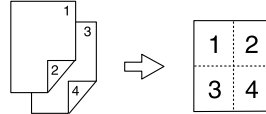
● 1-sided 8 Pages → 1-sided 1 Page
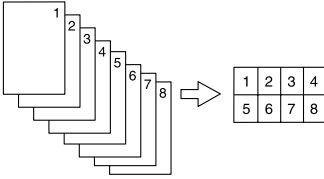
● 2-sided 4 Pages → 1-sided 1 Page
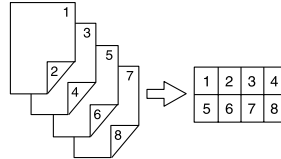
Copying Originals Such as Books (⇒ p.48 "Series Copies")

● Bound Originals → 1-sided Pages

● Bound Originals → 2-sided Pages

● Front/Back Bound Originals → 2-sided Pages
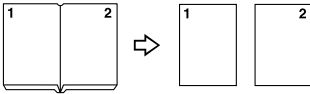
Copying 2-Sided Pages onto 1-Sided Pages (⇒ P.50 "2 Sided →1 Sided")

● 2-sided 1 page → 1-sided 2 pages

TABLE OF CONTENTS

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5. User Tools (Copy/Document Server Features)

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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 General Settings Guide.

⚠ *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 General Settings Guide.

• 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.

Notice

• B4JIS 🗗 🗗,B5JIS 🗗 🗗,B6JIS🗗arereferredasB4 🗗 🗗,B5 🗗 🗗,B6🗗inthismanual.
• The image of the display panel may be different depending on the installed option.

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	60 copies/minute (A4 $\square$, $8^1/_2$" $\times 11$" $\square$)	75 copies/minute (A4 $\square$, $8^1/_2$" $\times 11$" $\square$)

Functions that Require Options

Available functions depend on your machine configuration and which options you have. See the table below.

❍Required options

Functions		Copying onto the Tab Stock	Shift Sort	Stack	Staple	Staple (Saddle Stitch)	Punch
Options	Tab Sheet Holder	❍					
	Finisher 3000M(50-sheet staples)		❍	❍	❍		❍ *1
	Booklet Finisher		❍	❍	❍	❍	❍ *1
	Finisher 3000B(100-sheet staples)		❍	❍	❍		❍ *1

*1 To use the Punch function, you need an optional Punch Unit.

Control Panel

✎ **Note**
❒ This illustration shows the Control Panel of the machine with options fully installed.

ZGVH010E
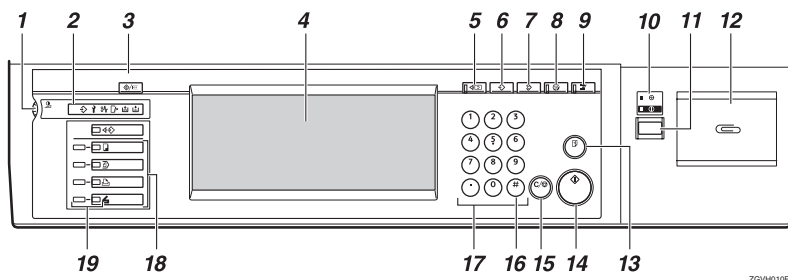
1. Screen Contrast knob
Adjusts the brightness of the display panel.

2. Indicators
These indicators show the status of the machine or indicate errors. ⇒ "Control Panel" in the General Settings Guide.

3. 【User Tools/Counter】key

- User Tools
  Press to change the default settings and conditions to meet your requirements. ⇒ p.89 "User Tools (Copy/Document Server Features)"

- Counter
  Press to check or print the Counter value. ⇒ "Counter" in the General Settings Guide.

- Inquiry
  Shows where to order expendable supplies and where to call when a malfunction occurs. You can also print these details. ⇒ "Inquiry" in the General Settings Guide.

4. Display panel
Shows operation status, error messages, and function menus. ⇒ "Display Panel" in the General Settings Guide.

5. 【Check Modes】key
Press to check the entered copy job settings.

6. 【Program】key
Press to store or recall a program. ⇒ p.79 "Programs"

7. 【Clear Modes】key
Press to clear previously entered copy job settings.

8. 【Energy Saver】key
Press to switch to and from Energy Saver mode. ⇒ "Saving Energy" in the General Settings Guide.

9. 【Interrupt】key
Press to interrupt a long copy job to make copies. ⇒ p.18 "Interrupt Copy"

10. Main power indicator, On indicator
The main power indicator goes on when the main power switch is turned on and goes off when the switch is turned off.

The **On** indicator goes on when the operation switch is turned on and goes off when the switch is turned off.

⚠**Important**
❒ Do not turn the main power off while the **On** indicator is flashing. The hard disk may malfunction.

4

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). ⇒"Turning On the Power" in the General Settings Guide.

12. **Clip Tray**

Holds clips and staples.

13. 【**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.40 "Sample Copy"

14. 【**Start**】 **key**

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

15. 【**Clear/Stop**】 **key**

- Clear
  Press to delete a number entered.

- Stop
  Press to stop a copy job in progress. Press to stop Scanning and printing in Document Server mode.

16. 【**#**】 **key**

Press to enter a value.

17. **Number keys**

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

18. **Function keys**

These keys switch display to the operating screen of each function. Follow the instructions displayed by switching between screen with the function keys.

19. **Function Status indicator**

These show the status of the above functions:

- Green: the function is active.
- Red: the function has been interrupted.

Common Key Operations

The following keys are common to all screens.

[Exit]	Returns to the previous screen.
[Cancel]	Deletes a selected function or entered values, and then returns to the previous screen.
[OK]	Acknowledges a selected function or entered values, and then returns to the previous screen.
[▲Prev.] [▼Next]	Moves to the previous or next page when all the functions cannot be displayed on one page.

1. Placing Originals

Originals

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⊐ – B6⊐⊏	40 – 128 g/m^2
	2-sided originals: A3⊐ – A5⊐⊏	52 – 128 g/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 – 34 lb.

✎ **Note**

❒ The number of originals that can be placed in the document feeder is about 100.

❒ The weight range for originals in the Mixed Size mode is 52–81.4 g/m^2, 13.8–21.7 lb.

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.7 "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 raised parts
- Sticky originals such as translucent paper
- Thin originals that have low stiffness
- Thick originals such as postcards
- Bound originals such as books
- Transparent originals such as OHP transparencies or translucent paper

Note
❒ The original might become dirty if it is written on with a pencil or similar instrument.

Sizes Detectable by Auto Paper Select

❖ **Metric version**

Size / Location of the original	A3 ⬚	B4 ⬚	A4 ⬚ ⬚	B5 ⬚ ⬚	A5 ⬚ ⬚	B6 ⬚ ⬚	11"× 17" ⬚	$8^1/_2$"× 14" ⬚	$8^1/_2$"× 11" ⬚ ⬚	$5^1/_2$"× $8^1/_2$" ⬚ ⬚	$8^1/_2$"× 13" ⬚ *1	8K ⬚	16K ⬚
Exposure glass	○	○	○	○	×	×	×	×	×	×	○	×	×
Document feeder	○	○	○	○	○	○	○*2	×	○*3	×	○	○	○

*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 General Settings Guide.
*2 If you wish to switch detectable paper size from 8K ⬚ to 11" × 17" ⬚, please contact your service representative.
*3 If you wish to switch detectable paper size from 16K ⬚ to $8^1/_2$"× 11" ⬚ or from 16K ⬚ to $8^1/_2$" × 11" ⬚, please contact your service representative.

❖ **Inch version**

Size / Location of the original	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" ⬚	11"× 15" ⬚	8"× 10" ⬚	10"× 14" ⬚
Exposure glass	×	×	×	×	×	○	○	○	×	×	×	×	×
Document feeder	○	×	○	×	×	○	○	○	○	○*1	○*2	○*3	○

*1 If you wish to switch detectable paper size from $8^1/_2$"× 14" ⬚ to $8^1/_2$"× 13" ⬚, please contact your service representative.
*2 If you wish to switch detectable paper size from 11" × 17" ⬚ to 11" × 15" ⬚, please contact your service representative.
*3 If you wish to switch detectable paper size from $8^1/_2$"× 11" ⬚ to 8" × 10" ⬚, please contact your service representative.

❖ **Exposure glass**


```
Reference
position
                              A3
          ┌─ Horizontal size ─┐
    Vertical size
              Maximum Scanning area
              A3 (297 x 420 mm)
              11" x 17" (279 x 432 mm)

A4 A3
                                    CP01AEE
```

❖ **Document feeder**


```
          ┌─ Horizontal size ─┐
    Vertical size
              Maximum Scanning area
              (297 x 1,260 mm)
              (11" x 49")

A4 A3
                                    CP02AEE
```
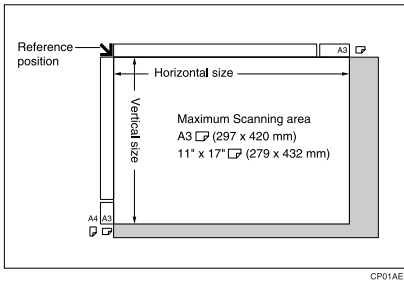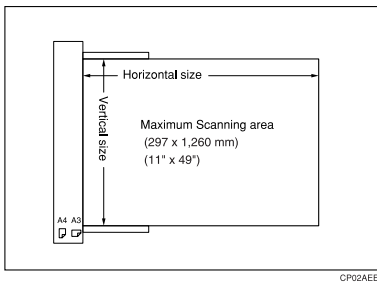
Sizes difficult to detect

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

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

Missing Image Area

Even if you correctly place originals in the document feeder or on the exposure glass, margins of a few millimeters on all four sides of the original might not be copied.

GCGENK2E
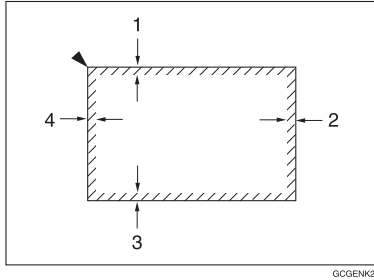
1. **0.5 mm, 0.02"**

2. **1 mm or more, 0.04" or more**

3. **0.5 mm - 3.5 mm, 0.02" - 0.14"**

4. **2 - 6 mm, 0.08"- 0.24"**

1

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. ⇒ p.108 "Letterhead Setting"

Copy Mode		Paper Tray	Large Capacity Tray	Bypass Tray
Paper placing direction	1 Sided	Ⓐ	R	R *1
	2 Sided	Ⓐ	R	—
Paper placing direction	1 Sided	⊃	R	R *1
	2 Sided	⊃	R	—

*1 When the paper size is specified.

GGH100E

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Placing Originals

Note

❒ 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.

Reference

For document sizes you can set. ⇒ p.7 "Originals".

Original Orientation

When you place the original into the document feeder, place it face up so you can see the print.

When you place the original on the exposure glass, place it face down.
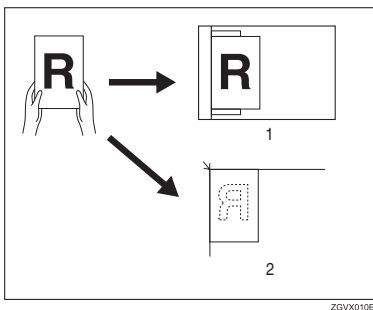
ZGVX010E

1. **Document feeder**

2. **Exposure glass**

When you cannot place originals as described because the size is A3 or A4 or because of its condition, you cannot staple copies as you want. In this case, select ▣▣ as the Original Orientation.

Example: When you want to staple copies, but you cannot select ▣▣ because the original size is A3 ⌐, selecting ▣▣ enables you to staple copies correctly.
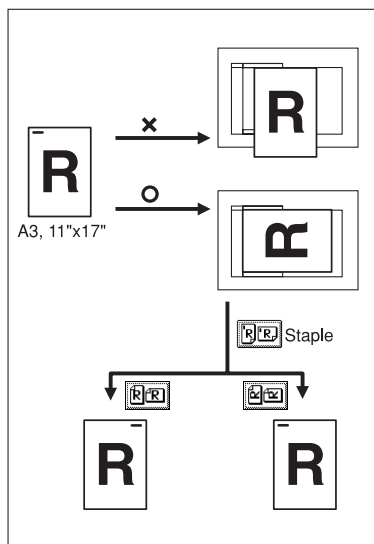
GCGSET3E

Note

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

A Press the **[Special Original]** key.
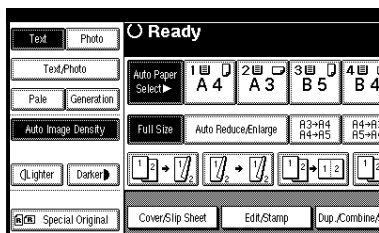
B Select the original orientation (▣▣ or ▣▣) and press the **[OK]** key.

Placing Originals on the Exposure Glass

🔍 **Reference**

Related Initial Settings ⇒ p.108 "Eject Copy Face Up/Down in Glass"

A **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.

B **Place the original face down on the exposure glass. The original should be aligned to the rear left corner.**
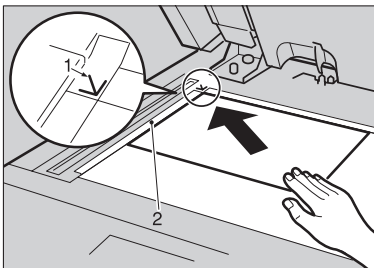
ZGMH012E

1. **Reference mark**

2. **Left scale**

📝 **Note**

❐ Start with the first page to be copied.

C **Lower the exposure glass cover or the document feeder.**

Placing Originals in the Document Feeder

Settings should be made in the following situations:

❖ **When placing originals one by one:**
⇒ p.15 "SADF mode"

❖ **When placing originals consisting of more than 100 pages:**
⇒ p.14 "Batch mode"

❖ **When copying originals of various sizes:**
⇒ p.15 "Mixed Size mode"

❖ **When placing custom size originals:**
⇒ p.16 "Placing Custom Size Originals"

📝 **Note**

❐ Do not stack originals beyond the limit mark on the side fence of the document feeder.

❐ The last page should be on the bottom.

❐ When you copy 2–sided originals, both front and back sides of each original are scanned at once.

❐ Do not place any foreign objects on the sensors or cover them with your hands. This could cause a malfunction or the size to not be detected properly.
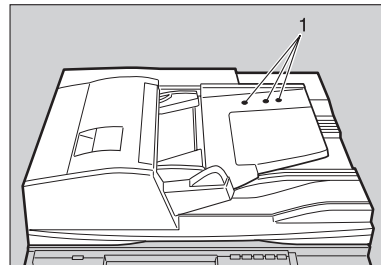
ZGUH011E

1. **Sensors**

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1

A **Set the document guide to the original size.**

B **Align the edges of the original and place it on the document feeder (ADF) with the side to be copied facing up.**
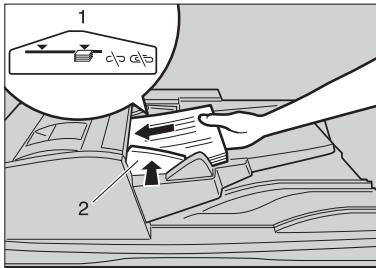
ZGUH020E

1. **Limit mark**

2. **Document guide**

🖉 Note

❒ Straighten curls in the original before placing it on the document feeder (ADF).

❒ To prevent multiple sheets from being fed at once, fan the original before placing it on the document feeder (ADF).

❒ Set the original squarely.

Batch mode

In batch mode, the machine copies an original of more than 100 pages as one document, even if it is placed on the document feeder in parts.

⚠️Important

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

A **Press the [Special Original] key.**
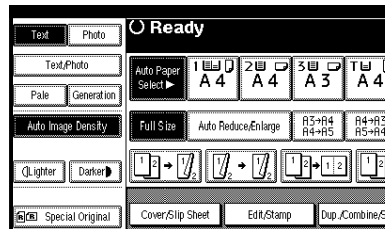
B **Select the [Batch] key, and then press the [OK] key.**

🖉 Note

❒ When **[Batch]** is not displayed, change the settings in ⇒ p.106 "Switch to Batch (SADF)".

C **Place the first part of the original, then press the 【Start】 key.**

D **After the first part of the original has been fed, place the next part and then press the 【Start】 key.**

🖉 Note

❒ If you want to copy subsequent originals in this mode, repeat step **D**.

E **When the Sort, Combine or 1 Sided → 2 Sided mode has been set, press the 【#】 key after all originals have been scanned.**

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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.

📑 Preparation

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.106 "Switch to Batch (SADF)"

🔎 Reference

Related Initial Settings ⇒ p.106 "SADF Auto Reset"

A **Press the [Special Original] key.**
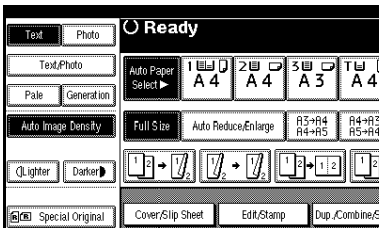
B Press the **[SADF]** key, and then press the **[OK]** key.

C Place one page of an original, and then press the 【Start】 key.

The Auto Feed indicator is shown on the display.

D 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.

Mixed Size mode

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

📝 Note

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

Metric version	A3⤸ , B4⤸, A4 ⤵⤸ , B5 ⤵⤸
Inch version	11" × 17"⤸ , $8^1/_2$" × 14"⤸, $8^1/_2$" × 11" ⤵⤸ , $5^1/_2$" × $8^1/_2$⤵⤸

A **Press the [Special Original] key.**
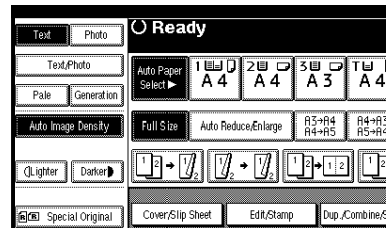
B Press the **[Mixed size]** key, and then press the **[OK]** key.

C **Align the rear and left edges of originals as shown in the illustration.**
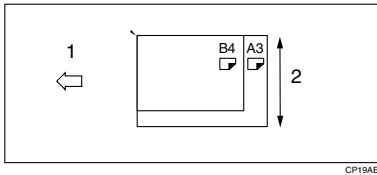
1. **Place into the document feeder.**

2. **Vertical size**

D **Adjust the guide to the widest original size.**

E **Place aligned originals face up into the document feeder.**

F **Press the 【Start】 key.**

Placing Custom Size Originals

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

📝 Note

❒ Paper that has a vertical length of 128–297 mm (5" – 11") and a horizontal length of 128–1260 mm (5" – 49.6") can be placed with this function.

A **Press the [Special Original] key.**
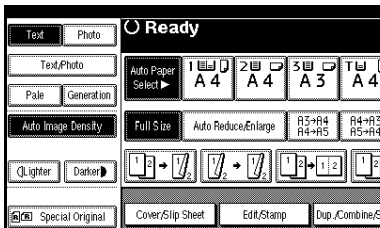
B **Press the [Custm Size Origi.] key.**

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

📝 Note

❒ If you make a mistake, press the **[Print Inquiry List]** or 【Clear/Stop】 key, and then enter the value again.

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

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

F **Place originals, and then press the 【Start】 key.**

Basic Procedure

A **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

For Users Code, see ⇒"Key Operator Tools" in the General Settings Guide.

B **Make sure "Ready" is displayed on the screen.**

If any other function is displayed, press the 【Copy】 key.

❖ **Initial copy display**
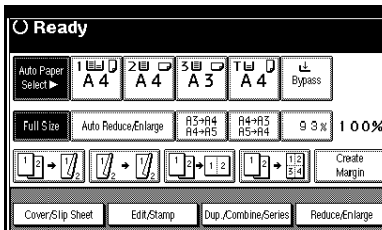
C **Make sure there are no previous settings remaining.**

Note

❐ When there are previous settings remaining, press the 【Reset】 key and enter again.

D **Place originals.**

Reference

⇒ p.12 "Placing Originals"

E **Set desired settings.**

Reference

Please refer to each functions.

F **Enter the number of copies required with the number keys.**

Note

❐ The maximum copy quantity that can be set is 999.

G **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.

How to Operate

❖ **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.

❖ **When clearing entered values.**
⇒Press the 【Clear/Stop】 key or the **[Clear]** key on the display.

❖ **To confirm settings.**
⇒Press the 【Check Modes】 key.

Auto Start

Copy starts automatically when the machine is ready.

A **Set the copy contents while "Select copy mode and press 【Start】" and "Scanning originals can be started" are displayed alternately.**

B **Set the original.**

C **Press the 【Start】 key.**

The machine scans the original. When the machine is ready, it starts copying automatically.

Interrupt Copy

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

A **Press the 【Interrupt】 key.**

ZGVS020E
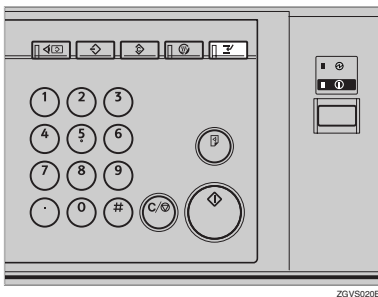
When the originals stop scanning

a **Remove originals that have been copied and place originals you wish to copy.**

b **Press the 【Start】 key.**

The machine starts making your copies.

c **When the copy job is finished, remove originals and copies.**

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

The **Interrupt** indicator goes off.

e **When the display prompts you, set the remaining originals again before interrupting.**

f **Press the 【Start】 key.**

Note

❒ By pressing the 【Start】 key, the previous copy job settings will be restored and the machine will continue copying from where it left off.

When the machine keeps copying

a **Place the originals you wish to copy.**

b **Press the 【Start】 key.**

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

c **When copying is complete, remove the originals and copies.**

d **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 the originals on the exposure glass after copying.

Reference

⇒ p.99 "Tone: Original remains"

Copy Face Up

Use this function to reverse the order of copies.

📄 Preparation

Before using this function, register "Face up" for a copy function key. ⇒ p.99 "Copy Function Key: F1–F5"

A **Press 【Face Up】 key.**
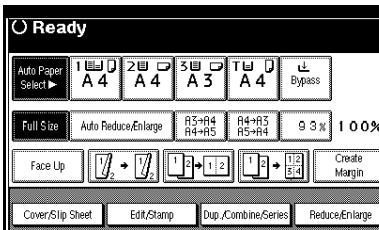
B **Place originals, and then press the 【Start】 key.**

Job Preset

You can set up next copy content during copy.

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, the next job will be started automatically. You can set up to 8 copy jobs.

A **Press the [New Job] key when "Copying" is shown.**
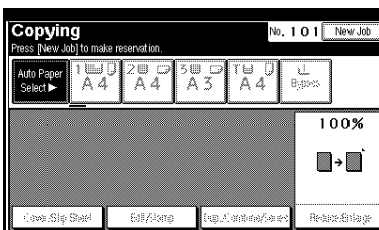
B **Set up the next copy job.**

C **Place the originals in the document feeder, and then press the 【Start】 key.**

All originals are scanned.

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

📎 Note

❒ Each copy job set up is stored with a job number in the preserved job screen.

❒ To switch the display to the current copy job, press the **[Reserved]** key, select the **[Printing]** key and then press the **[Exit]** key.

Editing Job Preset

You can check and change the contents of preset jobs. You also can delete preset jobs.

A **Press the [Reserved Job] key.**
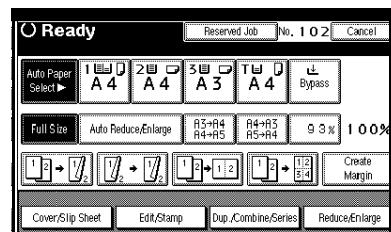
B **Select the number of the job you want to check or change.**

C **Press the [Check/Change Job] key.**

The contents of the job are displayed.

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To check job contents

A Check contents.

B Press the [Confirmed] key.

You return to the Reserved Job screen.

To change job contents after checking

A Check job contents.

B Change contents and press the [Confirmed] key.

C Press the [Change] key.

You return to the Reserved Job screen.

To delete a job after checking its contents

A Check job contents.

B Press the [Delete Job] key.

C Press the [Delete] key.

You return to the Reserved Job screen.

Deleting a Preset Job

A Press the [Reserved Job] key.
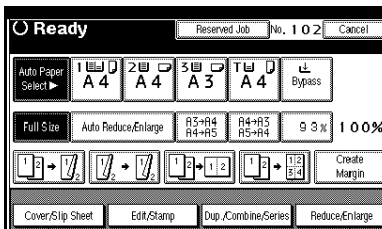
B Select the number of the job you want to delete.

C Press the [Delete Job] key.

D Press the [Delete] key.

You return to the Reserved Job screen.

Copying onto Tab Stock

You can copy onto tab stock.

GCINDX0E
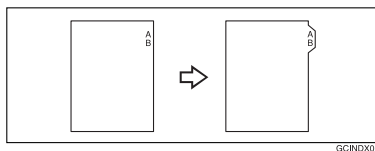
🔲 **Preparation**

Before using this function, set the tray for tab stock and set the position of the index tab. ⇒ "Paper Type" in the General Settings Guide

GCINDX1E

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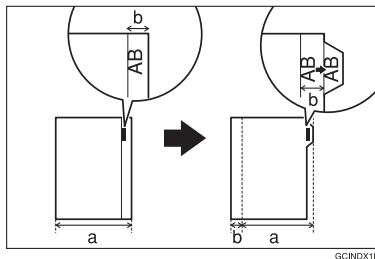
Important

❒ When you set tab stock, be sure to use the optional tab sheet fence.
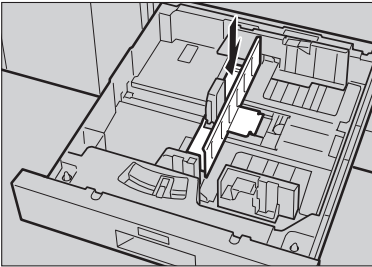
ZGUH080E

❒ Set tab stock so that it will be fed from the side without the tab first.

❒ Adjust the back fence position so that the tab sheet fence will fit the tab stock.
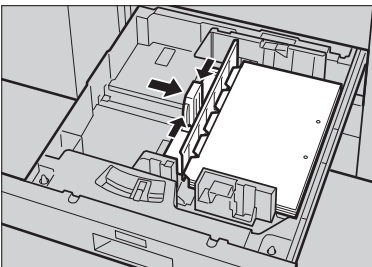
ZGUH070E

Note

❒ Check the position of the index tab to avoid cropping the image.

❒ Set the tab stock with the side to be copied facing down.

❒ Tab stock is always fed starting from the top tab.
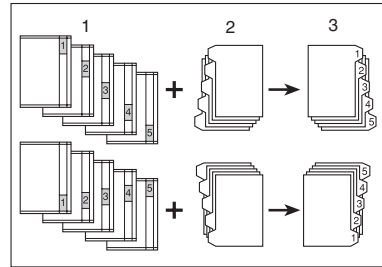
GCINDX2E

1. **Originals**

2. **Tab stock**

3. **Copies**

A Select the paper tray where the tab sock is set.

B Place originals, and then press the 【Start】 key.

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Copying from the Bypass Tray

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

Preparation

When copying from the bypass tray, select **[1 Sided→ 1 Sided]** for copying in **[Dup./Combine/Series]**. You can change the initial settings. ⇒ p.99 "Duplex Mode Priority"

Important

❒ When paper larger than 433 mm in size is used, it may become wrinkled, may feed into the machine, or may cause jams.

❒ When copying onto special paper, such as adhesive labels, be sure to select "Face up" in ⇒ p.108 "Eject Copy Face Up/Down in Bypass Mode". If you select "Face Down", a paper misfeed may occur.

Note

❒ The sizes of paper you can use with the bypass tray are as follows.

Metric version	• Vertical: 100 – 305 mm • Horizontal: 139.7 – 600 mm
Inch version	• Vertical: 3.9" – 12.0" • Horizontal: 5.5" – 23.6"

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

Metric version	A3▭, A4▭, A5▭, 100 × 148 mm
Inch version	A3▭, 11" × 17"▭, $8^1/_2$" × 14"▭, $5^1/_2$" × $8^1/_2$"▭, 100 × 148 mm

❒ If you want to use the size of paper other than ones in the above table, be sure to specify the size. ⇒ p.23 "When copying onto standard size paper", ⇒ p.79 "Program"

❒ When copying on OHP transparencies or paper heavier than 105 g/m² (about 27.9 lb.), you need to specify the paper type. ⇒"Paper Type"in the General Settings Guide

❒ If you want copies to be delivered face down when placing originals on the exposure glass, select "Face down" for both "Eject Copy Face Up/Down in Glass Mode" and "Eject Copy Face Up/Down in Bypass Mode" of User Tools.

❒ If you have selected OHP transparencies or thick paper paper in "Special paper", you cannot have copies delivered face down.

❒ If you use label paper, you cannot have copies to be delivered face down.

❒ If you use paper larger than 432 mm, 17" in size, you cannot make copies to be delivered face down.

❒ The maximum number of sheets you can load into the bypass tray depends on paper type. The number should not exceed the upper limit.

A **Open the bypass tray.**
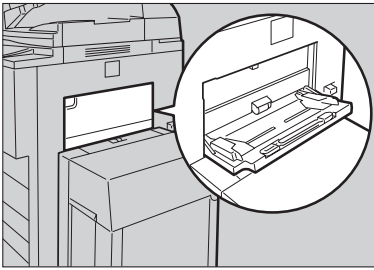
ZGUH030E

B **Insert copy paper with the side you want to copy facing up, pushing until you hear the beep, and then align the paper guide to the paper size.**
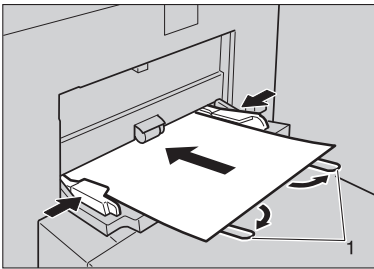
ZGUH040E

1. **Extender**

✐ **Note**

❒ If the guides are not flush against the paper, images might be skewed or misfeeds might occur.

❒ Do not stack paper over the limit mark, otherwise images might be skewed or paper misfeeds might occur.

❒ Swing out the extender to support paper sizes larger than A4□, $8^1/_2$" × 11"□.

❒ Fan paper to get air between the sheets and avoid multi-sheet feed.

C **Select the type and size of the paper.**

When copying onto standard size paper

A **Press the 【#】 key.**

B **Press the [Select Size] key.**

C **Select the paper size.**

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

When copying onto custom size paper

A **Press the 【#】 key.**

B **Press the [Custom Size] key.**

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

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

✐ **Note**

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

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

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

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When copying onto special paper

A Press the 【#】 key.

B Select paper type in "Special paper".

C Press the [OK] key.

D Place your originals, and then press the 【Start】 key.

E When your copy job is finished, press the 【Clear Modes】 key to clear the settings.

Copy Functions

Adjusting Copy Image Density

There are three types of adjustment available:

❖ **Auto image density**
   The machine automatically adjusts the image density.

❖ **Manual image density**
   You can adjust the density of the original in seven increments.

❖ **Combined auto and manual image density**
   Use when copying originals with dirty backgrounds (such as newspapers). You can adjust foreground density while leaving the background unchanged.

Auto image density

A **Make sure the [Auto Image Density] key is selected.**
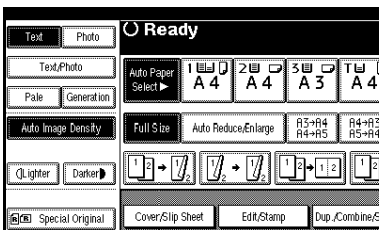
Manual image density

A **Press the [Auto Image Density] key to cancel it.**

B **Press the [Lighter] or [Darker] key to adjust image density.**
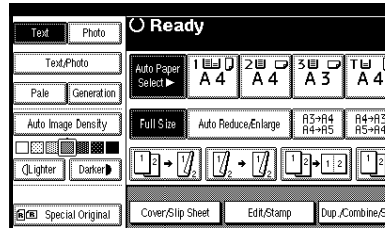
Combined auto and manual image density

A **Make sure the [Auto Image Density] key is selected.**

B **Press the [Lighter] or [Darker] key to adjust the density.**
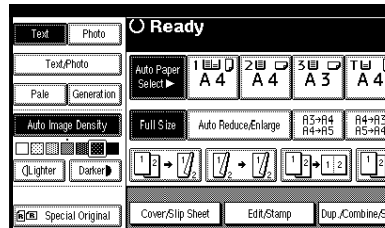
Selecting Original Type Setting

Select one of the following five types to match your originals:

❖ **Text**

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

❖ **Photo**

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

❖ **Text/Photo**

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

❖ **Pale**

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

❖ **Generation Copy**

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

⌕ **Reference**

Related Initial Settings ⇒ p.98 "Original Type Display", ⇒ p.1 "Notice"

A **Press the appropriate key to select the original type.**
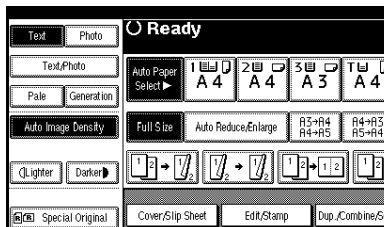
When the original type keys are not displayed

A **Press the [Original Type] key.**

B **Select the original type, and then press the [OK] key.**

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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 original size and reproduction ratio.

❖ **Manual Paper Select**
Choose the tray containing the paper you wish to copy onto: a paper tray, by-pass tray or large capacity tray (LCT).

🔍 **Reference**
⇒ p.9 "Sizes difficult to detect"

📝 **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▯▭, 8$^1/_2$" × 13"▭
Document feeder	A3▭, B4▭, A4▯▭, B5▯▭, A5▯▭, B6▯▭, 8$^1/_2$" × 13"▭, 8K▭, 16K▯▭

❖ **Inch version**

Where Original Is Placed	Paper Size and Direction
Exposure glass	11" × 17"▭, 8$^1/_2$" × 14"▭, 8$^1/_2$" × 11"▯▭
Document feeder	A3▭, A4▯▭, 11" × 17"▭, 8$^1/_2$" × 14"▭, 8$^1/_2$" × 11"▯▭, 10" × 14"▭, 5$^1/_2$" × 8$^1/_2$"▯▭, 7$^1/_4$" × 10$^1/_2$"▭

❒ 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 Settings" in the General Settings Guide

Auto Paper Select

A **Make sure that the [Auto Paper Select] key is selected.**
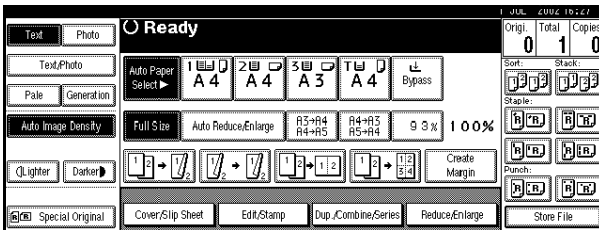
✎ Note

❒ Trays with a key mark will not be automatically selected. ⇒ "Paper Size Settings" in the General Settings Guide

Manual Paper Select

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

The indicator corresponding to the selected paper tray is highlighted.
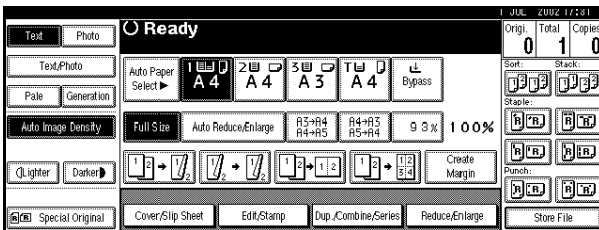
🔎 Reference

⇒ p.22 "Copying from the Bypass Tray"

When the paper type keys are not displayed

❶ **Press the [Auto Paper Select] key.**

❷ **Select the type of paper.**

- -

🔆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. ⇒ p.27 "Auto Paper Select"

Original Orientation　Paper Orientation　Copy Orientation

GCROTA0E
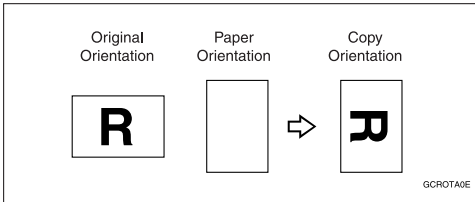
📎 Note

❒ 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.97 "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 □	GCROTA1E	When enlarging to →	B4, A3	GCROTA2E
However, you can use:	A4, B5, or A5 □	GCROTA3E	When enlarging to →	B4, A3	GCROTA4E

❒ Depending on the settings for the Staple or Punch function, you cannot use the Rotated Copy function. ⇒ p.37 "Staple", ⇒ p.41 "Punch"

- -

Preset Reduce/Enlarge

You can select a preset ratio for copying.
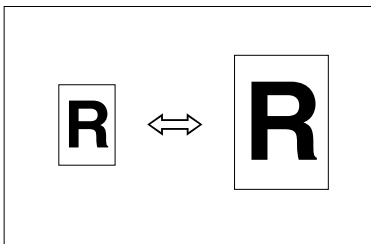
❖ **Base Point**

The base point of Enlarge/Reduce differs depending on how the original is scanned. When the original is set on the exposure glass, the upper left corner will be the base point. When it is set to the document feeder, the bottom left corner of the original will be the base point.
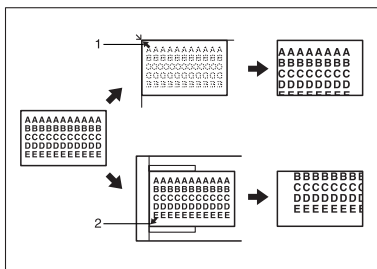
1. **Base point when setting on the exposure glass.**

2. **Base point when setting on the document feeder.**

🔍 **Reference**

Related Initial Settings

⇒ p.99 "Copy Function Key: F1–F5"

⇒ p.100 "R/E Priority"

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A **Press the [Reduce/Enlarge] key.**
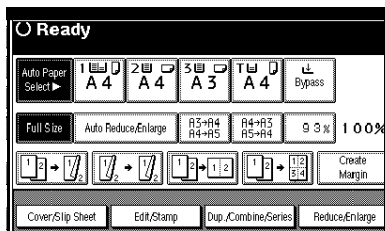
📝 **Note**

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

B **Press the [Enlarge] or [Reduce] key.**

C **Select a ratio, and then press the [OK] key.**

D **Place your originals, and then press the 【Start】 key.**

☼Create Margin Mode

Use "Create Margin" to reduce the image to 93% of its original size with the center as reference. By combining it with the Reduce/Enlarge function, you can also provide the Reduce/Enlarge copy with a margin.

♪Reference

Related Initial Settings

⇒ p.99 "Copy Function Key: F1–F5"

⇒ p.100 "Ratio for Create Margin"

① Press the **[Create Margin]** key displayed on the initial display.
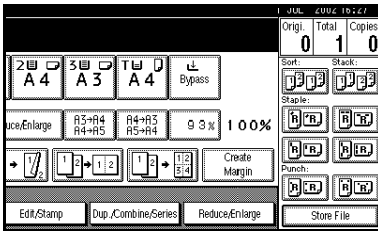
② If you do not wish to combine it with the Reduce/Enlarge function, place your originals, and then press the **[Start]** key.

Zoom

You can change the reproduction ratio in 1% steps.
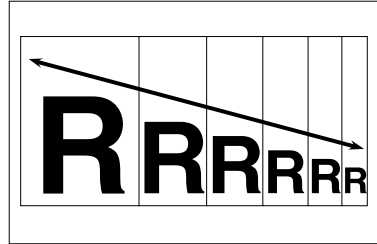
✐Note

❒ You can select a preset ratio which is near the desired ratio, then adjust the ratio with the **[+]** or **[−]** keys.

A Press the **[Reduce/Enlarge]** key.
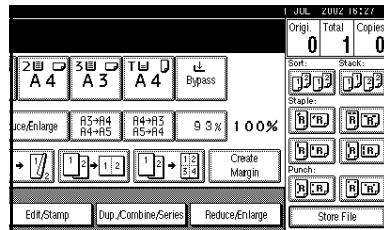
B Enter the ratio.

To select a ratio with the **[+]** and **[−]** keys

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

B Adjust the ratios with the **[+]** or **[−]** keys.

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Note

❒ To change the ratio in 1% steps, just press the **【＋】** or **【－】** keys. To change the ratio in 10% steps, press and hold down the **【＋】** or **【－】** keys.

❒ If you have incorrectly entered the ratio, readjust the ratio with the **【＋】** or **【－】** keys.

To enter a ratio with the number keys

A Press the **[Mag. Ratio]** key.

B Enter the desired ratio with the number keys.

C Press the **[#]** key.

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

C Place your originals, and then press the **【Start】** key.

Auto Reduce/Enlarge

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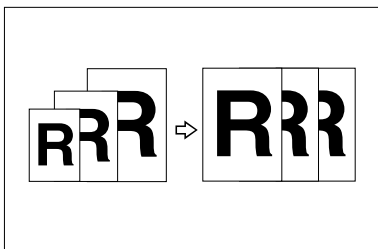
Note

❒ You cannot use the bypass tray with this function.

❒ 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⊐⊏, $8^1/_2$" × 13"⊏
Document feeder	A3⊏, B4⊏, A4⊐⊏, B5⊐⊏, A5⊐⊏, B6⊐⊏, $8^1/_2$" × 13"⊏

❖ **Inch version**

Where Original Is Placed	Original Size and Direction
Exposure glass	11" × 17"⊏, $8^1/_2$" × 14"⊏, $8^1/_2$" × 11"⊐⊏
Document feeder	A3⊏, A4⊐⊏, 11" × 17"⊏, $8^1/_2$" × 14" ⊏, $8^1/_2$" × 11"⊐ ⊏, 10" × 14"⊏, $5^1/_2$" × $8^1/_2$"⊐⊏, $7^1/_4$" × $10^1/_2$"⊏

Reference

⇒ p.9 "Sizes difficult to detect"

A Press the **[Auto Reduce/Enlarge]** key.
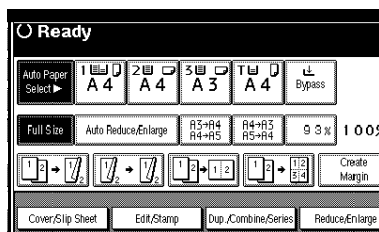
B Select the paper tray.

C Set the original, then press the **【Start】** key.

Size Magnification

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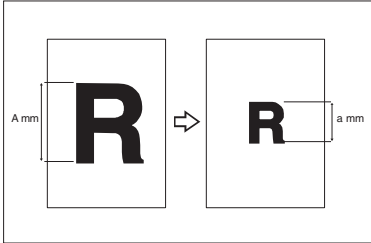
Note

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

A Press the **[Reduce/Enlarge]** key.
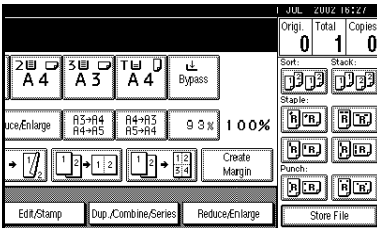
B Press the **[Specifd. Ratio]** key.

C Make sure the **[Size Magnification]** key is highlighted.

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

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

Note

❒ To change the length after pressing the **[#]** key, select **[Original]** or **[Copy]** and enter the desired length.

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

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

H Place your original, and then press the **【Start】** key.

Directional Magnification (%)

Copies can be reduced or enlarged at different reproduction ratios, horizontally and vertically.
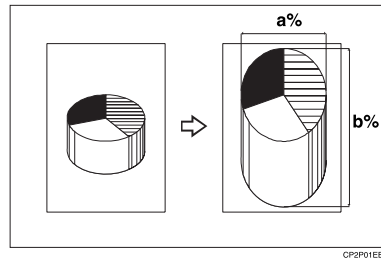
a: Horizontal ratio

b: Vertical ratio

Note

❒ You can also select a preset ratio that is close to the desired ratio using **[Reduce]** or **[Enlarge]**, then adjust the ratio with the **[＋]** or **[－]** keys.

2

A Press the **[Reduce/Enlarge]** key.
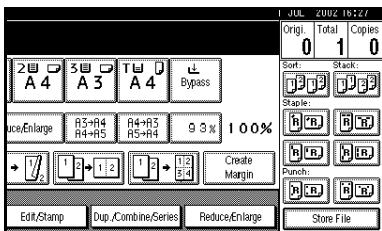
B Press the **[Specifd. Ratio]** key.

C Press the **[Direct. Mag.%]** key.

To enter a ratio with the number keys

A Press the **[Horizontal]** key.

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

C Press the **[Vertical]** key.

D Enter the desired ratio with the number keys, followed by the **[#]** keys.

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

To specify a ratio with the **[+]** and **[−]** keys

A Press the **[With +−]** key.

B Press the **[Horizontal]** key.

C Adjust the ratio using the **[+]** or **[−]** keys.

Note

❒ Pressing the **[+]** or **[−]** keys changes the ratio in 1% steps. Pressing and holding down the **[+]** or **[−]** keys changes it in 10% steps.

❒ If you have incorrectly entered the ratio, readjust the ratio with the **[+]** or **[−]** keys.

D Press the **[Vertical]** key.

E Adjust the ratio with the **[+]** or **[−]** keys.

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

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

E Place your originals, and then press the **【Start】** key.

Directional Size Magnification (mm)

Suitable reproduction ratios will be automatically selected when you enter the horizontal and vertical lengths of the original and copy image you require.
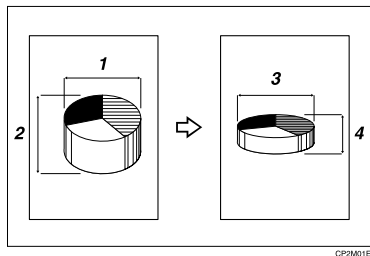
1. **Horizontal original size**

2. **Vertical original size**

3. **Horizontal copy size**

4. **Vertical copy size**

Note

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

❒ You can enter sizes within the following ranges.

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

A **Press the [Reduce/Enlarge] key.**
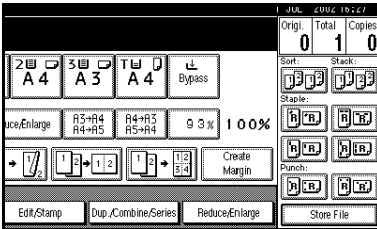
B **Press the [Specifd. Ratio] key.**

C **Press the ["Dir. Size Mag mm"] key.**

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

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

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

G **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.

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

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

J **Place your originals, and then press the 【Start】 key.**

Sort

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

🔎 **Reference**

Related Initial Settings

⇒ p.107 "Select Stack Function"

⇒ p.106 "Memory Full Auto Scan Restart"

⇒ p.106 "Rotate Sort: Auto Paper Continue"

⇒ p.97 "Auto Tray Switching"

❖ **Sort**

Copies are assembled as sets in sequential order.
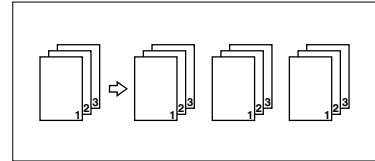
❖ **Rotate Sort**

Every other copy set is rotated by 90°(ꟼꟼ) and delivered to the copy tray.
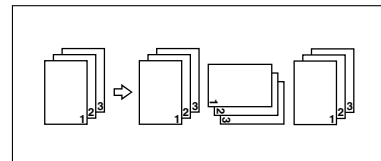
✒ **Note**

❒ To use the Rotate Sort function, two paper trays with paper identical in size but different in direction (ꟼꟼ) are required.

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❖ **Shift Sort**

• The optional Finisher 3000B (100–sheet staples), Finisher 3000M(50–sheet staples) or Booklet finisher is required to use this function.
  Each time the copies of one set or those of a different job are delivered, the next copy set is shifted when delivered, so that you can separate sets or jobs.
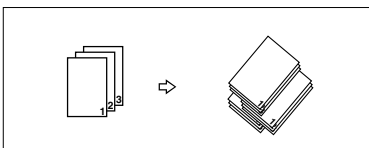
A Press the **[Sort]** or **[Rotate Sort]** key.

❖ **When a finisher is not installed**
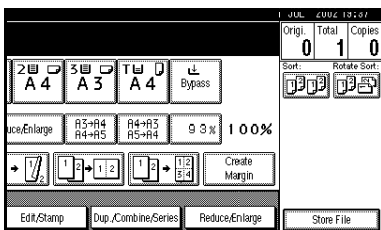
❖ **When the Finisher 3000B(100–sheet staples) or the Finisher 3000M(50–sheet staples) is installed**
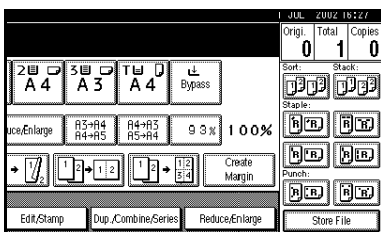
❖ **When the Booklet Finisher is installed**
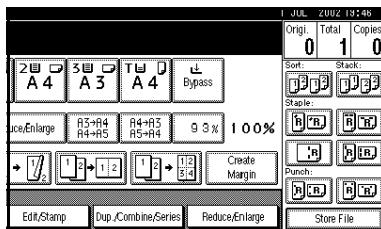
B Enter the number of copy sets with the number keys.

Note

❒ The maximum number of sets is 999.

❒ To confirm the type of finishing, press the **【Sample Copy】** key. ⇒ p.40 "Sample Copy"

C Place your originals.

Note

❒ When placing an original on the exposure glass, start with the first page to be copied. When placing an original in the document feeder (ADF), set so that the last page is on the bottom.

❒ When placing an original on the exposure glass or in the document feeder (ADF) using batch mode, press the **【#】** key after all the originals have been scanned.

D Press the **【Start】** key.

Reference

⇒ p.40 "Sample Copy"

⇒ p.40 "Changing the Number of Sets"

2

Stack

This function collates copies of pages from a multi-page original. Stacks of each page's copies are shifted for ease of separation.
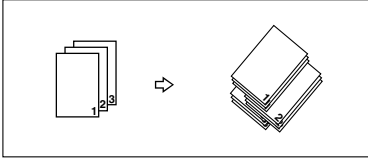
A **Press the [Stack] key.**
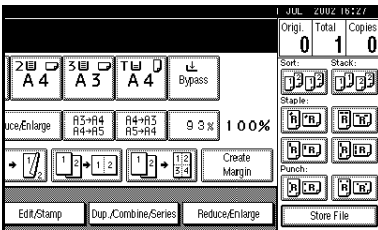
B **Enter the number of copies with the number keys.**

C **Place your originals, then press the 【Start】 key.**

Note

❒ When placing originals on the exposure glass, start with the first page to be copied. When placing originals in the document feeder (ADF), set so that the last page is on the bottom.

❒ When placing originals on the exposure glass or in the document feeder (ADF) using batch mode, press the 【#】 key after all have been scanned.

Staple

An optional finisher is required to use this function.

Each copy set can be stapled together.
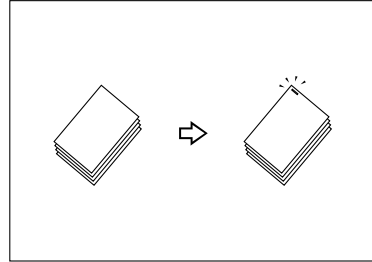
Important

❒ If you staple copies without the stapler cartridge for Saddle Stitch when using the Booklet Finisher, a paper misfeed may occur.

Note

❒ You cannot use the Bypass Tray with this function.

Reference

Related Initial Settings

⇒ p.106 "Select Stapling Position (Top Left)"

⇒ p.107 "Select Stapling Position (Bottom Left)"

⇒ p.107 "Select Stapling Position (Top Right)"

⇒ p.107 "Select Stapling Position (Bottom Right)"

Stapling position and original setting

Place all the originals in the automatic document feeder (ADF) in the orientation in which they can be read normally. When placing the original on the exposure glass, keep the same orientation, but set the original facing downwards. When there is copy paper that is identical in size and orientation to your original, the staple positions are as follows.

❖ **Finisher 3000B(100–sheet staples)**

GCSTAP1J

[*1] This table shows staple positioning. The orientation of the paper does not indicate direction of delivery.
[*2] You cannot staple at this position when copying onto A3 or A4 size paper.
[*3] If you want to staple at this position on A3 or A4 size paper, select **[Rotate]** and then select "Top 2".

❖ **Finisher 3000M(50–sheet staples)**

ZGVX090E

[*1] This table shows staple positioning. The orientation of the paper does not indicate direction of delivery.
[*2] You cannot staple at this position when copying onto A3 or A4 size paper.
[*3] If you want to staple at this position on A3 or A4 size paper, select **[Rotate]** and then select "Top 2".

❖ Booklet Finisher

		Original logation		Stapling position *1

ZGVX100E

*1 This table shows staple positioning. The orientation of the paper does not indicate direction of delivery.
*2 You cannot staple at this position when copying onto A3 or A4 size paper.
*3 If you want to staple at this position on A3 or A4 size paper, select **[Rotate]** and then select "Top 2".

A **Select one of the stapling positions.**

❖ Finisher 3000B(100–sheet staples), Finisher 3000M(50–sheet staples)
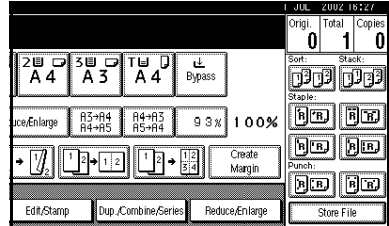
Note

❒ The stapling position will be fixed to "Top".

❖ Booklet Finisher
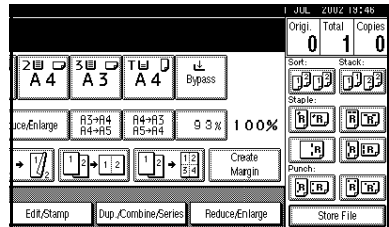
Note

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

Reference

⇒ p.38 "Stapling position and original setting"

B **Enter the number of copy sets with the number keys.**

C **Place your originals, then press the 【Start】 key.**

Note

❒ When placing originals on the exposure glass, start with the first page to be copied. When placing originals in the document feeder (ADF), set so that the last page is on the bottom.

❒ When placing original on the exposure glass or in the document feeder (ADF) using batch mode, press the 【#】 key after all have been scanned.

Sample Copy

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

Note

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

A **Select Sort and any other required functions, and then place the originals.**

B **Press the 【Sample Copy】 key.**

ZGVS070E
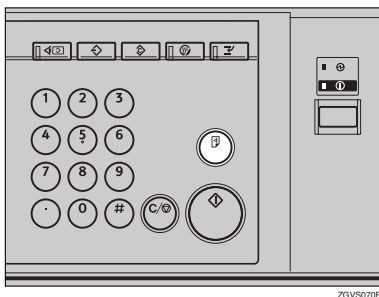
One copy set is delivered as a sample.

C **If the sample is acceptable, press the [Print] key.**

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

Note

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

Changing the Number of Sets

You can change the number of copy sets during copying.

Note

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

A **While "Copying" is displayed, press the 【Clear/Stop】 key.**

B **Press the [Change Quantity] key.**
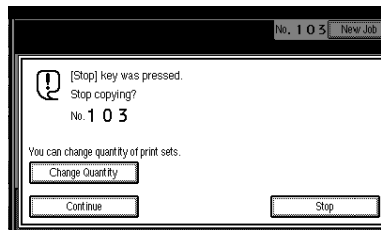
C **Enter the number of copy sets with the number keys, and then press the 【#】 key.**

Note

❒ The number of sets you can enter depends on when the 【Clear/Stop】 key is pressed.

D **Press the [Continue] key.**

Copying starts again.

Punch

The optional finisher and punch unit are required to use this function.

This function is used to make punch holes in copies.

❖ **2 holes**
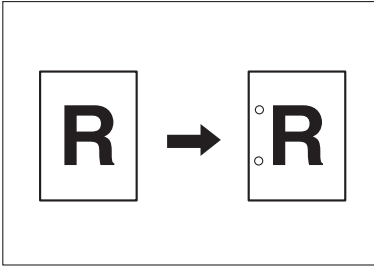
GCPNCH1E

❖ **3 holes**
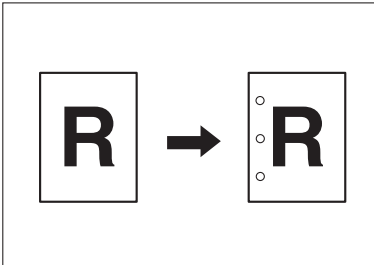
GCPNCH3E

❖ **4 holes**
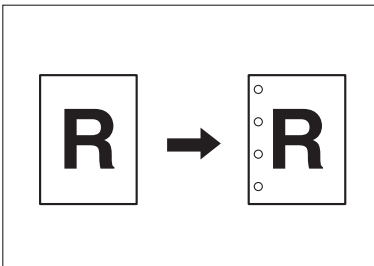
GCPNCH0E

Note
❐ You cannot use the bypass tray with this function.

❐ The 4 – hole punch type is only capable of punching in the 4 – hole format.

Punch hole positions

			Direction in which Original is Set		Punch Hole Positions [1]
			Exposure glass	Document feeder	
Standard	2 holes				
	3 holes				
	4 holes				
90° Turn	2 holes				
	3 holes				
	4 holes				

[1] This table shows the punch hole positions. The orientation of the paper does not indicate direction of delivery.

A **Select the punch position.**
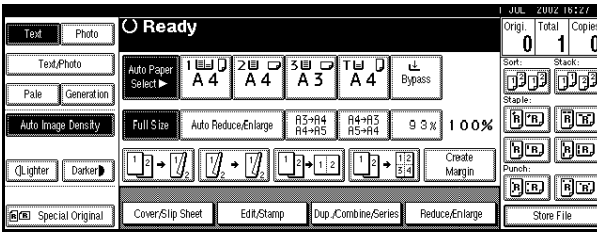
B **Place your originals, then press the 【Start】 key.**

Duplex

There are two types of duplex.

❖ **1 Sided → 2 Sided**
Copies two 1–side pages onto one 2–sided page.
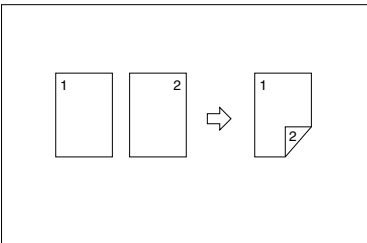
❖ **2 Sided → 2 Sided**
Copies one 2–sided page onto one 2–sided page.
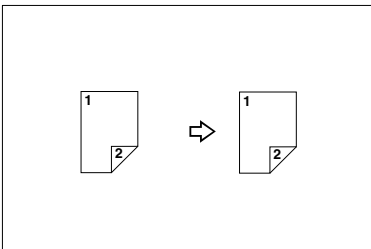
Originals and Copy Direction

You can select the orientation.

• Top to Top
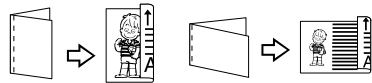
Duplex1

• Top to Bottom
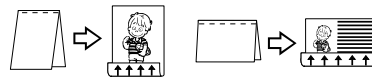
Duplex2

🖉 Note

❒ You can change the default orientation with the User Tools. ⇒ p.99 "Copy Orientation in Duplex Mode", ⇒ p.99 "Original Orientation in Duplex Mode"

A **Press the [Orientation] key and the select orientation (Original/Copy). Then press the [OK] key.**
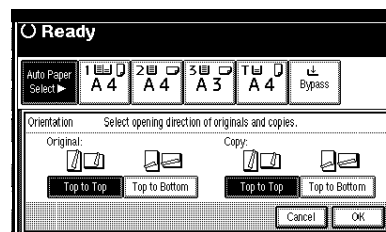
Original Direction and Completed Copies

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

GCRYOU1E

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

Reference

Related Initial Settings

⇒ p.62 "Margin Adjustment"

⇒ p.101 "Back Margins : Left/Right"

⇒ p.101 "Back Margin : Top/Bottom"

A Press the 【Dup./Combine/Series】 key.
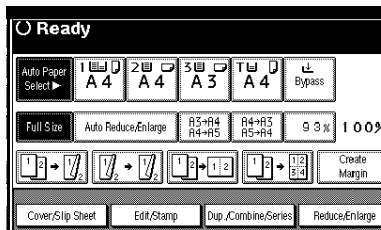
B Select the ([1 Sided]/[2 Sided]) key for "Original", and then press the ([1 Sided]/[2 Sided]) key for "Copy".
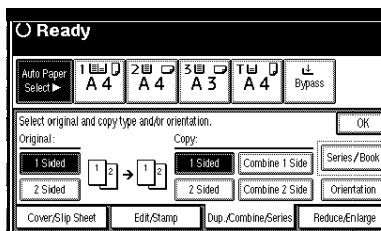
Note

❒ To change the copy orientation, press the **[Orientation]** key. ⇒ p.43 "Originals and Copy Direction"

C Press the [OK] key.

D Place your originals, and then press the 【Start】 key.

Note

❒ When placing originals on the exposure glass, start with the first page to be copied. When placing originals in the document feeder (ADF), set so that the last page should be on the bottom.

❒ When placing originals on the exposure glass or in the document feeder (ADF) using batch mode, press the 【#】 key after all have been scanned.

1 Sided Combine

Combine several pages onto one side of a sheet.

❖ **1 Sided, 2 Pages → Combine 1 Side**
Copies two 1-sided originals to one side of a sheet.

GCSHVY7E
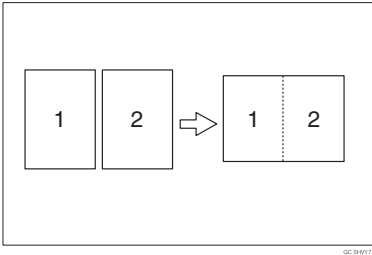
❖ **1 Sided, 4 Pages → Combine 1 Side**
Copies four 1-sided originals to one side of a sheet.

GCSHVY8E
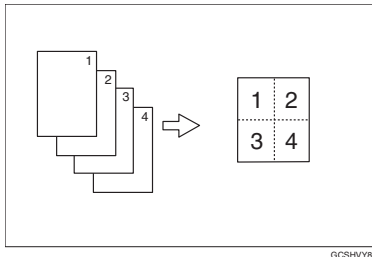
❖ **1 Sided, 8 Pages → Combine 1 Side**
Copies eight 1-sided originals to one side of a sheet.

GCSHVY3E
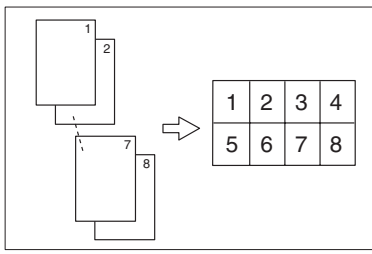
❖ **2 Sided, 1 Page → Combine 1 Side**
Copies one 2-sided original to one side of a sheet.

GCSHVYOE
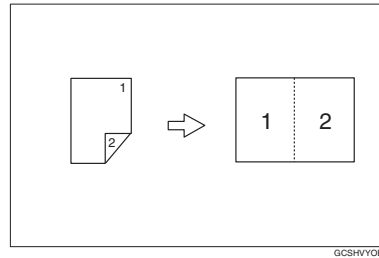
❖ **2 Sided, 2 Pages → Combine 1 Side**
Copies two 2-sided originals to one side of a sheet.

GCSHVYBE
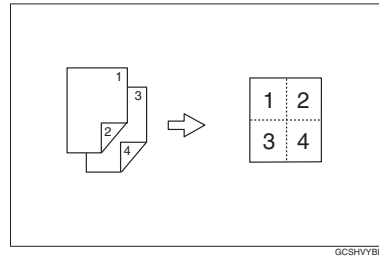
❖ **2 Sided, 4 Pages → Combine 1 Side**
Copies four 2–sided originals to one side of a sheet.

GCSHVY4E

2

45
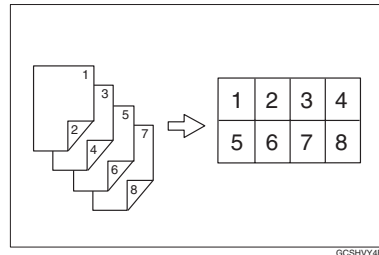
❖ **Orientation of the Original and Image Position of Combine**
Open to Left ⬚ Originals
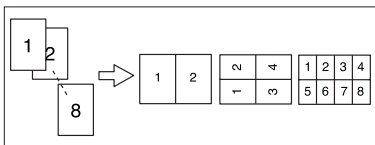
GCSHUY1E

Open to Top ⬚ Originals
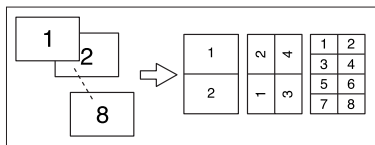
GCSHUY2E

❖ **Placing Originals (Originals Placed in the Document Feeder)**

• Originals read from left to right
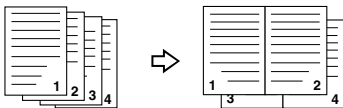
Combine5

• Originals read from top to bottom
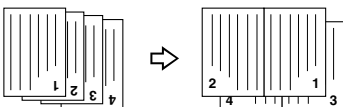
Combine6

Note

❒ You cannot use the bypass tray with this function.

Reference

Related Initial Settings

⇒ p.101 "Erase Original Shadow in Combine"

⇒ p.103 "Copy Order in Combine"

⇒ p.103 "Separation Line in Combine"

A **Press the [Dup./Combine/Series] key.**
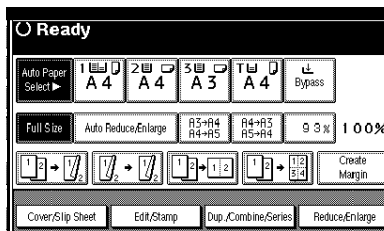
B **Press the ([1 Sided]/[2 Sided]) key for "Original", and then press the [Combine 1 Side] key for "Copy".**
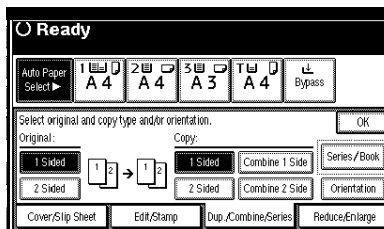
Reference

⇒ p.43 "Originals and Copy Direction"

C **Select the number of originals to combine.**

D **Select the paper.**

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

F **Place your originals, and then press the 【Start】 key.**

2 Sided Combine

Combines various pages of originals onto one sheet with two sides.

❖ **1 Sided, 4 Pages → Combine 2 Side**
Copies four 1-sided originals to one sheet with two pages per side.
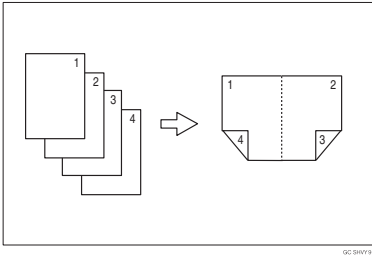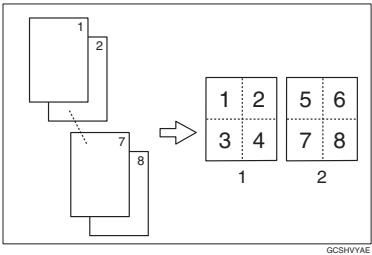
❖ **1 Sided, 8 Pages → Combine 2 Side**
Copies eight 1-sided originals to one sheet with four pages per side.

1. **Front**

2. **Back**

❖ **1 Sided, 16 Pages → Combine 2 Side**
Copies sixteen 1-sided originals to one sheet with eight pages per side.
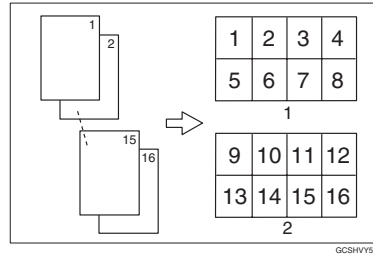
1. **Front**

2. **Back**

❖ **2 Sided, 4 Pages → Combine 2 Side**
Copies two 2-sided originals to one sheet with two pages per side.
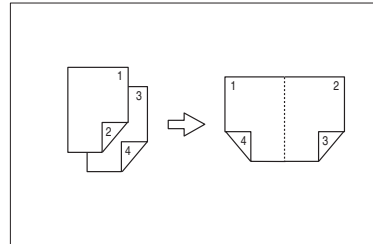
❖ **2 Sided, 8 Pages → Combine 2 Side**
Copies four 2-sided originals to one sheet with four pages per side.

1. **Front**

2. **Back**

47
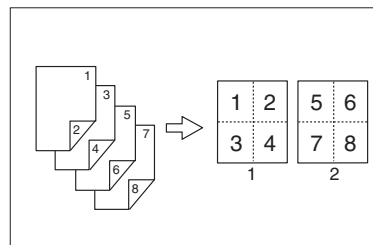
❖ **2 Sided, 16 Pages → Combine 2 Side**
Copies eight 2-sided originals to one sheet with eight pages per side.

GCSHVY6E
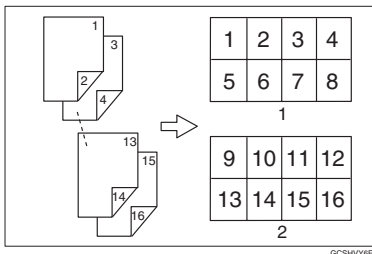
1. **Front**

2. **Back**

✎ **Note**

❐ You cannot use the bypass tray with this function.

🔎 **Reference**

⇒ p.46 "Orientation of the Original and Image Position of Combine"

Related Initial Settings

⇒ p.101 "Erase Original Shadow in Combine"

⇒ p.103 "Copy Order in Combine"

⇒ p.103 "Separation Line in Combine"

A Press the **[Dup./Combine/Series]** key.
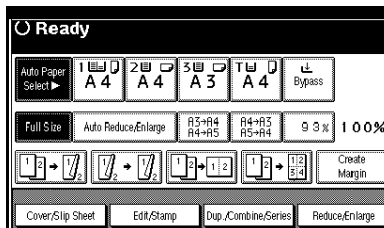
B Press the (**[1 Sided]/[2 Sided]**) key for "Original", and then press the **[Combine 2 Side]** key for "Copy".
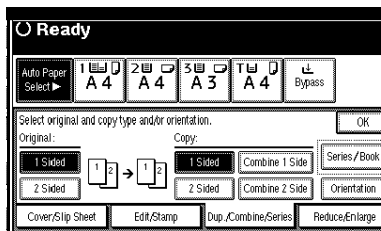
🔎 **Reference**

⇒ p.43 "Originals and Copy Direction"

C Select the number of originals to combine.

D Select the paper.

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

F Place your originals, and then press the 【**Start**】 key.

Series Copies

Separately copies the front and back of a 2–sided original or the two facing pages of a bound original onto two sheets.

❖ **Book → 1 Sided**
You can make one-sided copies from two facing pages of a bound original (book).
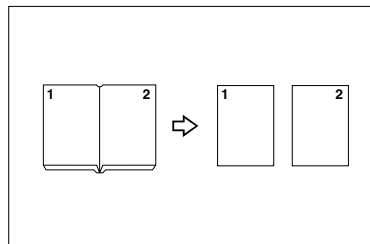
❖ **Book → 2 Sided**
Copies a two-page spread original onto one sheet with one page per side.
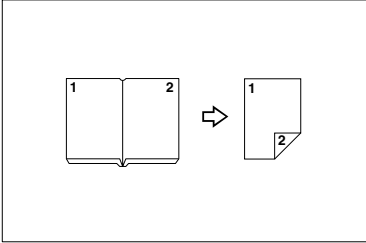
❖ **Front & Back → 2 Sided**
Copies each two-page spread original as it is onto both sides of a sheet.
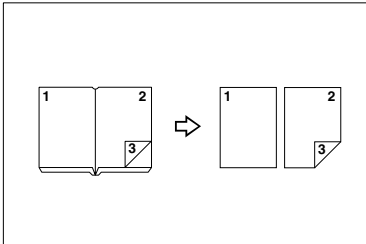
Note

❒ See the following table for original and copy paper sizes when making 2 sided copies using a 100% ratio.

❖ **Metric version**

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

❖ **Inch version**

Original	Paper for 1–sided copy
11" × 17" ▭	$8^{1}/_{2}$" × 11" ▭ × 2 sheets
$8^{1}/_{2}$" × 11" ▭	$5^{1}/_{2}$" × $8^{1}/_{2}$" ▭ × 2 sheets

❒ See the following table for original and copy paper sizes when making 1 sided copies 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 pager
11" × 17" ▭	$8^{1}/_{2}$" × 11" ▭ 2 sided
$8^{1}/_{2}$" × 11" ▭	$5^{1}/_{2}$" × $8^{1}/_{2}$" ▭ 2 sided

A **Press the [Dup./Combine/Series] key.**
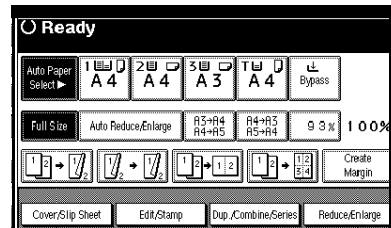
B **Press the [Series/Book] key.**

C **Select a series type ([Book → 1 Sided] / [Book → 2 Sided] / [Front&Back → 2 Sided]), then press the [OK] key.**

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

E **Make sure that the [Auto Paper Se-lect] key is selected.**

F **Place your originals on the expo-sure glass, and then press the 【Start】 key.**

Note

❒ Press the 【#】 key after all origi-nals have been scanned.

2 Sided→1 Sided

You can make one-sided copies from two-sided originals.
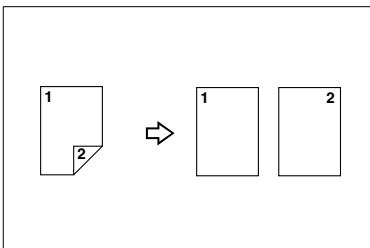
A **Press the [Dup./Combine/Series] key.**
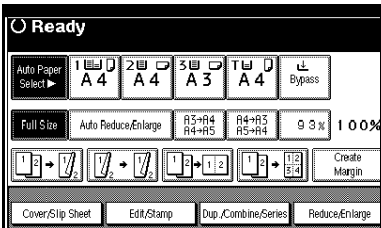
B **Press the [2 Sided] key for the orig-inal, then press the [1 Sided] key for the copy.**
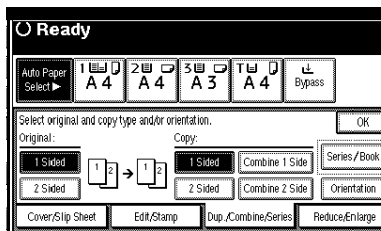
Reference

⇒ p.43 "Originals and Copy Di-rection"

C **Press the [OK] key**

D **Set your originals, then press the 【Start】 key.**

Copying Book Originals

You can copy multiple originals in page order when they are folded or folded and stacked.

❖ **1 Sided → Booklet**

Make copies in page order for a folded booklet as shown in the fol-lowing illustrations:
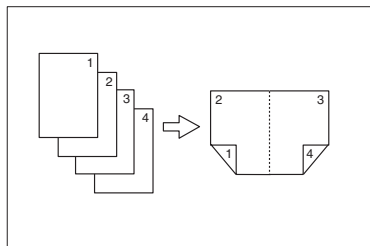
• Open to Left

GCBOOK0E
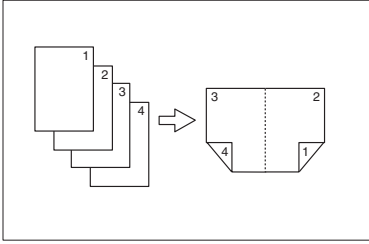
• Open to Right

GCBOOK1E

❖ **2 Sided → Booklet**
Make 2 sided originals into page ordered copies for a folded booklet, as shown in the following illustrations:
• Open to Left
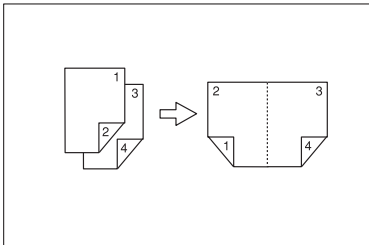
GCAH010E

• Open to Right
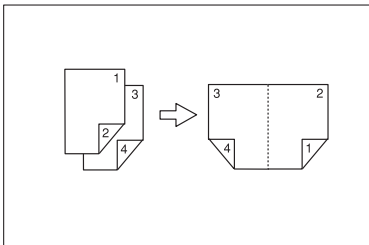
GCAH020E

❖ **1 Sided → Magazine**
Copies two or more originals to make page ordered copies when they are folded and stacked.
• Open to Left
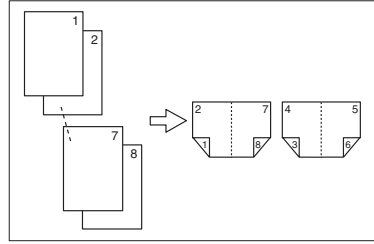
GCBOOK3E
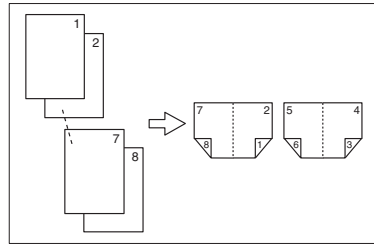
• Open to Right

GCBOOK4E

❖ **2 Sided → Magazine**
Copies two or more originals of 2 sided into page ordered copies when they are folded and stacked.
• Open to Left

GCAH030E

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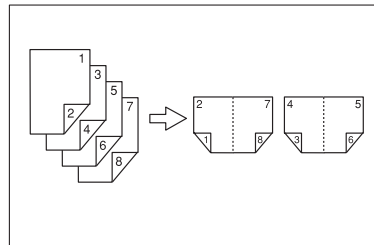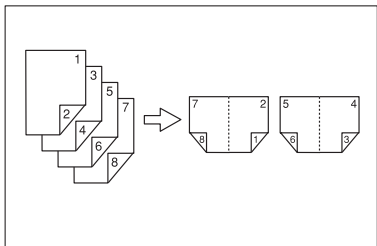
- Open to Right
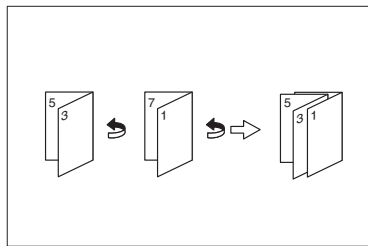
GCAH040E

How to fold copies to make a booklet

Fold the copy so that a crease is in the center and open as shown in the following illustration:
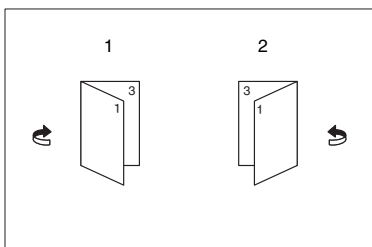
GCBOOK2E

1. **Open to Left**

2. **Open to Right**

How to fold and stack copies to make a magazine

Fold and stack copies to make a magazine, and open as shown in the following illustrations:

❖ **Open to Left**

GCBOOK5E

❖ **Open to Right**
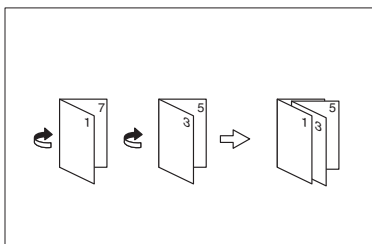
GCBOOK6E

✎ Note

❒ You cannot use the bypass tray with these functions.

❒ The machine automatically selects the reproduction ratio automatically to the paper size.

🔎 Reference

Related Initial Settings

⇒ p.101 "Erase Original Shadow in Combine"

A **Select "Open to Left" or "Open to Right" with User Tools.**

B **Press the [Dup./Combine/Series] key.**
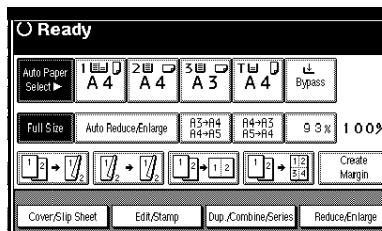
C **Press the [Series/Book] key.**

D **Press the [Book] key.**

E **Select a book type from [1 Sided → Booklet], [2 Sided → Booklet], [1 Sided → Magazine] and [2 Sided → Magazine], and then press the [OK] key.**

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

G **Select the paper.**

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8 **Place your originals, and then press the 【Start】 key.**

Note

❒ When placing individual originals on the exposure glass or in the document feeder in Batch mode, press the 【#】 key after all are scanned.

Image Repeat

The original image is copied repeatedly.
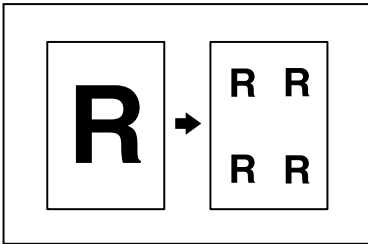
Note

❒ The number of repeated images depends on 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%)
Repeat 1	Repeat 2

❖ **Original: A5 ▯/Copy paper: A4 ▭ or Original: A5 ▭/Copy paper A4 ▯**

2 repeats (100%)	8 repeats (50%)	32 repeats (25%)
Repeat 3	Repeat 4	Repeat 5

Reference

Related Initial Settings

⇒ p.102 "Image Repeat Separation Line"

A **Select the size of the copy paper and the reproduction ratio.**

B **Press the [Edit/Stamp] key.**
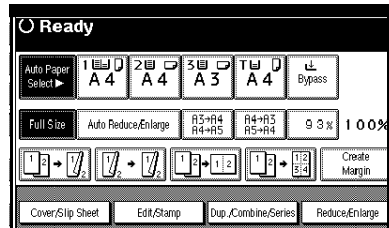
C **Press the [Edit Image] key.**

D **Press the [Image Repeat] key.**

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

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

G **Place your original, and then press the 【Start】 key.**

Double Copies

One original image is copied twice onto one copy, as shown in the illustration.
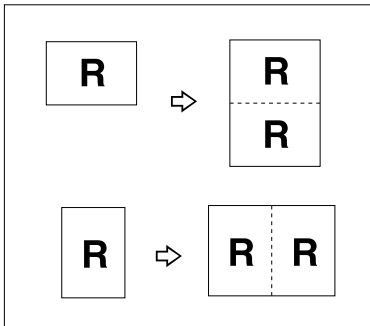
✎ Note

❐ You cannot use the bypass tray with this function.

❐ 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↕
B6↔	B5↕
A4↕	A3↔
A5↕	A4↔
B6↕	B5↔

❖ Inch version

Original Size and Direction	Copy Paper Size and Direction
$5^1/_2" \times 8^1/_2"$↔	$8^1/_2" \times 11"$↕
$5^1/_2" \times 8^1/_2"$↕	$8^1/_2" \times 11"$↔
$8^1/_2" \times 11"$↕	$11" \times 17"$↔

❐ Originals of size A5↔ and B6↕↔ ($5^1/_2" \times 8^1/_2"$↔) cannot be detected properly on the exposure glass. Be sure to select such copy paper manually, or set the originals in the document feeder.

◌ Reference

Related Initial Settings

⇒ p.102 "Double Copies Separation Line"

A Press the **[Edit/Stamp]** key.
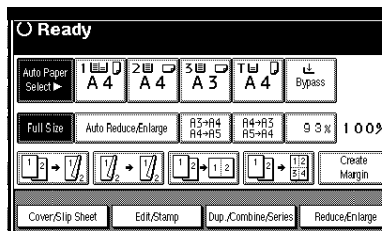
B Press the **[Edit Image]** key.

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

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

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

F Select the paper.

G Place your originals, and then press the 【Start】 key.

Centering

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

GCCNTR0E
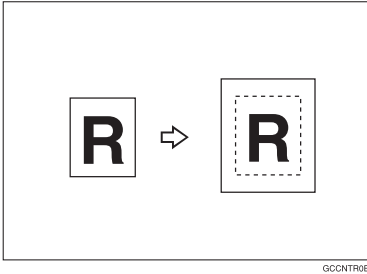
✐ Note

❐ You cannot use the bypass tray with this function.

❐ Original sizes and directions for centering are listed below.

❖ Metric version

Original placed on:	Original size and direction
Exposure glass	A3▭, B4▭, A4▯▭, B5▯▭, $8^1/_2$" × 13"▭
Document feeder	A3▭, B4▭, A4▯▭, B5▯▭, A5▯▭, B6▯▭, 11"×17"▭, $8^1/_2$"×11"▯▭, $8^1/_2$"×13"▭

❖ Inch version

Original placed on:	Original size and direction
Exposure glass	11"×17"▭, $8^1/_2$"×14"▭, $8^1/_2$"×11"▯▭
Document feeder	11"×17"▭, $8^1/_2$"×14"▭, $8^1/_2$"×11"▯▭, $5^1/_2$"× $8^1/_2$"▯▭, $8^1/_2$"×13"▭, 11"×15"▭, 8"×10"▭, 10"×14"▭

A **Select the paper.**

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

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

D **Press the [Centring] key.**

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

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

G **Place your originals, and then press the 【Start】 key.**

Scanning Position

You can move the scanned position of originals.
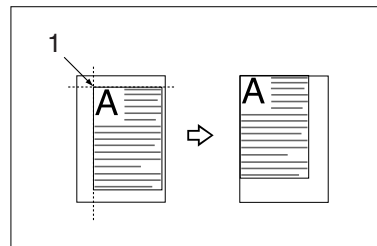
***1.* Point where the machine starts scanning.**

Note

❒ You can move the scanned position up to 30 mm (in 1mm steps) upward, downward, to left and to right.
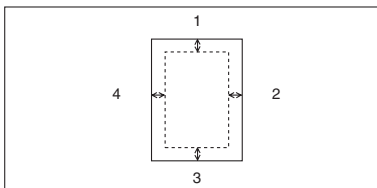
1. **Top: 0 – 30 mm, 0" – 1.2"**

2. **Right: 0 – 30 mm, 0" – 1.2"**

3. **Bottom: 0 – 30 mm, 0" – 1.2"**

4. **Left: 0 – 30 mm, 0" – 1.2"**

A **Press the [Edit/Stamp] key.**
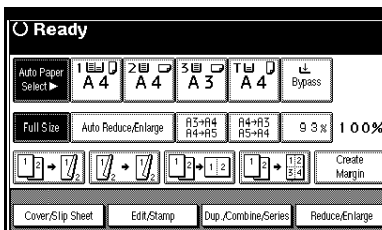
B **Press the [Edit Image] key.**

C **Press the [Scan Position] key.**

D **Set the scanned position for the face of the original. Press the [↑] or [↓] key to set the top or bottom position. Press the [←] or [→] key to set the left or right position.**

Note

❒ If you have incorrectly set the position, readjust with the **[↑]**, **[↓]**, **[←]** or **[→]** key.

❒ If you don't need to set the scanned position of the back of the original, go to step **F**.

E **Set the scanned position for the back of the original. Press the [↑] or [↓] key to set the top or bottom position. Press the [←] or [→] key to set the left or right position. Then press the [OK] key.**

Note

❒ The scanned position for the back set here is valid when you copy 2-sided originals.

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

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

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

Erase

This function erases the center and/or all four sides of the original image. This function also erases the inside or outside of a specified area.

This function has the following three types:

❖ **Border**
This mode erases edge margin of the original image.
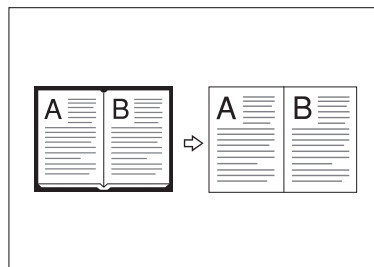
GCCENT2E

❖ **Center**

This mode erases center margin of the original image.

GCCENT1E
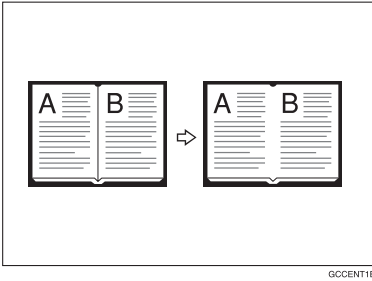
❖ **Center/Border**

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

GCCENT3E
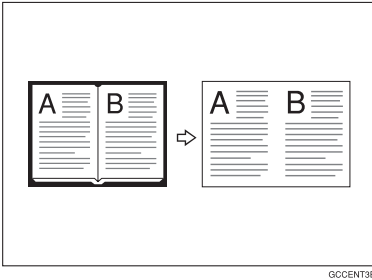
❖ **Inside**

This mode blanks out a designated area of the copy image.
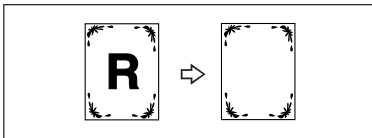
❖ **Outside**

This mode blanks out all areas of the copy image except the area you choose.
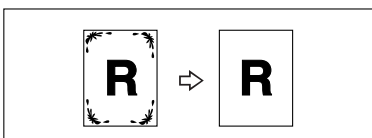
🔎**Reference**

The erase width in the Border, Center and Center/Border modes is set to 10 mm (0.4") at default settings. You can change this settings with the User Tools. ⇒ p.101 "Erase Center Width", ⇒ p.101 "Erase Border Width"

🖉 **Note**

❒ The relation between the original's orientation and the erased part is as follows:
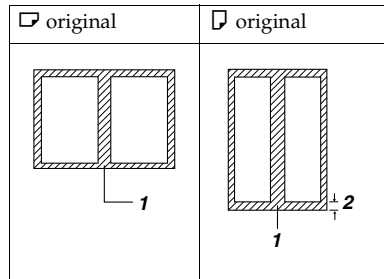
1. Erased part

2. 2 – 99 mm, 0.1" – 3.9"

Border Erase
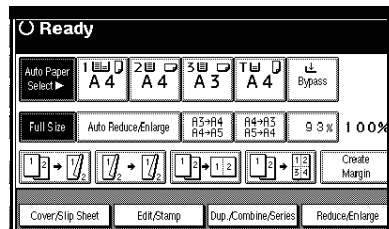
A **Press the [Edit/Stamp] key.**

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

C **Press the [Erase Center/Border] key.**

D **Set an erase border width.**

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Selecting **[Same Width]**

A **Press the [Same Width] key.**
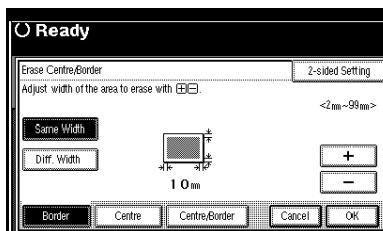
B **Set an erase border width with the [+] and [−] keys.**

Note

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

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

Selecting **[Diff. Width]**

A **Press the [Diff. Width] key.**
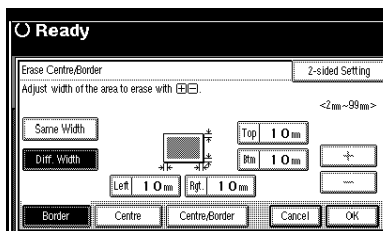
B **Press the key for the border you wish to change, and set an erase border width with the [+] and [−] keys.**

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

D **Press the [2-sided Setting] key and the [Back Side] key.**

Note

❒ If you don't need to erase the border of the back of the original, go to step G.

F **Set the border to be erased from of the back.**

Note

❒ Erasing the border of the back is valid only when you copy 2-sided originals.

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

H **Place your originals, and then press the 【Start】 key.**

Center Erase
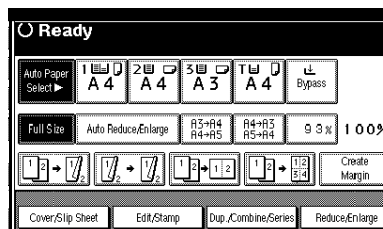
A **Press the [Edit/Stamp] key.**

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

C **Press the [Erase Center/Border] key.**

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

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

F **Press the [2-sided Setting] key and the [Back Side] key.**

Note

❒ If you don't erase the center of the back of the original, go to step H.

G **Set the center to be erased from of the back.**

Note

❒ Erasing the center of the back is valid only when you copy 2-sided originals.

⓼ Press the [OK] key.

⓽ Place your originals, and then press the 【Start】 key.

Center/Border Erase

⓵ Press the [Edit/Stamp] key.
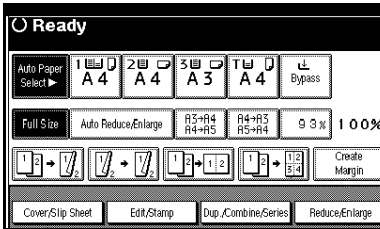
⓶ Press the [Erase] key.

⓷ Press the [Erase Center/Border] key.

⓸ Press the [Center/Border] key.

⓹ Set the border to be erased.

Selecting [Same Width]

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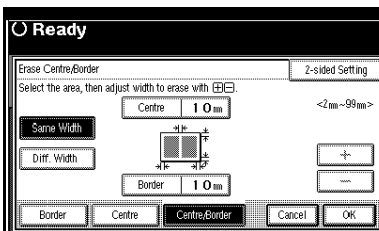
B Press the [Center] key, and then set the erase center width with the [＋] and [－] keys.

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

D Press the [OK] key.

Selecting [Diff. Width]

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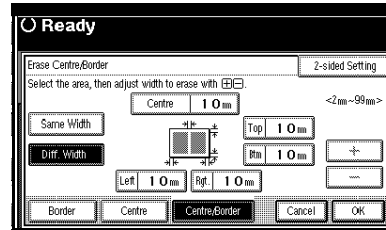
B Press the key for the part you wish to change, and then set an erase margin width with the [＋] and [－] keys.

C Press the [OK] key.

⓺ Press the [2-sided Setting] key and the [Back Side] key.

📎 Note

❒ If you don't need to erase the center or border from the back of the original, go to step ⓼.

⓻ Set the center or border to be erased from the back.

📎 Note

❒ Erasing the center or border from the back is valid only when you copy 2-sided originals.

⓼ Press the [OK] key.

⓽ Place your originals, and then press the 【Start】 key.

Inside Erase

A Decide where the machine starts scanning (X1, Y1) and where it stops scanning (X2, Y2).

Note

❒ You can input lengths of 0 – 432 mm, 0 – 17".

B Press the **[Edit/Stamp]** key.
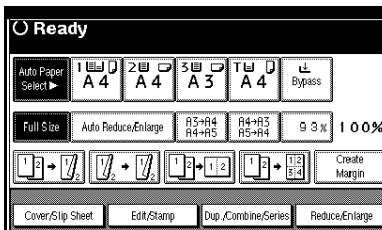
C Press the **[Erase]** key.

D Press the **[Erase Inside 1]** or **[Erase Inside 2]** key.
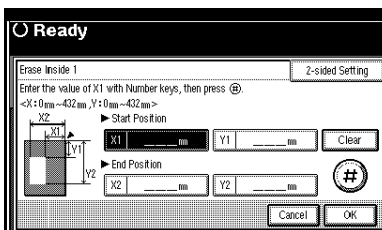
E Enter the value of **[X1]** with the number keys, and then press the **[#]** key.

F Enter the value of **[Y1]** with the number keys, and then press the **[#]** key.

G Enter the value of **[X2]** with the number keys, and then press the **[#]** key.

H Enter the value of **[Y2]** with the number keys, and then press the **[#]** key.

I Press the **[2-sided Setting]** key and the **[Back Side]** key.

Note

❒ If you don't need to erase the image on the back, go to step **K**.

J Enter the values of **[X1]**, **[Y1]**, **[X2]** and **[Y2]** for the back.

Note

❒ Erasing the image on the back is valid when you copy 2-sided originals.

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

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

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

N Place your originals, and then press the **【Start】** key.

Outside Erase

A Decide where the machine starts scanning (X1, Y1) and where it stops scanning (X2, Y2).

Note

❒ You can input lengths of 0 – 432 mm, 0 – 17".

B Press the **[Edit/Stamp]** key.
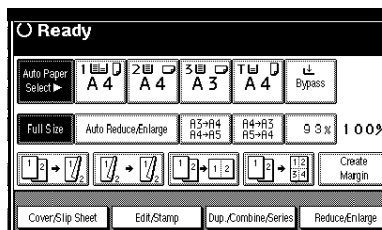
C Press the **[Erase]** key.

D Press the **[Erase Outside]** key.
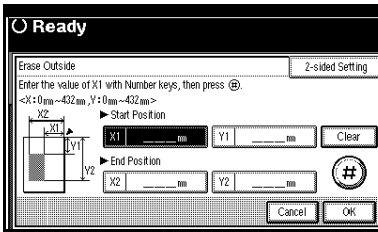
2

E **Enter the value of [X1] with the number keys, and then press the [#] key.**

F **Enter the value of [Y1] with the number keys, and then press the [#] key.**

G **Enter the value of [X2] with the number keys, and then press the [#] key.**

H **Enter the value of [Y2] with the number keys, and then press the [#] key.**

I **Press the [2-sided Setting] key and the [Back Side] key.**

   🖉 **Note**

❒ If you don't need to erase the image on the back, go to step **K**.

J **Enter the values of [X1], [Y1], [X2] and [Y2] for the back.**

   🖉 **Note**

❒ Erasing the image on the back is valid when you copy 2-sided originals.

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

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

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

N **Place your originals, and then press the 【Start】 key.**

3 Edges Full Bleed

You can make full image copy by cutting down the margin of top, bottom, and right sides. This function is useful for originals full of image.
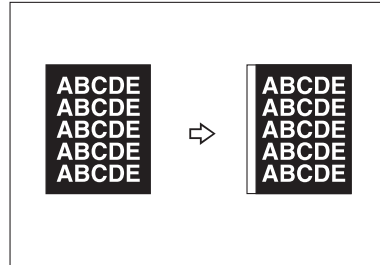
GCBLEE1E

ℹ️ Preparation

Before using this function, select [3 Edges Full Bleed] for a Copy Function Key. ⇒ p.99 "Copy Function Key: F1–F5"

A **Press the [3 Edges Full Bleed] key.**
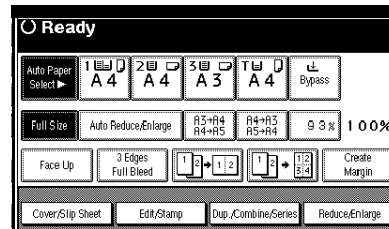
B **Place your originals, and then press the 【Start】 key.**

2

Margin Adjustment

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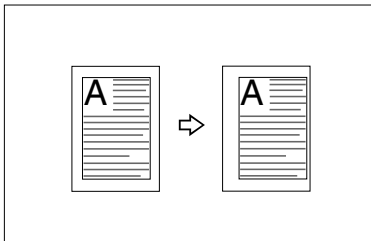
⌕Reference

Related Initial Settings

⇒ p.101 "Front Margin : Left/Right"

⇒ p.101 "Back Margins : Left/Right"

⇒ p.101 "Front Margin : Top/Bottom"

⇒ p.101 "Back Margin : Top/Bottom"

⇒ p.101 "1 sided→2 sided Auto Margins:T to T"

✎Note

❒ You can change the width of the binding margin as follows.

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

A **Press the [Edit/Stamp] key.**
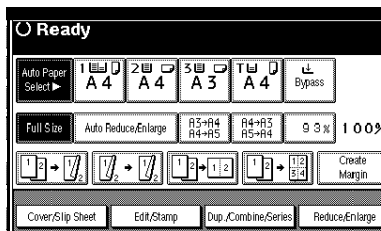
B **Press the [Erase/Margin Adj.] key.**

C **Press the [Margin Adjustment] key.**

D **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 **G**.

E **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. Then press the [OK] key.**

✎Note

❒ Margin on the back side of the page is available only when **[Duplex]** or **[Duplex]** of Combine is selected.

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

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

H **Place your originals, and then press the 【Start】 key.**

Background Numbering

Use this function to have numbers printed on the background of copies.
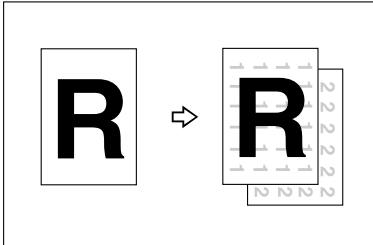
GCSTMP2E

🔍 Reference

Related Initial Settings

⇒ p.104 "Size" and "Density" in "Background Numbering".

A Press the **[Edit/Stamp]** key.
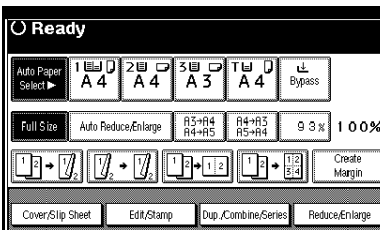
B Press the **[Stamp]** key.

C Press the **[Background Numbering]** key.

D Enter the number to start counting from with the number keys.

📝 Note

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

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

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

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

H Set your originals, then press the 【**Start**】 key.

Preset Stamp

Messages you use frequently can be stored in memory and stamped on copies.
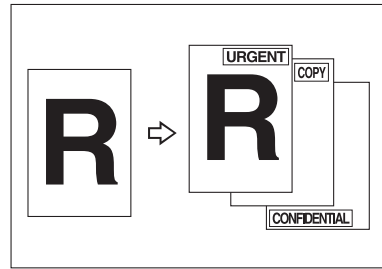
GCSTMP1E

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".

2

Stamp Position and Original Direction
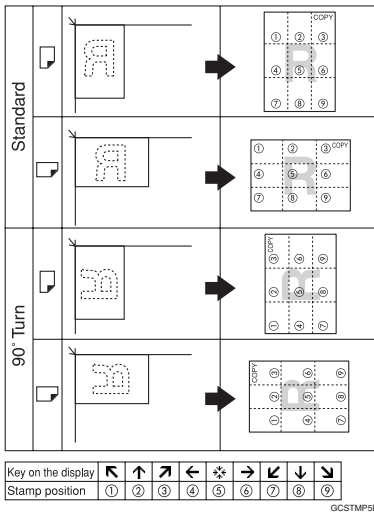
Key on the display	↖	↑	↗	←	✳	→	↙	↓	↘
Stamp position	①	②	③	④	⑤	⑥	⑦	⑧	⑨

GCSTMP5E

🖉 Note

❒ You cannot use the bypass tray with this function.

❒ Only one message can be stamped at a time.

🔍 Reference

⇒ p.104 "Stamp Language"

⇒ p.104 "Stamp Position"

⇒ p.104 "Stamp Format"

A **Press the [Edit/Stamp] key.**
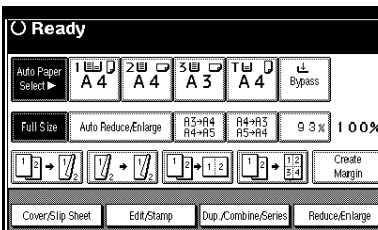
B **Press the [Stamp] key.**

C **Press the [Preset Stamp] key.**

D **Select the desired message.**

E **Press the [All Pages] or [1st Page only] key to select the print page.**

🖉 Note

❒ You can change the position, size, and density of the stamp. ⇒ p.64 "Changing stamp position, size and density"

F **After you specify all the desired settings, press the [OK] key.**

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

H **Place your originals, and then press the 【Start】 key.**

Changing stamp position, size and density

A **Press the [Change] key.**

B **Select the position for print, size and density, then press the [OK] key.**

User Stamp

Copies with the registered stamp.
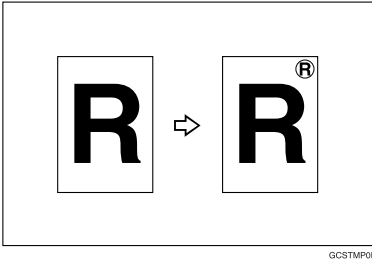
GCSTMP0E

📖 **Preparation**

Before using this function, you have to program a user stamp.

⇒ p.66 "To program the user stamp"

Stamp position and original orientation
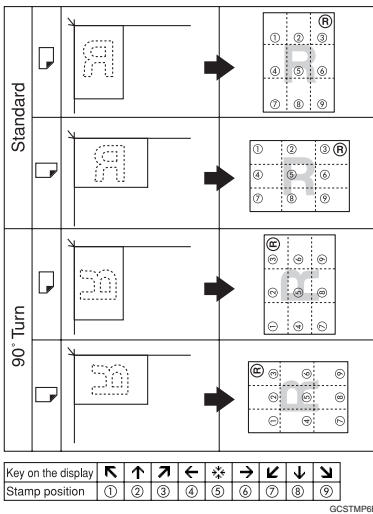
GCSTMP6E

✎ **Note**

❐ You cannot use the bypass tray with this function.

❐ Only one message can be stamped at a time.

🔎 **Reference**

Related Initial Settings

⇒ p.104 "Stamp Position"

⇒ p.104 "Stamp Format"

A **Press the [Edit/Stamp] key.**
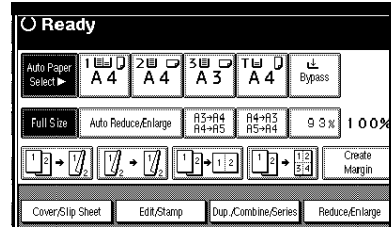
B **Press the [Stamp] key.**

C **Press the [User Stamp] key.**

D **Select the stamp you require.**

E **Press the [All Pages] or [1st Page only] key to select the print page.**
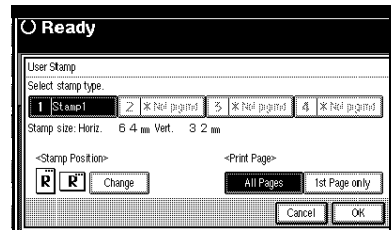
✎ **Note**

❐ You can change the stamp position. ⇒ p.66 "To change the stamp position"

F **After making all settings, press the [OK] key.**

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

H **Place the original, then press the 【Start】 key.**

65

To change the stamp position

A **Press the [Change] key.**

B **Select the desired position, and then press the [OK] key.**

To program the user stamp

✎ Note

❒ The range of stamp images for readability is 10 – 297 mm high (0.4" – 11.7") and 10 – 432 mm (0.4" – 17") wide.
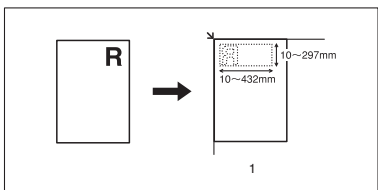
ZGVX040E

1. **Placing the original on the exposure glass**

❒ Up to four messages that you use frequently can be stored in memory.

A **Make sure the machine is in Copy mode.**

B **Press the 【User Tools/Counter】 key.**
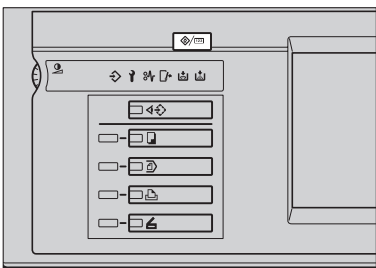
ZGVS010E

C **Press the [Copier/Document Server Features] key.**

The main menu of the Copier/Document Server features appears.

D **Press the [Stamp] key.**

E **Press the [User Stamp] key.**

F **Press the [Program/Delete Stamp] key.**

G **Press the [Program] key and 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.

H **Enter the user stamp name with the letter keys on the display panel. You can register up to 10 characters.**

🔎 Reference

⇒"Entering Text Characters" in the General Settings Guide

I **Enter the horizontal size of the stamp with the number keys, and then press the [#] key.**

J **Press the [Vertical] key, and then enter the vertical size in the same way as step I.**

K **Place the user stamp on the exposure glass, and then press the ["Start Scanning"] key.**

The original will be scanned, and the stamp will be registered.

Note

❒ Originals cannot be scanned from the document feeder when programming the user stamp.

L **Press the [Exit] key.**

M **Press the [Exit] key.**

The display returns to the main menu of the Copier/Document Server features.

N **Press the [Exit] key.**

Exits the settings and prepares to copy.

To delete the user stamp

Important

❒ You cannot restore a deleted stamp.
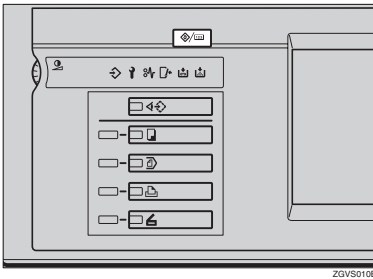
A **Make sure the machine is in Copy mode.**

B **Press the 〔User Tools/Counter〕 key.**

ZGVS010E

C **Press the [Copier/Document Server Features] key.**

D **Press the [Stamp] key.**

E **Press the [User Stamp] key.**

F **Press the [Program/Delete Stamp] key.**

G **Press the [Delete] key, then press the stamp number (1–4) you want to delete.**

H **Select the [Delete] key, then press the [OK] key.**

I **Press the [Exit] key.**

The display returns to the main menu of the Copier/Document Server features.

J **Press the [Exit] key.**

Exits the settings and prepares to copy.

Date Stamp

Use this function to print a date on copies.

ZGVX080E
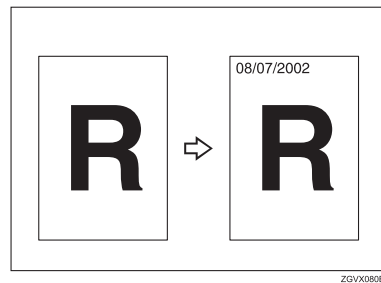
You can select from the following date formats.

- MM/DD/YYYY
- MM.DD.YYYY
- DD/MM/YYYY
- DD.MM.YYYY
- YYYY.MM.DD
- DD.MMM.YYYY
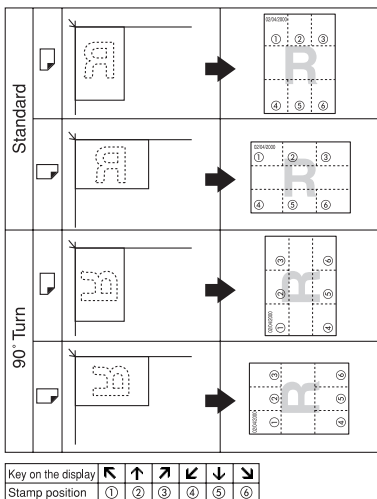
67

Stamp position and original orientation

Key on the display / Stamp position table

GCSTMP7E

✐ Note

❒ You cannot use the bypass tray with this function.

🔎 Reference

Related Initial Settings

⇒ p.105 "Font"

⇒ p.105 "Size"

⇒ p.105 "Superimpose"

⇒ p.105 "Stamp Position"

⇒ "Set Date"in the General Settings Guide

A **Press the [Edit/Stamp] key.**
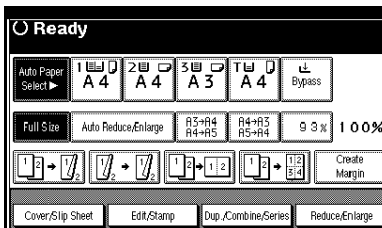
B **Press the [Stamp] key.**

C **Press the [Date Stamp] key.**

D **Press the [All Pages] or [1st Page only] key to select the print page.**
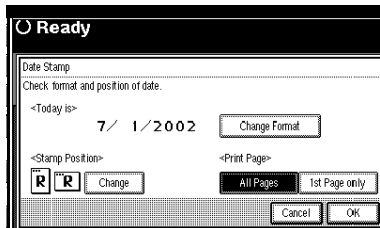
✐ Note

❒ You can change the font and position of the date to be stamped. ⇒ p.68 "To change the date format"

E **After all settings are complete, press the [OK] key.**

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

G **Place the original, then press the 【Start】 key.**

To change the date format

A **Press the [Change Format] key.**
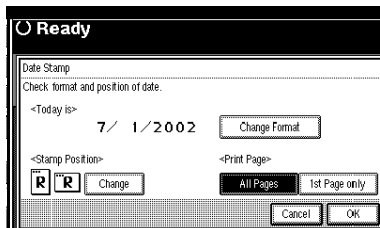
B **Select the desired date format, and then press the [OK] key.**

2

To change the stamp position

A **Press the left bottom [Change] key.**
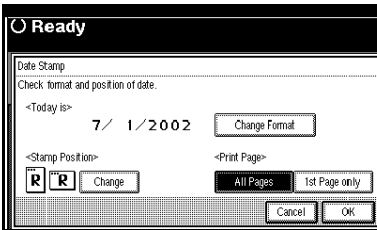
B **Select the desired Date Stamp position, and then press the [OK] key.**

Page Numbering

Use this function to print page numbers on your copies.

CP2G0100
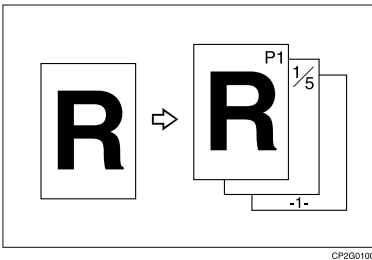
There are six types of Page Numbering (n is the total number of pages in your original):

- 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

Stamp position and orientation of originals
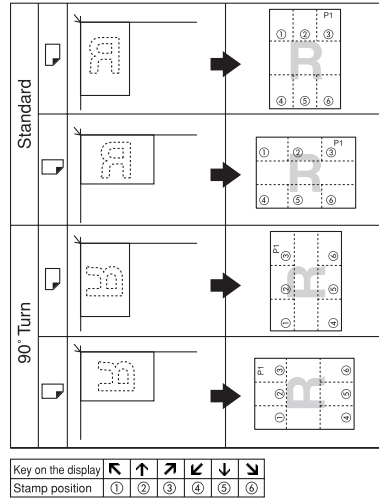
GCSTMP8E

📝 Note

❒ You cannot use the bypass tray with this function.

🔍 Reference

Related Initial Settings

⇒ p.105 "Font"

⇒ p.105 "Size"

⇒ p.105 "Superimpose"

⇒ p.105 "Stamp Format"

⇒ p.105 "Duplex Back Page Stamping Position"

⇒ p.105 "Stamp Position"

⇒ p.105 "Stamp on Designated Slip Sheet"

69

2

A **Press the [Edit/Stamp] key.**
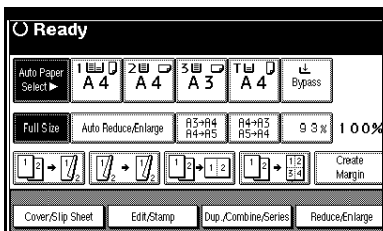
B **Press the [Stamp] key.**

C **Press the [Page Numbering] key.**

D **Select the format.**
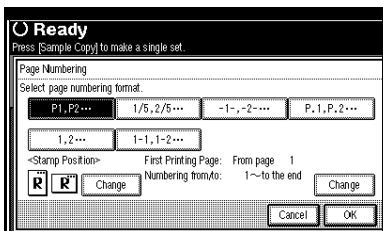
Note

❒ You can specify the stamp position, pages to be stamped, and numbering. ⇒ p.70 "Changing the stamp position"⇒ p.70 "Specify the first printing page and start number"

E **After you have made all desired settings, press the [OK] key.**

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

G **Set the originals, then press the 【Start】 key.**

Changing the stamp position

A **Press the left bottom [Change] key.**
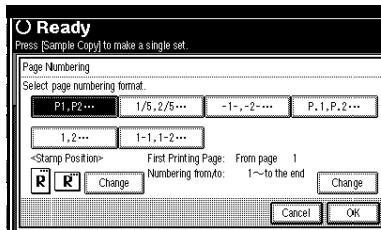
B **Select the desired position, and then press the [OK] key.**

Specify the first printing page and start number

If you selected (P1,P2…, -1-,-2-…, P.1, P.2…, 1, 2…,)

Note

❒ Below gives an example based on when (P1, P2...) is selected. The steps are the same for other cases.

A **Press the right bottom [Change] key.**

B **Press the [First Printing Page] key, and then use the number keys to enter the original sheet number to start numbering from.**
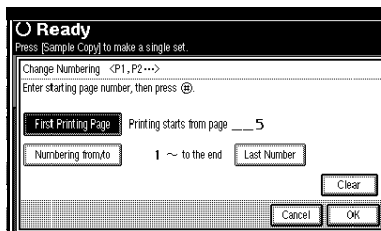
Note

❒ To change the number entered, press the **[Print Inquiry List]** or 【Clear/Stop】 key, and then enter a new number.

C Press the **【#】** key.

D Press the **[Numbering from/to]** key, and then use the number keys to enter the number to start numbering from, then press the **【#】** key.

Note

❒ The following gives an example based on when the first printing page is "2" and the first page number is "3".
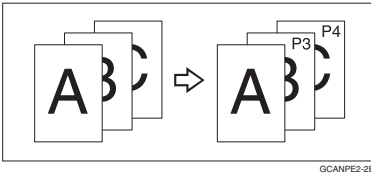
GCANPE2-2E

E Press the **[Last Number]** key, and then use the number keys to enter the page number at which to stop numbering, then press the **【#】** key.
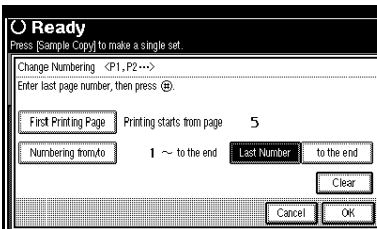
Note

❒ If you wish to print until the last page, press the **[to the end]** key.

F When page designation is complete, press the **[OK]** key.

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

If you selected (1/5, 2/5…)

A Press the right bottom **[Change]** key.

B Press the **[First Printing Page]** key, and then use the number keys to enter the original sheet number to start numbering from.
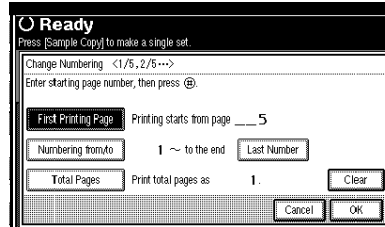
Note

❒ To change the number entered, press the **[Print Inquiry List]** or **【Clear/Stop】** key, and then enter a new number.

C Press the **【#】** key.

D Press the **[Numbering from/to]** key, and then use the number keys to enter the page number to start numbering from, and then press the **【#】** key.

E Press the **[Last Number]** key, and then use the number keys to enter the page number at which to stop numbering, then press the **【#】** key.

Proceed to step **F** when not changing.

Note

❒ If you wish to print until the last page, press **[To the end]** key.

❒ The last number is the last page printed on. For example, if the **[Total Pages]** is 10, and you wish to print up to 7 but do not wish to print from page 8 on, enter **[7]** as **[Last Number]**. Normally, you do not need to enter a last page number.

F Press the **[Total Pages]** key, and then use the number keys to enter the total number of original pages, then press the **[#]** key.

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

✎ Note

❒ To change settings after pressing the **[OK]** key, press the right bottom **[Change]** key, and then enter the numbers again.

If you selected (1–1, 1–2,…)

A Press the right bottom **[Change]** key.

B Press the **[First Printing Page]** key, and then use the number keys to enter the original sheet number to start numbering from.
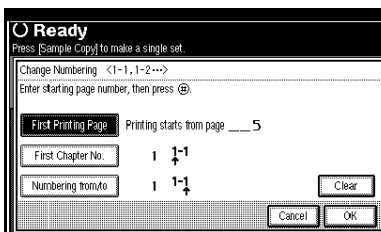
✎ Note

❒ To change the number entered, press the **[Print Inquiry List]** or **[Clear/Stop]** key, and then enter a new number.

C Press the **[#]** key.

D Press the **[First Chapter No.]** key, and then use the number keys to enter the chapter number to start numbering from, then press the **[#]** key.

E Press the **[Numbering from/to]** key, and then use the number keys to enter the page number to start numbering from, then press the **[#]** key.

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

G If page designation is complete, press the **[OK]** key.

Covers

Using this function, you can add cover sheets or designate certain pages to be copied on slip sheets.

🛍 Preparation

Before selecting this function, set the tray for the front cover paper. ⇒"Cover Sheet Tray" in the General Settings Guide

✎ Note

❒ The cover sheet should be the same size and direction as the copy paper.

❒ You cannot set copy paper in the bypass tray. Only set cover sheets in the bypass tray.

❒ When selecting **[Copy]**, select whether the front and back covers are copied 1-sided or 2-sided. ⇒"Cover Sheet Tray" in the General Settings Guide

✐ Reference

To set paper when using the interposer, see "Loading Paper in the Interposer" in the General Settings Guide.

❖ Front Cover

The first page of your originals is copied on a special cover paper, or a cover sheet is inserted before the first copy.

- Copy
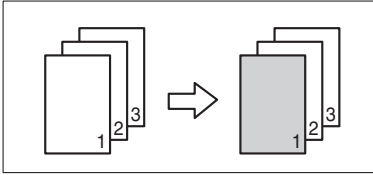
- Blank
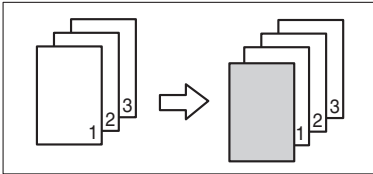
❖ **Front/Back Covers**

The first and last pages of your original are copied on separate paper for cover use.

- Copy
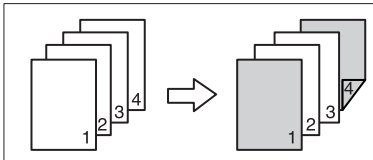
GCCOVE0E
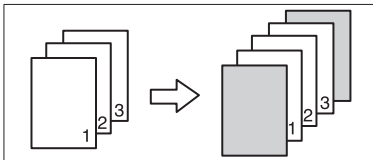
- Blank

Reference

⇒ p.103 "Front Cover Copy in Combine"

A **Press the [Cover/Slip Sheet] key.**
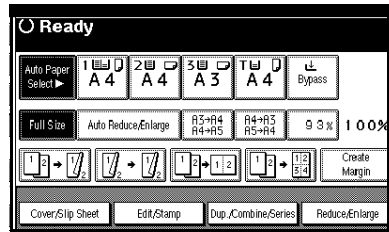
B **Press the (["Front Cover"] / [Front/Back Cover]) key.**

C **Select [Copy] or [Blank] for the cover sheet.**

D **Select the paper tray containing non-cover sheet paper, and then press the [OK] key.**

E **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.
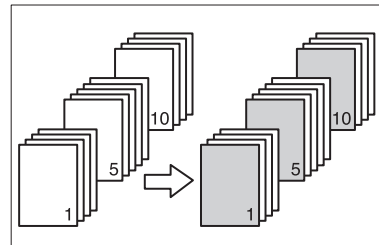
Preparation

Before using this function, set the special paper tray for slip sheets. ⇒ "Slip Sheet 1", "Slip Sheet 2" in the General Settings Guide.

Note

❒ The paper for slip sheets should be the same size as the copy paper and should be set in the same direction.

❒ If you have selected "Interposer" for "Slip Sheet 2 Tray" in System Settings, you cannot copy on the slip sheets if you select "Slip Sheet 2".

❒ You cannot select the bypass tray for sheet paper to copy the originals.

❒ You can specify up to 20 pages.
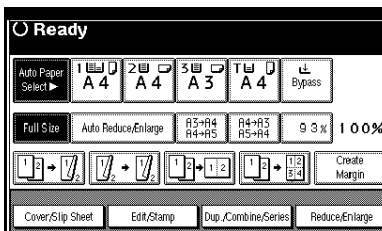
A **Press the [Cover/Slip Sheet] key.**

B **Press the [Desig./Chapter] key.**

C **Press the key to select the chapter number.**

D **Use the number keys to enter the page number of the originals you want to copy onto a slip sheet. Then, press the 【#】 key.**

E **Select the paper tray for slip sheets.**

F **Press the [Copy] key to copy onto the slip sheets. Press the [Blank] key not to copy onto them.**

G **Press the [Next Chapter] key.**

H **To specify another page, repeat steps D to G.**

I **When you wish to finish specifying pages, press the [OK] key.**

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

K **Select the paper tray that contains paper for copying originals onto.**

L **Set originals, then press the 【Start】 key.**

Chapter

The pages you specify with this function will appear on the front of copy sheets.
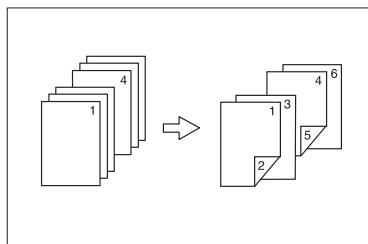
Preparation

Before selecting this function, press the **[Dup./Combine/Series]** key and select Duplex (1 Sided → 2 Sided) mode or Combine 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.

A **Press the [Cover/Slip Sheet] key.**
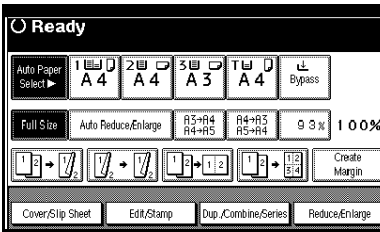
B **Press the [Desig./Chapter] key.**

C **Press the key to select a chapter number.**

D **Press the [Chapter] key.**

E **Enter the number of the first page of the first chapter using the number keys. Then, press the 【#】 key.**

F **Press the [Next Chapter] key.**

G **To specify another page, repeat steps D to F.**

H **When you finish specifying the pages, press the [OK] key.**

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

J **Set originals, and then press the 【Start】 key.**

Blank Slip Sheets

You can insert a blank slip sheet (or sheets) before or after a specified page.
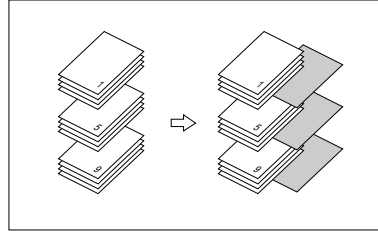
📑 **Preparation**

Before using this function, select a tray for slip sheets. ⇒"Slip Sheet 1 Tray", "Slip Sheet 2 Tray" in the General Settings Guide

✐ **Note**

❒ The paper for slip sheets should be the same size as the copy paper and be set in the same direction.

❒ You can specify up to 20 pages (chapters).

🔍 **Reference**

For how to set paper when using the interposer, see ⇒"Loading Paper in the Interposer" in the General Settings Guide.

A **Press the [Cover/Slip Sheet] key.**

B **Press the [Desig./Chapter] key.**

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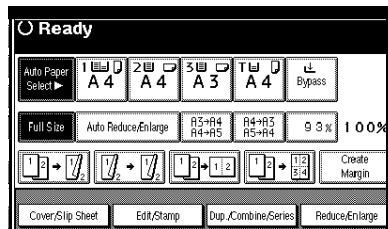
C Press the key to select the chapter number.

D Press the **[Insert Sheet]** key.

E Select the paper tray for slip sheets.

F Select **[Before]** to insert slip sheets before the page you specify. Select **[After]** to insert slip sheets after the page you specify. Enter the page number with the number keys.

G Press the **[Insert Quantity]** key, and enter the number of sheets you wish to insert with the number keys.

H Press the **[Next Chapter]** key.

I To specify another location where to insert sheets, repeat steps **D** to **H**.

J When you have finished specifying all settings, press the **[OK]** key.

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

L Select the paper tray that contains paper for copying originals.

M Place originals, and then press the 【**Start**】 key.

Slip Sheets

Every time an original 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.
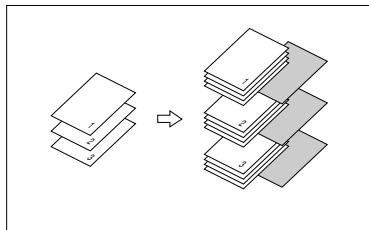
📋 Preparation

Before selecting this function, specify the paper tray for slip sheets. ⇒ "Slip Sheet Tray" in the General Settings Guide

If "1 Sided → 2 Sided" is selected, change it to "1 Sided → 1 Sided".

🖉 Note

❒ Load slip sheets of the same size and in the same orientation as the copy paper or OHP transparency.

❖ When using OHP transparencies set on the bypass tray

• Copy
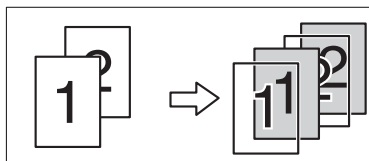
• Blank
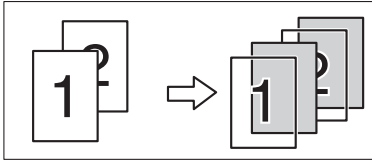
📎 **Note**

❒ OHP ship sheet(s) cannot be copied when using the interposer.

A Press the **[Cover/Slip Sheet]** key.
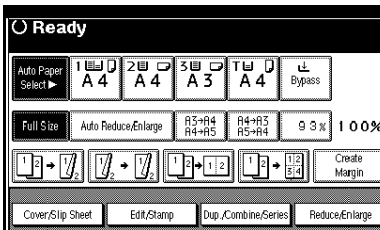
B Press the **[Slip Sheet]** key.

C Select **[Copy]** or **[Blank]**, and then press the **[OK]** key.

D Select the paper tray that contains paper for copying originals.

E Place originals, and then press the 【**Start**】 key.

Storing Originals in the Document Server

The Document Server enables you to save documents in memory and print them as required.

⚠️**Important**

❒ Data stored in the machine might be lost if some kind of failure occurs. The supplier shall not be responsible for any damage that might result from loss of data.

✍️**Note**

❒ Data stored in the Document Server is deleted after 3 days (72 hours) the default setting. You can set stored data not to be deleted automatically, or specify a period after which the stored data is deleted automatically. ⇒ "Auto Delete File" in the General Settings Guide

🔍**Reference**

Refer to the General Settings Guide. For information on functions you can use with the Document Server, see p.109 "Combination Chart".

A **Press the [Stored File] key.**
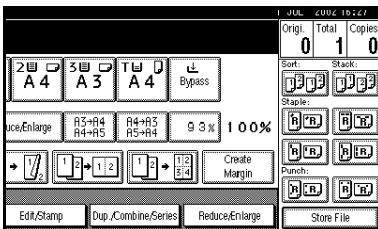
✍️**Note**

❒ 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 saved

B **Enter a file name, user name, or password if neccessary.**
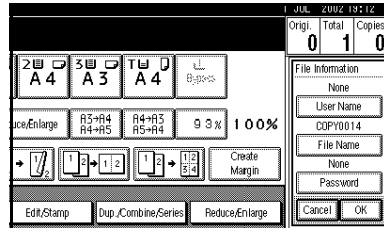
C **Press the [OK] key.**

D **Place your originals.**

🔍**Reference**

For more information on types of originals that can be placed and how to place them, see p.12 "Placing Originals".

E **Make scanning settings for the original.**
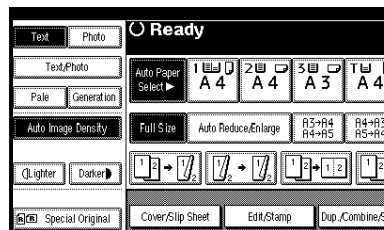
F **Press the 【Start】 key.**

Copies are delivered and scanned data is stored in the hard disk.

images and cancel a job, press the [Cancel] key.

❒ To check a document has been stored, press the 【Document Server】 key to display the document selection screen.

3. Program

Programs

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

✎ Note

❒ You can store up to 10 programs.

❒ You can select 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. ⇒ p.99 "Change Initial Mode"

❒ Paper settings are stored based on size. So, if paper of the same size is set for more than one tray, the paper tray prioritized with User Tools (System Settings) will be selected first. ⇒"Paper Settings" General Settings Guide

❒ 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

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

B **Press the 【Program】 key.**

ZGVS080E

C **Press the [Register] key.**

Program (Copy)
Select program No. to recall.
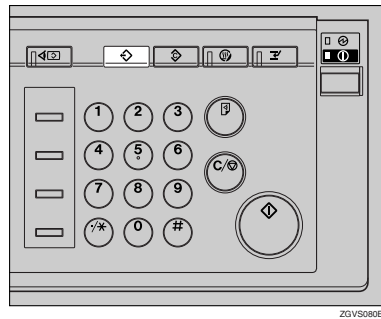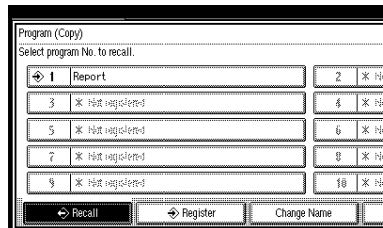
D **Press the program number you want to store.**

✎ Note

❒ Program numbers with ❖ against them already have settings in them.

🔎 Reference

⇒ p.80 "Changing a stored program"

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

You can enter up to 40 characters.
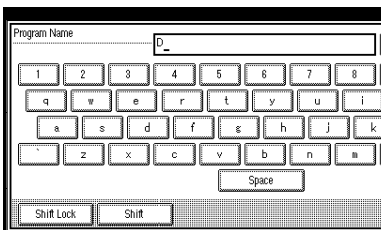
🔗Reference

For details on entering characters, see "Entering Text Characters" in the General Settings Guide.

📝Note

❒ If you do not wish to enter the program name, go to step **F**.

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

When the settings are successfully stored, the ❖ indicator before the program number goes on, followed by the program name. The screen returns to the initial copy display after a short time.

Changing a stored program

A **Check the program settings.**

📝Note

❒ When you want to check the contents of a program, recall the program. ⇒ p.80 "Recalling a Program"

B **Repeat steps A to D of "Storing a Program".**

C **Press the [Register] key.**

Repeat steps **E**, **F** of "Storing a Program".

📝Note

❒ This overwrites the previous program.

Deleting a Program

A **Press the 【Program】 key.**

B **Press the [Delete] key.**
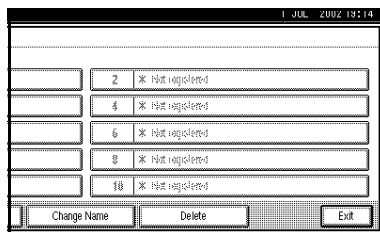
C **Press the program number you want to delete.**

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

The program is deleted, and the screen returns to the initial copy display.

Recalling a Program

A **Press the 【Program】 key.**

B **Press the [Recall] key.**
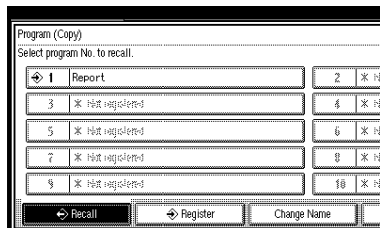
C **Press the program number you want to recall.**

Stored settings are displayed.

🖉 **Note**

❒ Only programs with ◆ against them contain a program.

D **Place your originals, and then press the 【Start】 key.**

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4. Troubleshooting

If Your Machine Does Not Operate as You Want

When a Message is Displayed

The following chart contains explanations of common messages. If other messages appear, follow the instructions as they are displayed.

Messege	Cause	Action
Cannot detect original size.	The size of the originals placed is difficult to detect. ⇒ p.9 "Sizes difficult to detect"	Place the original on the exposure glass. ⇒ p.13 "Placing Originals on the Exposure Glass"
		If the original size is difficult to detect, select the size manually.
		Do not use Auto Reduce/Enlarge mode.
	Original is not placed.	Place your originals.
Check original orientation.	There is no copy paper in the same direction as the originals.	Place the original in the same direction as the copy paper.
Check paper size.	In correct paper size is set.	If you press the 【Start】 key, copy will start onto the selected paper.
Rotate Sort is not available with this paper size.	A size of paper for which Rotate Sort is not available is selected.	Select the correct paper size. ⇒ p.35 "Sort"
It is over stapling capacity.	The number of sheets per set is over the staple capacity.	Check the stapler capacity. ⇒ p.37 "Staple"
Cannot staple paper of this size.	The Staple function cannot be used with the paper size selected.	Select a paper size that can be used in Staple mode. ⇒ p.37 "Staple"
Duplex is not avilable with this paper size.	A paper size not available in Duplex mode has been selected.	Select the proper paper size.
Maximum number of sets is □□.	The number of copies exceeds the maximum copy quantity.	You can change the maximum copy quantity. ⇒ p.99 "Max. Copy Quantity"
Cannot copy. Original is being scanned by other functions.	The Document Server function is in use.	To cancel the job in process, press the [Exit] key, and then press the 【Document Server】 key. Next, press the 【Clear/Stop】 key. When the message " 【Stop】 key was pressed. Stop storing?" appears, press the 【Stop】 key.

If You Cannot Make Clear Copies

Problem	Cause	Action
Copies appear dirty.	The image density is too dark.	Adjust the copy density. ⇒ p.25 "Adjusting Copy Image Density"
	Auto Image Density is not selected.	Adjust the auto density. ⇒ p.25 "Adjusting Copy Image Density"
The reverse side of an original image is copied.	The image density is too dark.	Adjust the copy density. ⇒ p.25 "Adjusting Copy Image Density"
	Auto Image Density is not selected.	Adjust the auto density. ⇒ p.25 "Adjusting Copy Image Density"
A shadow appears on copies if you use pasted originals.	The image density is too dark.	Adjust the copy density. ⇒ p.25 "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. ⇒ "Maintainging Your Machine" in the General Settings Guide
Copies are too light.	The image density is too light.	Adjust the copy density. ⇒ p.25 "Adjusting Copy Image Density"
	The paper size is not appropriate.	Use the recommended paper. ⇒ General Settings Guide **Note** ❒ A light copy may result when you use damp or rough grain paper.
	Toner cartridge is almost empty.	Add toner. ⇒ "⚫ Adding Toner" in the General Settings Guide
Parts of the image are not copied.	The original is not set correctly.	Set originals correctly. ⇒ p.12 "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.12 "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

This section explains causes and remedies when copy results are not as expected.

Problem	Cause	Action
Copies are not stapled.	There are jammed staples in the stapler.	Remove jammed staples. ⇒ " ✿ Removing Jammed Staple" in the General Settings Guide ✎ **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.37 "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.37 "Staple"
Paper jams occur frequently.	The paper size is not correct.	Set the correct paper size. ⇒ "Changing the Paper Size" in the General Settings Guide
You cannot combine several functions.	Selected functions cannot be used together.	Check the combination of functions and make the settings again. 🔍 **Reference** ⇒ p.109 "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. ⇒ p.106 "Memory Full Auto Scan Restart"
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 (when using a 100% ratio).
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. ⇒ p.101 "Erase Border Width" and ⇒ p.101 "Erase Center Width"
	Originals are not scanned correctly.	Set the originals 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. ⇒ p.101 "Front Margin : Left/Right", ⇒ p.101 "Front Margin : Top/Bottom", ⇒ p.101 "Back Margins : Left/Right", ⇒ p.101 "Back Margin : Top/Bottom"
	There is a lack of margin space on the opposite side of the binding position.	

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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.
The stamp position is wrong.	The paper orientation is wrong.	Check the paper orientation and stamp position.
When using 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 the ratio matches your originals and the copy paper. ✎ **Note** ❐ Select the correct reproduction ratio before using Combine mode.
Order of copies is not correct.	You placed originals in 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.
When using Duplex, copy is made Top/Bottom even though Left/Right is selected, or copy is made Left/Right even though Top/Bottom is selected.	You placed originals in the wrong direction.	Place originals in the correct orientation. ⇒ p.12 "Original Orientation"
Paper does not output during printing with stapling.	If you stop printing while using the staple function, papers not stapled during printing may be left in the staple unit.	Press the 【Reset】 key and cancel copy settings, including stapling.

When Memory Is Full

Note

❐ If you set "Memory Full Auto Scan Restart" in User Tools (⇒ p.106) to "Yes", the memory overflow message will not be displayed, but Connect Copy continues to scan originals automatically. Connect Copy continues scanning and copying until the job is finished. Note that copy sets will be printed separately at this time.

Message	Cause	Solution & Reference
Memory is full. ## originals have been scanned. Press **[Print]** to copy scanned originals. Do not remove remaining originals. *Note* ❐ Copying will stop and this message will be displayed when memory is full.	The scanned original exceeds the number of pages that can be stored in memory.	Press the **[Output]** key to copy scanned originals and clear the scanning data. Press the **[Print Inquiry List]** key to clear the scanning data and not copy.
Press **[Continue]** to continue printing. **[Stop] [Continue]**	The machine checks if the remaining original should be copied, after the scanned original has been printed.	To continue copying, remove all copies then press the **[Continue]** key. To stop copying, press the **[Stop]** key.

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5. User Tools (Copy/Document Server Features)

User Tools Menu (Copier/Document Server Features)

User Tools Item Names	Default Settings
General Features 1/5 ⇒ p.97 "General Features $^1/_5$"	
Auto Paper Select Priority	ON
Auto Tray Switching	With image rotation
Paper Display	Display
Original Type Priority	Text
Original Type Display	Display
Auto Image Density Priority	Text: On Text/Photo: On Photo: Off Pale: On Generation Copy: On
Copy Quality	Text: Normal Text/Photo: Normal Photo: Print Photo Pale: Normal Generation Copy: Normal
Image Density	Text: Normal Text/Photo: Normal Photo: Normal Pale: Normal Generation Copy: Normal
General Features 2/5 ⇒ p.99 "General Features $^2/_5$"	
Duplex Mode Priority	1 Sided → 1 Sided
Copy Orientation in Duplex Mode	Top to Top
Original Orientation in Duplex Mode	Top to Top
Change Initial Mode	Standard
Max. Copy Quantity	999 Sheets
Tone: Original remains	ON
Job End Call	ON
General Features 3/5 ⇒ p.99 "General Features $^3/_5$"	

User Tools Item Names	Default Settings
Copy Function Key: F1–F5	• F1: 1 Sided → 2 Sided: T to T • F2: 2 Sided: T to T → 2 Sided: T to T • F3: 1 Sided → 1 Sided Combine • F4: 1 Sided → 1 Sided Combine: 4 originals • F5: Create Margin
General Features 4/5 ⇒ p.99 "General Features $^4/_5$"	
Document Server Storage Key: F1–F5	• F1: 2 Sided Original Top to Top • F2: 1 Sided → 1 Sided Combine • F3: 1 Sided → 1 Sided Combine: 4 originals • F4: 1 Sided → 1 Sided Combine: 8 originals • F5: Create Margin
General Features 5/5 ⇒ p.100 "General Features $^5/_5$"	
Document Server Print Key: F1–F5	• F1: 2 Sided Top to Top • F2: 2 Sided Top to Bottom • F3: Booklet • F4: Magazine • F5: Off
Reproduction Ratio 1/2 ⇒ p.100 "Reproduction Ratio $^1/_2$"	
Shortcut R/E 1–3	Metric version • Shortcut R/E 1: 71% • Shortcut R/E 2: 141% • Shortcut R/E 3: 93% Inch version • Shortcut R/E 1: 73% • Shortcut R/E 2: 155% • Shortcut R/E 3: 93%

User Tools Item Names	Default Settings
Enlarge 1–5	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%
Priority Setting: Enlarge	Metric version 141% Inch version 155%
Reproduction Ratio 2/2 ⇒ p.100 "Reproduction Ratio $^2/_2$"	
Reduce 1–6	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%
Priority Setting: Reduce	Metric version: 71% Inch version: 73%
Ratio for Create Margin	93%
R/E Priority	Reduce
Edit 1/2 ⇒ p.101 "Edit $^1/_2$"	
Front Margin: Left/Right	Metric version: Left 5 mm Inch version: Left 0.2″
Back Margin: Left/Right	Metric version: Right 5 mm Inch version: Right 0.2″
Front Margin: Top/Bottom	Metric version: T/B 0 mm Inch version: T/B 0″

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User Tools Item Names		Default Settings
Back Margin: Top/Bottom		Metric version: T/B 0 mm Inch version: T/B 0″
1 Sided → 2 Sided Auto Margin: T to T		Metric version: Right 5 mm Inch version: Right 0.2″
1 Sided → 2 Sided Auto Margin: T to B		Metric version: T/B 0 mm Inch version: T/B 0″
Erase Border Width		Metric version: 10 mm Inch version: 0.4″
Erase Original Shadow in Combine		Yes
Erase Center Width		Metric version: 10 mm Inch version: 0.4″
Edit 2/2 ⇒ p.102 "Edit $^2/_2$"		
Image Repeat Separation Line		None
Double Copies Separation Line		None
Separation Line in Combine		None
Copy Back Cover		Outside
Front Cover Copy in Combine		Combine
Copy on Designating Page in Combine		Combine
Orientation: Booklet, Magazine		Open to left
Copy Order in Combine		From left to right
Stamp ⇒ p.104 "Stamp"		
Background Numbering	Size	Normal
	Density	Normal
Preset Stamp	Stamp Priority	Copy
	Stamp Language	English
	Stamp Position	Metric version • Position: Top right • Top Margin: 24 mm • Right Margin: 24 mm Inch version • Position: Top right • Top Margin: 1.0" • Right Margin: 1.0"
	Stamp Format	Size: 1×
		Density: Normal
		All pages

User Tools Item Names		Default Settings
User Stamp	Program/Delete Stamp	
	Stamp Position: 1~4	Metric version • Position: Top right • Top Margin: 24 mm • Right Margin: 24 mm Inch version • Position: Top right • Top Margin: 1.0" • Right Margin: 1.0"
	Stamp Format : 1~4	All pages
Date Stamp	Format	DD/MM/YYYY
	Font	Font 1
	Stamp Position	Metric version • Position: Top left • Top Margin: 8 mm • Right Margin: 32 mm Inch version • Position: Top left • Top Margin: 0.3" • Right Margin: 0.8"
	Stamp Setting	All pages
	Size	Auto
	Superimpose	No

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User Tools Item Names		Default Settings
Page Numbering	Stamp Format	P1, P2...
	Font	Font 1
	Size	Auto
	Duplex Back Page Stamping Position	Opposite position
	Page Numbering in Combine	Per original
	Stamp on Designated Slip Sheet	No
	Stamp Position	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: 12 mm -1-, 1–1: 8 mm • Left/Right Margin P1, 1/5, P.1, 1: 12 mm -1-, 1–1: 0 mm 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	No
Input/Output $^1/_2$ ⇒ p.106 "Input/Output $^1/_2$"		
Switch to Batch		Batch
SADF Auto Reset		5 seconds
Rotate Sort: Auto Paper Continue		No
Auto Sort		No
Memory Full Auto Scan Restart		No
Select Stapling Position (Top Left)		Top
Select Stapling Position (Bottom Left)		Finisher 3000B(100-sheet staples): Top Slant Finisher 3000M(50-sheet staples): Top Slant Booklet Finisher: Saddle Stitch

User Tools Item Names	Default Settings
Select Stapling Position (Top Right)	Top 2
Select Stapling Position (Bottom Right)	Left 2
Input/Output $^2/_2$ ⇒ p.107 "Input/Output$^2/_2$"	
Select Stack Function	Stack
Select Punch Type	2 Holes [1]
Letterhead Setting	No
Eject Copy Face Up/Down in Glass Mode	Face up
Eject Copy Face Up/Down in Bypass Mode	Face up

[1] The 4–hole punch type is only capable of punching in the 4–hole format.

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Accessing User Tools (Copy/Document Server Features)

This section is for key operators in charge of this machine. You can change default settings.

✐ Note

❒ Be sure to exit from User Tools after all settings are finished.

❒ Selected keys are highlighted.

❒ Any changes you make with User Tools remain in effect even if the main power switch or operation switch is turned off, or the 【Clear Modes】 key is pressed.

$\mathcal{P}$ Reference

For details, see "User Tools (System Settings)" in the General Settings Guide.

A Press the 【User Tools/Counter】 key.

User Tools Main Menu appears.

ZGVS010E
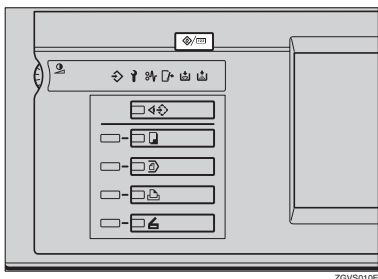
✐ Note

❒ When the access code is set, the access code input screen is displayed when changing the initial settings. Operate by entering the registered access code beforehand. For access code, see "Key Operator Tools" in the General Settings Guide.

B Press the [Copier/Document Server Features] key.

The Copier/Document Server Features menu appears.

C Select the menu you want to set.

Setting screens for each menu will be displayed.

$\mathcal{P}$ Reference

⇒ p.89 "User Tools Menu (Copier/Document Server Features)"

D Change settings by following the instructions on the display panel, and then press the [OK] key.

Exiting From User Tools

A After changing User Tools settings, press the [Exit] key on the User Tools Main Menu.

User Tool changes are complete, and the machine is ready to copy.
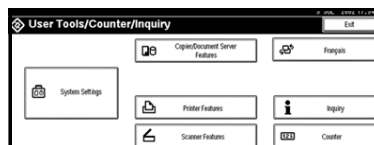
✐ Note

❒ You can also exit from User Tools by pressing the 【User Tools/Counter】 key.

General Features $^1/_5$

❖ **Auto Paper Select Priority**

You can choose to have"Auto Paper Select" selected when the machine is turned on or reset, or modes are cleared. ⇒ p.27 "Selecting Copy Paper"

❖ **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 tray in use runs out (when Auto Paper Select is selected.) This function is called "Auto Tray Switching". This setting specifies whether to use "Auto Tray Switching" or not.

📝 **Note**

❒ **[With image rotation]** Use this to copy with Auto Tray Switching.

ZGVX020E
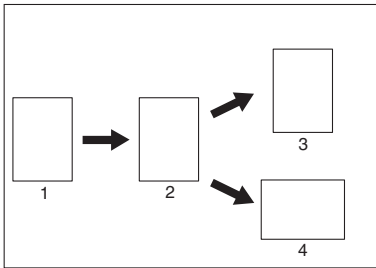
1. **Original**

2. **Paper (Tray 1)**

3. **Paper (Tray 2)**

4. **Paper (Tray 3)**

❒ **[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.

ZGVX030E
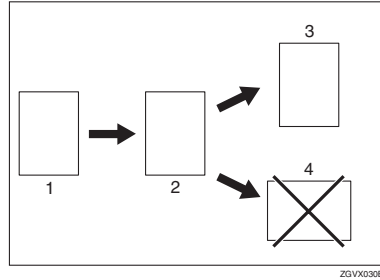
1. **Original**

2. **Paper (Tray 1)**

3. **Paper (Tray 2)**

4. **Paper (Tray 3)**

❒ **[OFF]** When a paper tray runs out, copying is interrupted and the message "Load paper." is displayed.

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❖ **Paper Display**
You can choose to have available paper trays/sizes shown on the initial display.

📝 **Note**
❒ If you choose "Hide", the display is shown as below. When the **[Auto Paper Select]** key is pressed, paper sizes appear on the display.
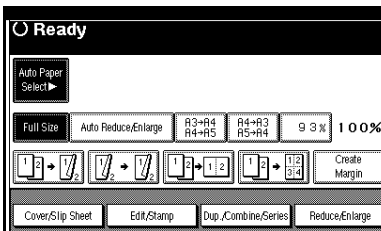
❖ **Original Type Priority**
You can select the type of originals effective when the machine is turned on or reset, or when modes are cleared.

❖ **Original Type Display**
You can choose to have original types shown on the initial display.

📝 **Note**
❒ If you choose "Hide", the display is shown as below.
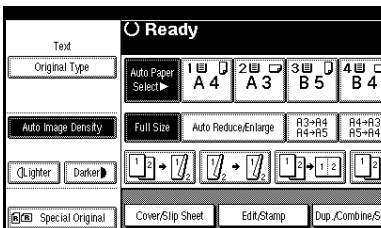
❖ **Auto Image Density Priority**
You can turn the Auto Image Density on or off for each original type (Text, Text/Photo, Photo, Pale, and Generation Copy).

❖ **Copy Quality**
You can adjust the quality level for each original type (Text, Text/Photo, Photo, Pale, Generation Copy).

- Text
  Adjust sharpness.
- Text/Photo
  When there are photo(s) and text on the original, determine which takes priority.
- Photo
  For a photo original, adjust the finish quality level to match the photo original.
- Pale
  Adjust the quality level for a pale original with normal density.
- Generation Copy
  Adjust the quality level so as not to thicken the lines of the finish image.

❖ **Image Density**
You can select one of seven original image density levels for each original type (Text, Text/Photo, Photo, Pale, Generation Copy).

General Features $^2/_5$

❖ **Duplex Mode Priority**
You can select the type of Duplex function effective when the machine is turned on or reset, or when modes are cleared.

❖ **Copy Orientation in Duplex Mode**
You can set copy orientation when making two-sided copies.

❖ **Original Orientation in Duplex Mode**
You can set original orientation when making two-sided copies.

❖ **Change Initial Mode**
You can select the initial mode or Program No. 10 as the mode effective when the machine is turned on or reset, or when modes are cleared.

❖ **Max. Copy Quantity**
The maximum copy quantity can be between 1 and 999.

❖ **Tone: Original remains**
The beeper (key tone) sounds when you forget to remove originals after copying.

📝 **Note**
❒ If the "Panel Tone" in User Tools (System Settings) is "Off", the beeper does not sound irrespective of the "Tone: Original remains" setting. ⇒"Panel Tone" in the General Settings Guide

❖ **Job End Call**
You can choose to have the beeper sound when copying is complete.

📝 **Note**
❒ If the "Panel Tone" in the User Tools (System Settings) is "On", the machine beeps to notify you if it did not complete a job, for reasons such as: copying was interrupted, the paper tray ran out of paper or a paper jam occurred.

General Features $^3/_5$

❖ **Copy Function Key: F1–F5**
You can register frequently used functions in function keys F1 to F5. You can also change registered functions.
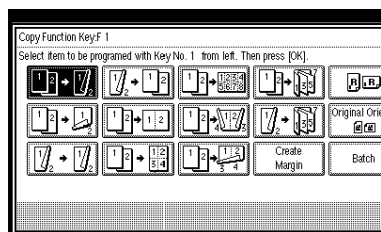
General Features $^4/_5$

❖ **Document Server Storage Key: F1–F5**
You can register frequently used functions in function keys F1 to F5. You can also change registered functions.
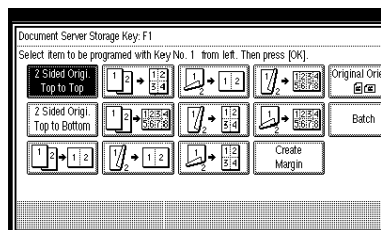
General Features ⁵/₅

❖ **Document Server Print Key: F1–F5**
You can register frequently used functions in function keys F1 to F5. You can also change registered functions.

Reproduction Ratio ¹/₂

❖ **Shortcut R/E 1–3**
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.

❖ **Enlarge 1–5**
You can customize available enlargement ratios when you press the **[Reduce/Enlarge]** key followed by the **[Enlarge]** key.

❖ **Priority Setting: Enlarge**
You can set the priority ratio when the **[Reduce/Enlarge]** key is pressed, followed by the **[Enlarge]** key.

Reproduction Ratio ²/₂

❖ **Reduce 1–6**
You can customize available reduction ratios when you press the **[Reduce/Enlarge]** key followed by the **[Reduce]** key.
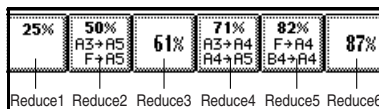
❖ **Priority Setting: Reduce**
You can set the priority ratio when the **[Reduce/Enlarge]** key is pressed, followed by the **[Reduce]** key.

❖ **Ratio for Create Margin**
You can set a Reduce/Enlarge ratio when registering "Create Margin" in a Shortcut Key.

✐ **Note**
❒ You can enter a ratio between 90 and 99 (in increments of 1%) with the number keys.

❖ **R/E Priority**
Specifies the tab given priority on the display panel when the **[Reduce/Enlarge]** key is pressed.

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
   ❐ You can enter a margin width of between 0 and 30 mm in 1 mm increments (0″ and 1.2″ in 0.1″ steps) with the number keys.

❖ **Back Margins : Left/Right**
You can specify left and right margins on the back side of copies in Margin Adjust mode.

   Note
   ❐ You can enter a margin width of between 0 and 30 mm in 1 mm increments (0″ and 1.2″ in 0.1″ steps) with the number keys.

❖ **Front Margin : Top/Bottom**
You can specify top and bottom margins on the front side of copies in Margin Adjust mode.

   Note
   ❐ You can enter a margin depth of between 0 and 30 mm in 1 mm increments (0″ and 1.2″ in 0.1″ steps) with the number keys.

❖ **Back Margin : Top/Bottom**
You can specify top and bottom margins on the back side of copies in Margin Adjust mode.

   Note
   ❐ You can enter a margin depth of between 0 and 30 mm in 1 mm increments (0″ and 1.2″ in 0.1″ steps) with the number keys.

❖ **1 sided→2 sided Auto Margins:T to T**
In 1 sided → 2 sided Duplex mode, you can specify the margins on the back side.

   Note
   ❐ You can enter a margin width of between 0 and 30 mm in 1 mm increments (0″ and 1.2″ in 0.1″ steps) with the number keys.

❖ **1 sided→2 sided Auto Margins :T to B**
In 1 sided → 2 sided Duplex mode, you can specify the margins on the back side.

   Note
   ❐ You can enter a margins depth of between 0 and 30 mm in 1 mm increments (0″ and 1.2″ in 0.1″ steps) with the number keys.

❖ **Erase Border Width**
Specify the width of erased border margins using this function.

   Note
   ❐ You can enter a width of between 2 and 99 mm in 1 mm increments (0″ and 1.2″ in 0.1″ steps) with the number keys.

❖ **Erase Original Shadow in Combine**
In Combine Copy mode, you can erase a 3 mm, 0.1" boundary margin around all four edges of originals.

❖ **Erase Center Width**
You can specify the width of the erased center area using this function.

   Note
   ❐ You can enter a width of between 2 and 99 mm in 1 mm increments (0″ and 1.2″ in 0.1″ steps) with the number keys.

Edit $^2/_2$

❖ **Image Repeat Separation Line**
You can select a separation line in Image Repeat mode: None, Solid, Broken A, Broken B or Crop Marks.

• None

• Solid

• Broken A

• Broken B

• Crop Marks

📎 **Note**

❒ An image of approximately 1.5 mm (0.06″) will not be copied as the width of the separation line, when specifying solid or broken lines.

❖ **Double Copies Separation Line**
You can select a separation line in Double Copy mode: None, Solid, Broken A, Broken B or Crop Marks.

• None

• Solid

• Broken A

• Broken B

• Crop Marks

📎 **Note**

❒ An image of approximately 1.5 mm (0.06″) will not be copied as the width of the separation line, when specifying solid or broken lines.

❖ **Separation Line in Combine**

You can select a separation line in Combine mode: None, Solid, Broken A, Broken B or Crop Marks. ⇒ p.45 "1 Sided Combine", ⇒ p.47 "2 Sided Combine"

- None

- Solid

- Broken A

- Broken B

- Crop Marks

🖉 **Note**

❒ An image of approximately 1.5 mm (0.06") will not be copied as the width of the separation line, when specifying solid or broken lines.

❖ **Copy Back Cover**

When copying the back cover, you can specify whether to have the back cover outside (outside page) or inside (inside page).

❖ **Front Cover Copy in Combine**

You can make a combined copy on the front cover sheet when you select Front Cover copy mode.

Combine	Not Combined
1 2 5 6 3 4 7 8	1 2 3 6 7 4 5 8

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❖ **Copy on Designating Page in Combine**

You can make a combined copy on a designated paper.

❖ **Orientation: Booklet, Magazine**

You can select the type of originals for Booklet or Magazine mode.

❖ **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
1 2 3 4	1 3 2 4
1 2 3 4 5 6 7 8	1 3 5 7 2 4 6 8

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Stamp

Background Numbering

❖ **Size**

You can set the size of the numbers.

❖ **Density**

You can set the density of the numbers.

Preset Stamp ¹/₄-⁴/₄

❖ **Stamp Priority**

You can select the priority stamp type when the **[Preset Stamp]** key is pressed. ⇒ p.63 "Preset Stamp"

❖ **Stamp Language**

You can select the language of the message that is printed in Stamp mode.

❖ **Stamp Position**

You can set the position at which the stamp is printed.
Press the arrow keys to adjust the position.

❖ **Stamp Format**

You can adjust the size, density and print page for the stamp.

• Size
You can set the size of the stamp.

• Density
You can set the pattern used to print the stamp.

  Note
  ❒ 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.

User Stamp ¹/₂-²/₂

❖ **Program/Delete Stamp**

You can register/change/delete designs you like as user stamps.

  Note
  ❒ You can register up to 4 custom stamps with your favorite designs. ⇒ p.66 "To program the user stamp"

  Reference
  For how to delete stamps, see p.67 "To delete the user stamp"

❖ **Stamp Position**

You can set the position at which the stamp is printed.
Press the arrow keys to adjust the position.

❖ **Stamp Format**

You can adjust the print page for User Stamps 1 to 4 that you registered.

• Stamp Page
Sets whether to print the stamp on all pages or only the first page.

Date Stamp

❖ **Format**
You can select the date format for Date Stamp mode.

❖ **Font**
You can select the Date Stamp font.

❖ **Stamp Position**
You can set the position at which the stamp is printed.
Press the arrow keys to adjust the position.

❖ **Stamp Setting**
You can select whether the date is printed on the first page or all pages.

❖ **Size**
You can set the Date Stamp size.

❖ **Superimpose**
You can select whether the Date Stamp is printed as a negative when it overlaps black parts of the image.

Page Numbering $^1/_3$-$^2/_3$

❖ **Stamp Format**
You can select the priority page number format when the **[Page Numbering]** key is pressed.

❖ **Font**
You can select the font of the page number printed in Page Numbering mode.

❖ **Size**
You can set the size of the stamp printed in Page Numbering mode.

❖ **Duplex Back Page Stamping Position**
You can set the position of the duplex back page number printed in Duplex mode.

❖ **Page Numbering in Combine**
You can set how pages are numbered when you use the Combine function and Page Numbering function together.

❖ **Stamp on Designated Slip Sheet**
You can print the page number on slip sheets when you use the Designate function set to "Copy" and Page Numbering function together.

❖ **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.

❖ **Superimpose**
You can select whether page numbers are printed as a negative when they overlap black parts of the image.

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Input/Output $^1/_2$

❖ **Switch to Batch (SADF)**
You can have Batch mode or SADF mode have displayed when you press the Special Original key. ⇒ p.14 "Batch mode"

❖ **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 is ready for another original.

 Note
❒ You can adjust this time from 3 seconds to 99, in 1 second increments.

❖ **Rotate Sort: Auto Paper Continue**
You can specify to continue copying when paper of the required orientation has run out during rotate-sorting. ⇒ p.35 "Rotate Sort"

 Note
❒ 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 paper of a different orientation. The copy job will finish even if you have left the machine.

❖ **Auto Sort**
You can have Sort mode selected when the machine is turned on or reset, or if the mode is cleared.

❖ **Memory Full Auto Scan Restart**
If memory becomes full while scanning originals, the machine can make copies of those already scanned, and then automatically resume scanning the remaining originals.
You can enable or disable this function.

 Note
❒ If you select **[No]**:
  • When memory becomes full, the machine stops operation allowing you to remove copies delivered to the output tray.
❒ If you select **[Yes]**:
  • You can leave the machine unattended to make all the copies, but the resulting pages will not be sequentially ordered.

❖ **Select Stapling Position (Top Left)**
You can register a type of stapling used frequently in the top left staple key on the initial display. You can also change the registered type.

 Note
❒ The Finisher 3000B(100–sheet staples), Finisher 3000M(50–sheet staples) or Booklet Finisher is required to use this function.

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❖ **Select Stapling Position (Bottom Left)**
You can register a type of stapling used frequently in the bottom left staple key on the initial display. You can also change the registered type.

Note
❒ The Finisher 3000B(100–sheet staples), Finisher 3000M(50–sheet staples) or Booklet Finisher is required to use this function.

❖ **Select Stapling Position (Top Right)**
You can register a type of stapling used frequently in the top right staple key on the initial display. You can also change the registered type.
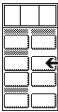
Note
❒ The Finisher 3000B(100–sheet staples), Finisher 3000M(50–sheet staples) or Booklet Finisher is required to use this function.

❖ **Select Stapling Position (Bottom Right)**
You can register a type of stapling used frequently in the bottom right staple key on the initial display. You can also change the registered type.
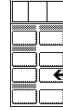
Note
❒ The Finisher 3000B(100–sheet staples), Finisher 3000M(50–sheet staples) or Booklet Finisher is required to use this function.

Input/Output^2/$_2$

❖ **Select Stack Function**
Specify whether Stack or Rotate Sort has priority on the initial display.

Note
❒ An optional finisher is required to use this function.

❖ **Select Punch Type**
You can select the type of the punch.

Note
❒ The Finisher 3000B(100–sheet staples), Finisher 3000M(50–sheet staples) or Booklet Finisher is required to use this function.

❒ The 4–hole punch type is only capable of punching in the 4–hole format.

❖ **Letterhead Setting**

If you select "Yes" in this function, the machine rotates the image correctly.

 Note

❒ Direction-fixed (top to bottom) or 2-sided paper might not be printed correctly depending on how the originals and paper are placed.

 Reference

When using letterhead paper, pay attention to the paper orientation. ⇒ p.11 "Direction-fixed paper or 2-sided paper"

❖ **Eject Copy Face Up/Down in Glass**

You can specify the way in which copies are delivered when copying an original placed on the exposure glass.

❖ **Eject Copy Face Up/Down in Bypass Mode**

You can specify the way in which copies are delivered when copying in Bypass mode.

 Note

❒ If you have selected OHP transparencies or thick paper in "Special paper", you cannot have copies delivered face down.

6. Specifications

Combination Chart

The combination chart given below shows modes that can be used together. When using the chart, note the explanations of the symbols, as given in the following table.

❍	These modes can be used together.
●	These modes cannot be used together. The second mode selected will be the mode you're working in.
×	These modes cannot be used together. The first mode selected will be the mode you're working in.

The following shows the combinations of functions.

*1 You cannot use Top 2 of Staple position together with Standard Punch position. You cannot use Top, Top Sland or Bottom together with 90° turn Punch position.

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Function selected after / Function selected first

Function	Repeat	Double Copy	Centering	Scanning Position	Border Erase	Center Erase	Center/Border Erase	3 Edges Full Bleed	Inside Erase	Outside Erase	Margin Adjustment	Background Numbering	Preset Stamp	User Stamp	Date Stamp	Page Numbering	Covers	Designate	Chapter	Blank Slip Sheets	Slip Sheets	Document Server
Original Orientation (Standard Orientation)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Batch Mode	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Mixed Sizes	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Custom Size Originals	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Face Up	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Bypass Tray	○	×	×	○	○	○	○	○	○	○	○	○	×	×	×	×	×	×	×	×	○	×
Auto Image Density	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Manual Image Density	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Original Type Setting	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Auto Paper Select	●	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	●	●	●	●	●	○
Manual Paper Select	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Reduce/Enlarge	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Create Margin	○	○	×	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Zoom	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Auto Reduce/Enlarge	●	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Size Magnification	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Directional Magnification(%)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Directional Size Magnification (mm)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Sort	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	×
Rotate Sort	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	×	×	×	×	×	○
Stack	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	×	○
Staple	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	×	○
Punch	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	×	○
1 Sided→2 Sided/2 Sided→2 Sided	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	×	○
1 Sided Combine	×	×	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	×	○
2 Sided Combine	×	×	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	×	○
Book→1 Sided	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	×	×	×	×	×	○
Book→2 Sided	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	×	×	×	×	×	○
Front & Back→2 Sided	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	×	×	×	×	×	×
2 Sided→1 Sided	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	×	×	×	×	×	○
1 Sided→Booklet / 2 Sided→Booklet	×	×	○	○	○	○	○	○	○	○	○	○	○	○	○	○	×	×	×	×	×	×
1 Sided→Magazine / 2 Sided→Magazine	×	×	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	×	×	×	×	○
Repeat		●	○	○	○	○	○	○	○	○	○	○	○	○	○	○	×	×	×	×	×	×
Double Copy	●		○	○	○	○	○	○	○	○	○	○	○	○	○	○	×	×	×	×	×	×
Centering	○	○		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Scanning Position	○	○	○		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Border Erase	○	○	○	○							○	○	○	○	○	○	○	○	○	○	○	○
Center Erase	○	○	○	○							○	○	○	○	○	○	○	○	○	○	○	○
Center/Border Erase	○	○	○	○							○	○	○	○	○	○	○	○	○	○	○	○
3 Edges Full Bleed	○	○	○	○							○	○	○	○	○	○	○	○	○	○	○	○
Inside Erase	○	○	○	○							○	○	○	○	○	○	○	○	○	○	○	○
Outside Erase	○	○	○	○							○	○	○	○	○	○	○	○	○	○	○	○
Margin Adjustment	○	○	○	○	○	○	○	○	○	○		○	○	○	○	○	○	○	○	○	×	○
Background Numbering	○	○	○	○	○	○	○	○	○	○	○		○	○	○	○	○	○	○	○	○	○
Preset Stamp	○	○	○	○	○	○	○	○	○	○	○	○		○	○	○	○	○	○	○	○	○
User Stamp	○	○	○	○	○	○	○	○	○	○	○	○	○		○	○	○	○	○	○	○	○
Date Stamp	○	○	○	○	○	○	○	○	○	○	○	○	○	○		○	○	○	○	○	○	○
Page Numbering	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○		○	○	○	○	○	○
Covers	×	×	○	○	○	○	○	○	○	○	○	○	○	○	○	○		○	○	○	●	○
Designate	×	×	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○		○	○	●	○
Chapter	×	×	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○		○	●	○
Blank Slip Sheets	×	×	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○		●	○
Slip Sheets	×	×	○	○	○	○	○	○	○	○	×	○	○	○	○	○	●	●	●	●		○
Document Server	×	×	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	

ZGVX110E

Supplementary Specifications

❖ **Batch Mode**
In Batch mode, you cannot switch between 1–sided originals and 2–sided originals in the middle of copying.

❖ **Mixed Size mode**
- Copy speed and scanning speed may be reduced.

❖ **Bypass Tray Copy**
- The following paper sizes can be selected:
A3▯, A4▯▯, A5▯▯, A6▯, B4▯, B5▯▯, B6▯, 11″ × 17″▯, Legal(8$^1/_2$″ × 14″)▯, Letter(8$^1/_2$″ × 11″)▯▯, 5$^1/_2$″ × 8$^1/_2$″▯▯, Executive(7$^1/_4$″ × 10$^1/_2$″)▯▯, 8″ × 13″▯, 8$^1/_2$″ × 13″▯, 8$^1/_4$″ × 13″▯, 11″ × 14″▯, 11″ × 15″▯, 10″ × 14″▯, 10″ × 15″▯, 8$^1/_4$″ × 14″▯, 8″ × 10$^1/_2$″▯▯, 8 ″× 10″▯▯, 12″ × 18″▯, Postcards (100 × 148mm)
- The number of sheets you can set in the bypass tray depends on the paper type. If the number set exceeds that in the table below, paper misfeeds may occur or copies may be skewed.

Paper type	Number
Thick paper (105/157g/m^2)	30 sheets
Thick paper (157/216g/m^2)	20 sheets
Translucent paper	50 sheets
OHP transparencies	50 sheets

❖ **Preset Enlarge/Reduce**

✐ **Note**
❒ You can select one of 12 preset ratios (5 enlargement ratios, 7 reduction ratios).
❒ 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.
❒ 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, A6→A4, B6→B4
141 (enlarge area by 2)	A4→A3, A5→A4, A6→A5, B5→B4, B6→B5
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)	$5^1/_2" \times 8^1/_2"$→$11" \times 17"$
155 (enlarge area by 2)	$5^1/_2" \times 8^1/_2"$→$8^1/_2" \times 14"$
129	$8^1/_2" \times 11"$→$11" \times 17"$
121	$8^1/_2" \times 14"$→$11" \times 17"$
93	--
85	F→$8^1/_2" \times 11"$
78	$8^1/_2" \times 14"$→$8^1/_2" \times 11"$
73	$11" \times 15"$→$8^1/_2" \times 11"$
65	$11" \times 17"$→$8^1/_2" \times 11"$
50 (reduce area by $^1/_4$)	$11" \times 17"$→$5^1/_2" \times 8^1/_2"$
25	--

❖ **Zoom**

- The reproduction ratios you can specify are 25 – 400%.
- 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.

❖ **Auto Reduce/Enlarge**

- The reproduction ratios you can specify are 25 – 400%.

❖ **Size Magnification**

- If the calculated ratio is over maximum or under the minimum ratio, it is adjusted to within available range automatically. However, with some ratios, parts of the image might not be copied or margins will appear on.
- The reproduction ratio that you can specify are 25 – 400%.

❖ **Directional Size Magnification**

- The reproduction ratios you can specify are 25 – 400%.
- When entering a percentage ratio, you can specify any value in the permitted range, regardless of the size of originals or copy paper. However, depending on settings and other conditions, part of the image may not be copied, or margins will appear.
- When entering a size in mm, if the calculated ratio is over maximum or under minimum ratio, it is adjusted to within available range automatically. However, with some ratios, parts of the image might not be copied or margins will appear.

❖ **Sort**

The number of copies that can be placed on the tray is as follows. When the number exceeds capacity, remove copies from the tray.

	Paper Size and Direction	Number of Copies
Copy tray	B4 or smaller, A4 or larger	500 sheets (80 g/m^2) (20 lb.)
	A3, B5 or smaller	250 sheets (80 g/m^2) (20 lb.)

	Paper Size and Direction	Number of Copies
Finisher 3000B(100– sheet staples)	Finisher Upper Tray A4 ▯ ▭, B5 ▯ ▭, A5 ▯ ▭, B6 ▭, A6 ▭, $8^1/_2$" × 11" ▯ ▭, $5^1/_2$" × $8^1/_2$" ▯ ▭	500 sheets (80 g/m^2) (20 lb.)
	A3 ▭, B4 ▭, 11" × 17" ▭, $8^1/_2$" × 14" ▭, 12" × 18" ▭	250 sheets (80 g/m^2) (20 lb.)
	Finisher Shift Tray A4 ▯, B5 ▯, $8^1/_2$" × 11" ▯	3, 000 sheets (80 g/m^2) (20 lb.)
	A3 ▭, B4 ▭, A4 ▭, B5 ▭, 11" × 17" ▭, $8^1/_2$" × 14" ▭, $8^1/_2$" × 11" ▭, 12" × 18" ▭	1, 500 sheets (80 g/m^2) (20 lb.)
	A5 ▯, $5^1/_2$" × $8^1/_2$" ▯	500 sheets (80 g/m^2) (20 lb.)
	A5 ▭, $5^1/_2$" × $8^1/_2$" ▭	100 sheets (80 g/m^2) (20 lb.)
Finisher 3000M(50– sheet staples)	Finisher Upper Tray A4 ▯ ▭, B5 ▯ ▭, A5 ▯ ▭, B6 ▯ ▭, $8^1/_2$" × 11" ▯ ▭, $5^1/_2$" × $8^1/_2$" ▯ ▭	250 sheets (80 g/m^2) (20 lb.)
	A3 ▭, B4 ▭, 11" × 17" ▭, $8^1/_2$" × 14" ▭, 12" × 18" ▭	50 sheets (80 g/m^2) (20 lb.)
	Finisher Shift Tray A4 ▯, $8^1/_2$" × 11" ▯	3, 000 sheets (80 g/m^2) (20 lb.)
	A3 ▭, B4 ▭, A4 ▭, B5 ▯ ▭, 11" × 17" ▭, $8^1/_2$" × 14" ▭, $8^1/_2$" × 11" ▭, 12" × 18" ▭	1, 500 sheets (80 g/m^2) (20 lb.)
	A5 ▯	500 sheets (80 g/m^2) (20 lb.)
	A5 ▭, B6 ▭, $5^1/_2$" × $8^1/_2$" ▭	100 sheets (80 g/m^2) (20 lb.)

	Paper Size and Direction	Number of Copies
Booklet Finisher	Finisher Upper tray A4⊔⊓, B5⊔⊓, A5⊔⊓, B6⊔⊓, $8^1/_2$" × 11"⊔⊓, $5^1/_2$" × $8^1/_2$"⊔⊓	250 sheets (80 g/m²) (20 lb.)
	A3⊓, B4⊓, 11" × 17"⊓, $8^1/_2$" × 14"⊓, 12" × 18"⊓	50 sheets (80 g/m²) (20 lb.)
	Finisher shift tray 1 A4⊔⊓, B5⊔⊓, A5⊔, $8^1/_2$" × 11"⊔⊓	500 sheets (80 g/m²) (20 lb.)
	A3⊓, B4⊓, 11" × 17"⊓, $8^1/_2$" × 14"⊓, 12" × 18"⊓	250 sheets (80 g/m²) (20 lb.)
	A5⊓, B6⊓, $5^1/_2$" × $8^1/_2$"⊓	100 sheets (80 g/m²) (20 lb.)
	Finisher Shift Tray 2 A4⊔, $8^1/_2$" × 11"⊔	2, 500 sheets (80 g/m²) (20 lb.)
	A3⊓, B4⊓, A4⊓, B5⊔⊓, 11" × 17"⊓, $8^1/_2$" × 14"⊓, $8^1/_2$" × 11"⊓, 12" × 18"⊓	1, 250 sheets (80 g/m²) (20 lb.)
	A5⊔	500 sheets (80 g/m²) (20 lb.)
	A5⊓, B6⊓ or $5^1/_2$" × $8^1/_2$"⊓	100 sheets (80 g/m²) (20 lb.)

*1 Place paper in the bypass tray.

📝 Note

❐ When using Rotate Sort or Staple functions, tray capacity may be reduced.

- Paper sizes and orientations that can be used with the Sort function are A3⊓, B4⊓, A4⊔⊓, B5⊔⊓, A5⊔⊓, 11" × 17"⊓, $8^1/_2$" × 14"⊓, $8^1/_2$" × 11"⊔⊓ and $5^1/_2$" × $8^1/_2$"⊔⊓.

- Paper sizes and orientations that can be used with the Rotate Sort function are A4⊔⊓, B5⊔⊓, A5⊔⊓, $8^1/_2$" × 11"⊔⊓ and $5^1/_2$" × $8^1/_2$"⊔⊓.

- Paper sizes and orientations that can be used with the Shift Sort function are as follows:

	Paper Size and Orientation
Finisher 3000B(100–sheet staples)	A3▽, B4▽, A4▯▽, B5▯▽, A5▯▽, 11"×17"▽, 8$^1/_2$"×11"▯▽, 5$^1/_2$"×8$^1/_2$"▯▽, 8$^1/_2$"×14"▽, 12"×18"▽
Finisher 3000M(50–sheet staples)	A3▽, B4▽, A4▯▽, B5▯▽, A5▯▽, 11"×17"▽, 8$^1/_2$"×11"▯▽, 5$^1/_2$"×8$^1/_2$"▯▽
Booklet Finisher	A3▽, B4▽, A4▯▽, B5▯▽, A5▯▽, 11"×17"▽, 8$^1/_2$"×11"▯▽, 5$^1/_2$"×8$^1/_2$"▯▽

❖ **Stack**

- Paper sizes and orientations that can be used with the Stack function are as follows:

	Paper Size and Orientation
Finisher 3000B(100–sheet staples)	A3▽, B4▽, A4▯▽, B5▯▽, A5▯▽, 11"×17"▽, 8$^1/_2$"×11"▯▽, 5$^1/_2$"×8$^1/_2$"▯▽, 8$^1/_2$"×14"▽, 12"×18"▽
Finisher 3000M(50–sheet staples)	A3▽, B4▽, A4▯▽, B5▯▽, A5▯▽, 11"×17"▽, 8$^1/_2$"×11"▯▽, 5$^1/_2$"×8$^1/_2$"▯▽
Booklet Finisher	A3▽, B4▽, A4▯▽, B5▯▽, A5▯▽, 11"×17"▽, 8$^1/_2$"×11"▯▽, 5$^1/_2$"×8$^1/_2$"▯▽

❖ **Staple**

The following types of paper cannot be stapled:

- Postcards
- Translucent paper
- OHP transparencies
- Label paper (adhesive labels)
- Thick paper
- Thin paper
- Curled paper
- Paper of low stiffness
- Paper of mixed sizes (Differing horizontal dimensions, such as A4 ▽ and A3 ▽)

In the following cases, the copies will be delivered to the shift tray without stapling:

- When the number of sheets for one set is above stapler capacity.
- When memory reaches 0% during copying.
- When using 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 ▽ original for ▯ copy.
- When using Double copies, or "1 Sided 2 Pages→ 1 Sided Combine" and "1 Sided 4 Pages→ 2 Sided Combine" in Combine mode, select ▯ original for ▽ copy and ▽ original for ▯ copy.

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- 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.
- If you use the Auto Paper Select function in the Mixed Size mode, the machine selects the proper size of paper and staples it even if you place different sizes of originals. Set the size of paper you want to use in the paper tray beforehand. The sizes of the paper you can staple in the Mixed Size mode are as follows.
  - A3⬚ and A4 ⬚
  - B4 ⬚ and B5 ⬚
  - $11'' \times 17''$⬚ and Letter ($8''^1/_2 \times 11''$) ⬚

The sizes and orientations of the paper you can staple and the stapler capacity are as follows.

❖ **Finisher 3000B(100–sheet staples)**

Paper Sizes and Orientations	Stapler Capacity
A4⬚⬚, B5⬚⬚, $8^1/_2'' \times 11''$⬚⬚	100 sheets
A3⬚, B4⬚, $11'' \times 17''$⬚, $8^1/_2'' \times 14''$⬚	50 sheets

❖ **Finisher 3000M(50–sheet staples)**

Paper Sizes and Orientations	Stapler Capacity
A4⬚⬚, B5⬚⬚, $8^1/_2'' \times 11''$⬚⬚	50 sheets
A3⬚, B4⬚, $11'' \times 17''$⬚, $8^1/_2'' \times 14''$⬚	30 sheets
A4⬚ /A3⬚, B5⬚ /B4⬚, $8^1/_2'' \times 11''$⬚, $11'' \times 17''$⬚	30 sheets

❖ **Booklet Finisher**

Paper Sizes and Orientation	Stapler Capacity
A4⬚⬚, B5⬚⬚, $8^1/_2'' \times 11''$⬚⬚	50 sheets
A3⬚, B4⬚, $11'' \times 17''$⬚, $8^1/_2'' \times 14''$⬚	30 sheets
A4⬚ /A3⬚, B5⬚ /B4⬚, $8^1/_2'' \times 11''$⬚, $11'' \times 17''$⬚	30 sheets
Saddle stitch A3⬚, B4⬚, A4⬚, $11'' \times 17''$⬚, $8^1/_2'' \times 11''$⬚	15 sheets

- When the number of copies exceeds tray capacity, copying stops. In this case, remove copies from the tray, and then resume copying.
The finisher capacities after stapling are as follows.

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
❖ **Finisher 3000B(100–sheet staples)**

Paper Sizes and Orientation	Number of the Sheets	Number of the Stapled Copies
A4 ↩↪, B5 ↩↪, $8^1/_2$" × 11" ↩↪	10~100 sheets	200~30 sets
	2~9 sheets	150 sets
A3↩, B4↩, 11" × 17"↩, $8^1/_2$" × 14"↩	10~50 sheets	150~30 sets
	2~9 sheets	150 sets

❖ **Finisher 3000M(50–sheet staples)**

Paper Sizes and Orientation	Maximum Number of the Sheets	Maximum Number of the Stapled Copies
A4 ↩, $8^1/_2$" × 11" ↩	10~50 sheets	300~60 sets
	2~9 sheets	300 sets
A4 ↩, B5 ↩↪, $8^1/_2$" × 11"↪	10~50 sheets	150~30 sets
	2~9 sheets	150 sets
Other size paper	10~30 sheets	150~50 sets
	2~9 sheets	150 sets
In the Mixed Size mode	2~30 sheets	50 sets

❖ **Booklet Finisher**

Paper Sizes and Orientation	Maximum Number of the Sheets	Maximum Number of the Stapled Copies
Finisher Tray 1		
A4 ↩, $8^1/_2$" × 11" ↩	10~50 sheets	50~10 sets
	2~9 sheets	50 sets
Other paper size	10~30 sheets	25~16 sets
	2~9 sheets	25 sets
In the Mixed Size Mode	2~30 sheets	16 sets
Finisher Tray 2		
A4 ↩, $8^1/_2$" × 11" ↩	10~50 sheets	250~50 sets
	2~9 sheets	250 sets
A4↪, B5 ↩↪, $8^1/_2$" × 11"↪	10~50 sheets	125~25 sets
	2~9 sheets	125 sets
Other paper size	10~30 sheets	125~40 sets
	2~9 sheets	125 sets
In the Mixed Size Mode	2~30 sheets	50 sets

Paper Sizes and Orientation		Maximum Number of the Sheets	Maximum Number of the Stapled Copies
Saddle Stitch	A4 ▭, $8^1/_2$" × 11" ▭	2~5 sheets	25 sets
		6~10 sheets	15 sets
		11~15 sheets	10 sets
	Other paper size	2~5 sheets	30 sets
		6~10 sheets	20 sets
		11~15 sheets	10 sets

You cannot change the stapling positions during copying.

When the original image is rotated, the stapling direction turns by 90°.

When "Top" or "Bottom" is selected and the paper with the same orientation as the original is not loaded, the image is rotated and the paper with the same size and the different orientation is selected.

With certain stapling settings, you cannot use the Rotate function.

When "Saddle Stitch" is selected, the copies are stapled with the saddle stitch stapler, folded in half and then delivered.

When "Saddle Stitch" is selected with the "Magazine" function, the copies are stapled with the saddle stitch stapler, folded like a magazine and then delivered.

❖ **Punch**

- With certain Punch function settings, the Rotate function cannot be used.
- Since punch holes are made in each copy, positions vary slightly.
- Punchable paper sizes are as follows:

   ❖ **Booklet Finisher, Finisher 3000M(50–sheet staples)**

Punch unit type			
2 & 4 holes type	2 holes	▭	A3–A5, 11" × 17"–$5^1/_2$" × $8^1/_2$"
		▯	A4–A5, $8^1/_2$" × 11", $5^1/_2$" × $8^1/_2$"
	4 holes	▭	A3, B4, 11" × 17"
		▯	A4, B5, $8^1/_2$" × 11"
4 holes type	4 holes	▭	A3–A5, 11" × 17"–$5^1/_2$" × $8^1/_2$"
		▯	A4–A5, $8^1/_2$" × 11", $5^1/_2$" × $8^1/_2$"
2 & 3 holes type	2 holes	▭	A3–A5, 11" × 17"–$5^1/_2$" × $8^1/_2$"
		▯	A4–A5, $8^1/_2$" × 11", $5^1/_2$" × $8^1/_2$"
	3 holes	▭	A3, B4, 11" × 17"
		▯	A4, B5, $8^1/_2$" × 11"

❖ **Finisher 3000B(100–sheet staples)**

Punch unit type			
2 & 4 holes type	2 holes		A3–A5, 11" × 17"–$5^1/_2$" × $8^1/_2$"
			A4–A5, $8^1/_2$" × 11", $5^1/_2$" × $8^1/_2$"
	4 holes		A3, 11" × 17"
			A4, $8^1/_2$" × 11"
4 holes type	4 holes		A3–B5, 11" × 17"–$8^1/_2$" × 11"
			A4–A5, $8^1/_2$" × 11", $5^1/_2$" × $8^1/_2$"
2 & 3 holes type	2 holes		A3–A5, 11" × 17"–$5^1/_2$" × $8^1/_2$"
			A4–A5, $8^1/_2$" × 11", $5^1/_2$" × $8^1/_2$"
	3 holes		A3, B4, 11" × 17"
			A4, B5, $8^1/_2$" × 11"

❖ **Duplex**

You cannot use the following copy paper with this function:

- Paper smaller than A5, $5^1/_2$" × $8^1/_2$"
- Paper thicker than 127.9 g/m^2, 34 lb.
- Paper thinner than 64 g/m^2, 17 lb.
- Translucent paper
- Label paper (adhesive labels)
- OHP transparencies
- Postcards

When an odd number of originals is set in the optional document feeder, the back of the last page is blank. During copying, the image is shifted to allow for the binding margin.The image quality of the front and back of copies might be different.

❖ **Combine**

- If the calculated ratio is under the minimum ratio, it is adjusted to within available range automatically. However, with some ratios, parts of the image might not be copied.
- You cannot use custom size paper.
- In this mode, the machine selects the ratio automatically. This ratio depends on copy paper size and the number of originals.
- The reproduction ratios you can specify are 25 – 400%.
- 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 placed is less than the number specified for combining, the last page is left blank, as shown in the illustration.
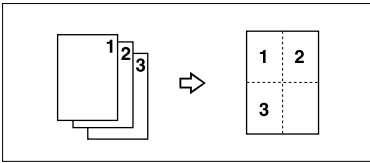
❖ **Copying Book Originals**

- The machine sets the reproduction ratio automatically to meet paper size and copies originals together onto the paper.
- The machine uses ratios in the range of 25 to 400%
- If the calculated ratio is under the available minimum, it will be adjusted to minimum ratio. However, with some ratios, parts of the image might not be copied.
- Even 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 you mix originals of different sizes or place originals in different orientations, you cannot use this function.
- Four originals are copied onto each sheet of copy paper with this function. If the number of originals scanned is less than a multiple of 4, the last page will be blank.
- Copying to make a magazine may take some time after scanning originals.
- If the Booklet Finisher is installed and you select "Magazine" and "Staple (Saddle Stitch)", copies are stacked, stapled at the center, folded in half automatically, and then delivered.

❖ **Repeat**
Depending on paper size, ratio, and orientation, parts of repeated images may not be copied.

- If you use this function with "Custom Size Original", you can copy repeatedly the image in the area you want by specifying the vertical and horizontal lengths from the base point. In this case, place your original on the exposure glass. ⇒ p.16 "Placing Custom Size Originals"
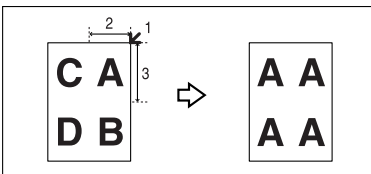
1. **Base point**

2. **Horizontal length**

3. **Vertical length**

❖ **Centering**
Although the original is set at a different orientation to the paper, the machine will not rotate the image by 90° (Rotate copy).

❖ **Erase**
The width of the erased margin varies depending on the reproduction ratio. If the size of the original is different to 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"⊡, $5^1/_2$" × $8^1/_2$"⊡

You can erase two parts using "Erase Inside 1" together with "Erase Inside 2"

❖ **Margin Adjustment**
If you set a binding margin too wide, part of the image may not be copied. When making copies in Combine mode, the binding margin is added to copies after the combination is finished.

❖ **Background Numbering**
If the numbers overlap the copied image, the parts overlapped may look like some pattern.

❖ **Preset Stamp**
You can change the size and density of the stamp with User Tools.
Depending on paper size, if you change the stamp size, parts of the stamp might not be printed.
When you use this function with the Magazine or Booklet function, you can print the stamp only on the first page.

❖ **Date Stamp**
- When using Combine mode, the date stamp is printed as follows:

08/07/2002

A B

ZGVX060E

- When using Magazine or Booklet function, the date stamp is printed as follows:

08/07/2002   08/07/2002

A B

ZGVX070E
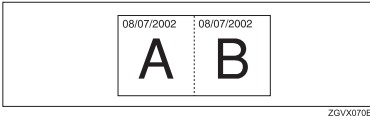
❖ **Page Numbering**
When page numbering is used with Combine mode, page numbers are printed as follows:
- Page Numbering per original:
Combined with 1 Sided/2 Sided in the Combine function

P1   P2

A B   A B
- 1 -   - 2 -

GCANPE0E
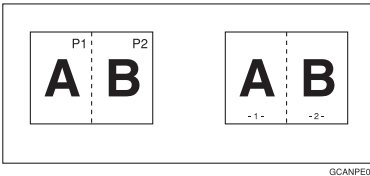
Combined with Magazine or Booklet function

P4   P1

D A   D A
- 4 -   - 1 -

AGVX050E
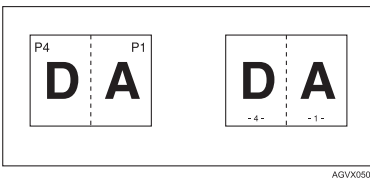
- Page Numbering per copy:
Combined with 1 Sided/2 Sided in the Combine function

P1

A B   A B
- 1 -

GCANPE2E

123
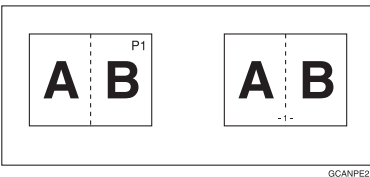
If you combine this function with the Duplex (Top to Top) function and select the "P1, P2" or "1/n, 2/n" format, the page numbers on the back of are printed as follows:
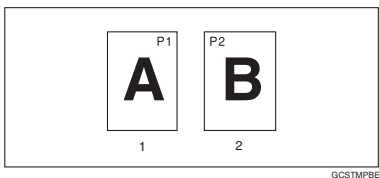
1. **Front**

2. **Back**

❖ **Front Cover, Front/Back Cover**

- In "Cover Sheet Tray" of User Tools (System Settings), if you selected "At Mode Selected" for "Display Time", the machine refers to the settings in "Cover Sheet Tray" to ascertain whether the front and back covers are copied 1-sided or 2-sided. If you selected "Full Time" for "Display Time", the machine refers to the settings in "Paper Type" to ascertain whether the front and back covers are copied 1-sided or 2-sided. ⇒ "Paper Type" and "Cover Sheet Tray" in the General Settings Guide

- If Blank mode is selected, the cover is not counted as a copy.

❖ **Designate**
When "Combine (1 Sided→2 Sided)" has been selected, specified pages will always be copied on the front of copies in the same way as in Chapters mode.

❖ **Slip Sheets**
When not copying onto slip sheets, the sheets are not counted as copies.

INDEX

MEMO

MEMO

RICOH

Afício™ 1060/1075

Operating Instructions
General Settings Guide

1	What You Can Do With This Machine
2	Basics
3	Combined Function Operations
4	Document Server
5	User Tools (System Settings)
6	Troubleshooting
7	REMARKS
8	Specification

For safe and correct use of this machine, please be sure to read the Safety Information before you use it.

Introduction

This manual describes detailed instructions on the operation and notes about the use of this machine. To get maximum versatility from this machine all operators are requested to read this manual carefully and follow the instructions. Please keep this manual in a handy place near the machine.

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.

Laser Safety:

This machine is considered a class 1 laser device, safe for office/EDP use. The machine contains four AlGaInp laser diodes, 10-milliwatt, 770-810 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.

The following label is attached on the back side of the machine.

```
CLASS 1 LASER PRODUCT
LASER KLASSE 1 PRODUKT
```

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.15 *"Machine Types"*.)

- Type 1: Aficio 1060
- Type 2: Aficio 1075

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 metric version.

For good copy quality, Ricoh recommends that you use genuine Ricoh toner.

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

Power Source

220 - 240V, 50/60Hz, 10A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see P.152 *"Power Connection"*.

$C\:\epsilon$

Declaration of Conformity

"The Product complies with the requirements of the EMC Directive 89/336/EEC and the Low Voltage Directive 73/23/EEC."

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

❙ means POWER ON.

⏻ means STAND BY.

TABLE OF CONTENTS

4. Document Server

5. User Tools (System Settings)

6. Troubleshooting

8. Specification

Notice

Important

Do not make copies of any item for which copying is prohibited by law.

Copying the following items is normally prohibited by local law:

Bank bills, revenue stamps, bonds, stock certificates, bank drafts, checks, passports, driver's licenses.

This machine is equipped with a function that prevents making counterfeit bank bills. Due to this function the original images similar to bank bills may not be copied properly.

Notice To Wireless LAN Interface (option) Users

Notice to Users in EEA Countries

This product complies with the essential requirements and provisions of Directive 1999/5/EC of the European Parliament and of the Council of 9 March 1999 on radio equipment and telecommunications terminal equipment and the mutual recognition of their conformity.

The CE Declaration of Conformity is available on the Internet at URL:

http://www.ricoh.co.jp/fax/ce_doc/.

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The proper names of the Windows operating systems are as follows:

- 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).
- The product names of Windows® XP are as follows:
  Microsoft® Windows® XP Professional
  Microsoft® Windows® XP Home Edition
- The product names of Windows® 2000 are as follows:
  Microsoft® Windows® 2000 Advanced Server
  Microsoft® Windows® 2000 Server
  Microsoft® Windows® 2000 Professional
- The product names of Windows NT® 4.0 are as follows:
  Microsoft® Windows NT® Server 4.0
- Microsoft® Windows NT® Workstation 4.0

Information about Installed Software

expat

- The software including controller, etc. (hereinafter "software") installed on this product uses the expat Version 1.95.2 (hereinafter "expat") under the conditions mentioned below.

- The product manufacturer provides warranty and support to the software of the product including the expat, and the product manufacturer makes the initial developer and copyright holder of the expat, free from these obligations.

- Information relating to the expat is available at:
  http://expat.sourceforge.net/

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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.

* 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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Notice

- B4 JIS◻◻, B5 JIS◻◻, B6 JIS◻ are referred to as B4◻◻, B5◻◻, B6◻ in this manual.

- The image of the display panel may be different depending on the installed options.

Safety Information

When using this machine, 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 occurs:*

    - *You spill something into the machine.*

    - *You suspect that your machine needs service or repair.*

    - *The external housing of your machine 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.*

- *Dispose of the used toner bottle in accordance with the local regulations.*

- *Do not remove the toner bottle, fuser unit, duplex unit and paper tray all at once. The machine might fall and cause injury. Make sure to first return each component back to its original position before checking other components.*

⚠ *CAUTION:*

- *Protect the machine from dampness or wet weather, such as rain and snow.*
- *Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.*
- *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 machine.*
- *Keep toner (used or unused) and toner bottle out of the reach of children.*
- *For environmental reasons, do not dispose of the machine or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer.*
- *The inside of the machine could be very hot. Do not touch the parts with a label indicating the "hot surface". Otherwise, an injury might occur.*
- *Our products are engineered to meet high standards of quality and functionality, and we recommend that you use only the expendable supplies available at an authorized dealer.*

Positions of Labels and Hallmarks for ⚠WARNING and ⚠CAUTION

This machine has labels and hallmarks for ⚠WARNING,⚠CAUTION at the positions shown below. For safety, please follow the instructions and handle the machine as indicated.
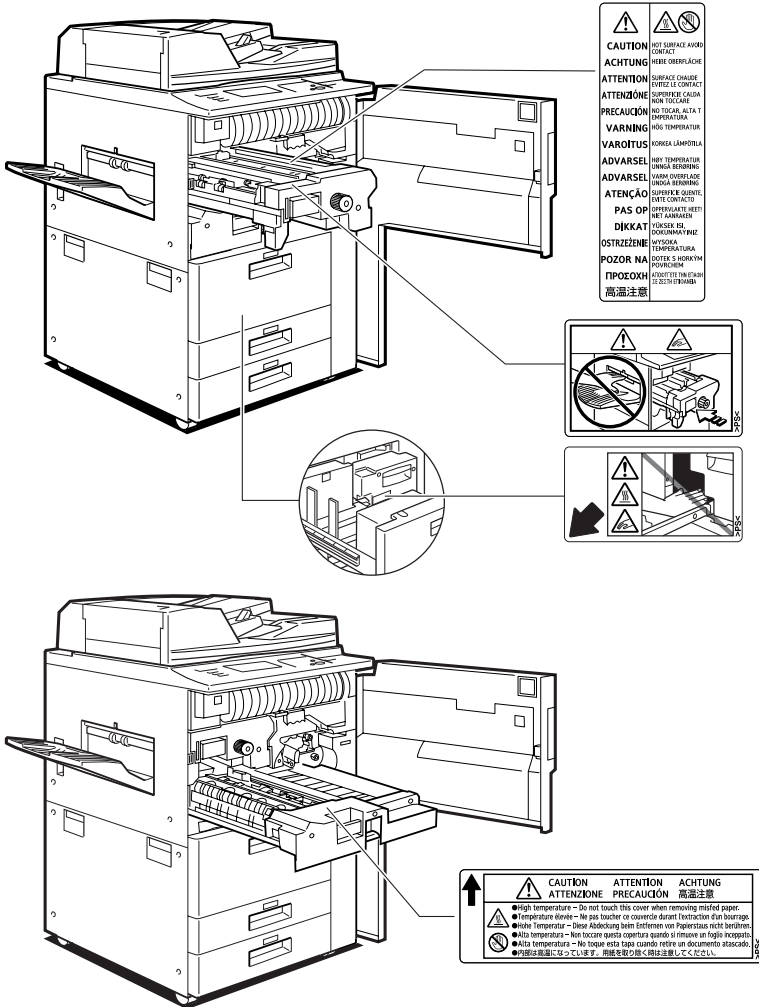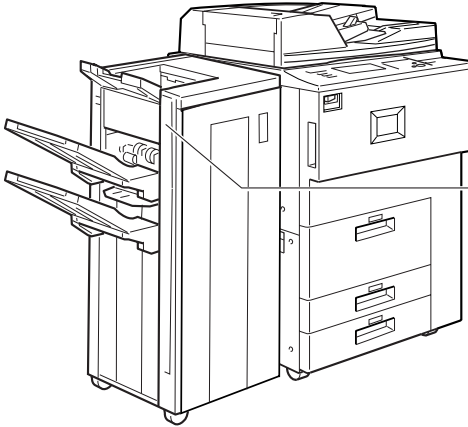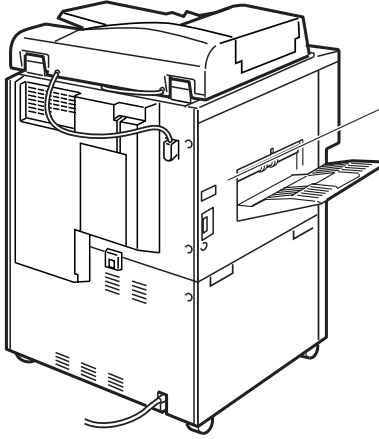
ZGVH463E

Do not touch the paper exit section of the finisher. It could cause injury.

ZGVH462E

11
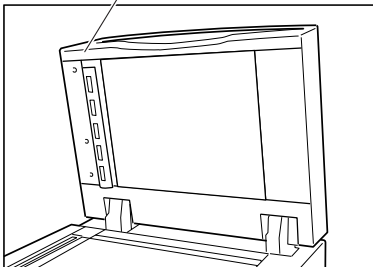
ENERGY STAR Program

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
  This product automatically lowers its power consumption 15 minutes after the last copy or print job has finished. Printing is still possible in Low Power Mode, but if you wish to make copies press the 【Energy Saver】 key first.

  ### 🔎 Reference
  For details about how to change the default interval, see p.82 "Energy Saver Timer".

- Off Mode (Copier only)
  To conserve energy, this product automatically turns off 90 minutes after the last copying or printing job has been completed. Printing is still possible in Off Mode, but if you wish to make copies press the operation switch first.

  ### 🔎 Reference
  For details about how to change the default interval, see p.82 "Auto Off Timer".

- Sleep Mode (Printer, Scanner installed)
  If the printer features are installed, this product automatically lowers its power consumption even further 90 minutes after the last copy or print job has finished. Printing is still possible in Sleep Mode, but if you wish to make copies press the operation switch first.

  ### 🔎 Reference
  For details about how to change the default interval, see p.82 "Auto Off Timer".

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- Duplex Priority

  The ENERGY STAR Program recommends use of the Duplex function. By conserving paper this function helps the environment. For applicable machines, duplex function (one-sided original → two-sided copies) can be selected when the operation switch or the main power switch is turned on, the 【**Energy Saver**】 key is pressed, or when the machine resets automatically.

  ### ℘ Reference

  To change the settings of the Duplex Priority mode, see "Duplex Mode Priority" in the Copy Reference.

Specification

		Copying function only		Multiple function printer with copying, printing, scanning functions	
		Type 1	**Type 2**	**Type 1**	**Type 2**
Low Power Mode	Power consumption	220 W or less		240 W or less	
	Default interval	15 minutes		15 minutes	
	Recovery Time	30 sec. or less		30 sec. or less	
Off Mode	Power consumption	4 W or less		--	
	Default interval	90 minutes		--	
	Recovery Time	300 sec. or less		--	
Sleep Mode	Power consumption	--		15 W or less	
	Default interval	--		90 minutes	
	Recovery Time	--		300 sec. or less	

Duplex Priority	1 Sided → 1 Sided

❖ **Recycled Paper**

In accordance with the ENERGY STAR Program, we recommend use of recycled paper which is environmentally friendly. Please contact your sales representative for recommended paper.

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Manuals for this Machine

This is a multi-functional machine combining copier, 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 relevant parts of the manual.

❖ **General Settings Guide (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.

❖ **Copy Reference**
Describes the procedures and functions for using the machine as a copier.

❖ **Printer Kit Type 1075 Printer Reference 1**
Describes system settings, procedures and functions for using the machine as a printer.

❖ **Printer Kit Type 1075 Printer Reference 2**
Describes procedures and provides information about using the machine as a printer. This manual is included as a PDF file on the CD-ROM labeled "Operating Instructions".

❖ **Network Printing Guide Operating Instructions**
Describes procedures and provides information about setting up and using the machine as a printer in a network environment. We recommend you read this manual first. It is included as a PDF file on the CD-ROM labeled "Operating Instructions".

❖ **PostScript 3 Board Type 1075 Operating Instructions Supplement**
Describes menus and features you can set using the PostScript 3 printer driver. This manual is included as a PDF file on the CD-ROM labeled "Operating Instructions".

  📝 **Note**
  ❒ Printing with the PostScript 3 printer driver is available when the PostScript 3 board option is installed on your machine.

❖ **UNIX Supplement**
Provides information about setting up and using the machine as a printer in a UNIX environment. For UNIX printing information, please visit our web site or consult your authorized dealer.

❖ **Scanner Reference**
Describes system settings, procedures and functions for using the machine as a scanner.

  📝 **Note**
  ❒ Scanner function is available when the Printer/Scanner option is installed on your machine.

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Machine Types

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

	Type 1	Type 2
Copy speed	60 copies/minute (A4 ⬜, $8^1/_2$" × 11" ⬜)	75 copies/minute (A4 ⬜, $8^1/_2$" × 11" ⬜)

1. What You Can Do With This Machine

Available Functions

You can use this machine as a copier, printer or scanner. This machine also has a Document Server function which has a File Merge Printing and On Demand Printing features.
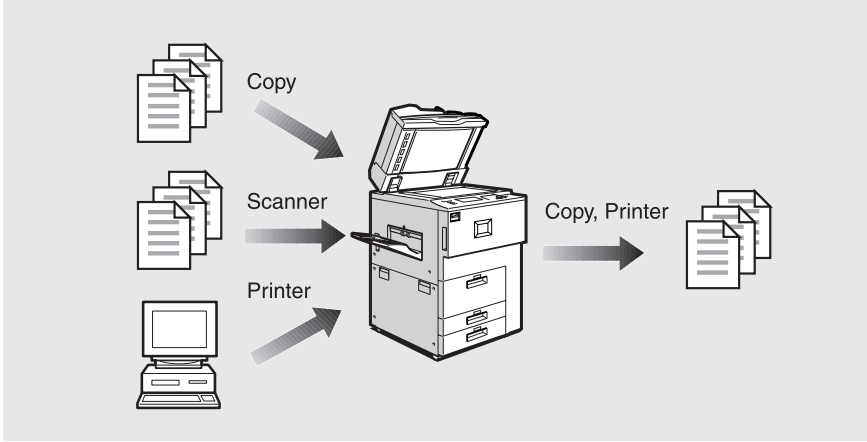
GXMFPZ1E

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 several options for using sort, staple and saddle stitch functions.

Printer Mode

You can print documents under various environments.

Scanner Mode

You can use this machine as a network scanner.

It is also possible to e-mail the scanned image as an attached file via the LAN, or Internet.

Document Server Mode

You can save the documents from copy and printer functions to the hard disk. Documents can be printed later, or the machine can be controlled from the PC.

Scanned documents can be stored on the hard disk, or you can see the document's thumbnails on the PC.

[*1] To see the document's thumbnails on a PC, DeskTopBinder V2 Professional/Lite must be installed. ⇒ p.19 "Operation from a Computer"
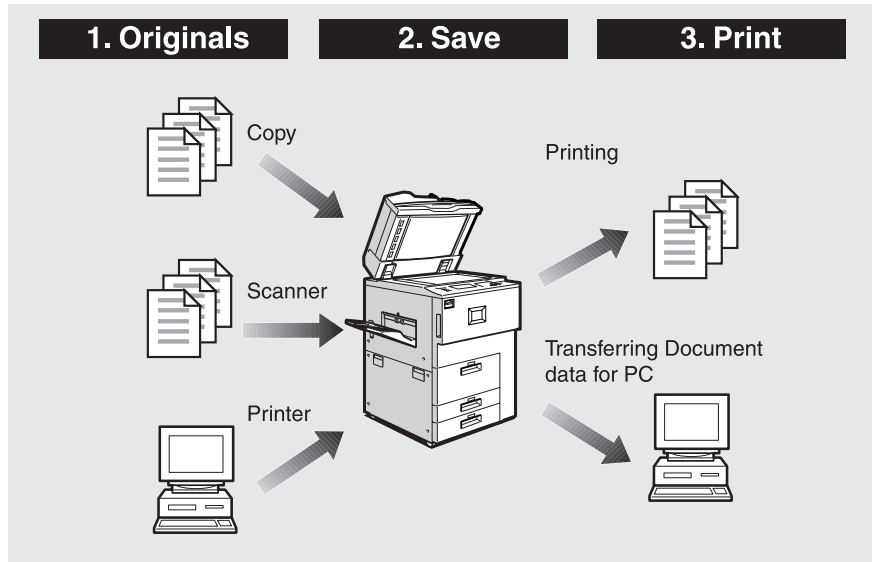
GXDOCU2E

✎ **Note**

❒ 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
- Data from documents scanned using the scanner function

Important

❒ Do not turn off the main power switch when the On indicator is lit or blinking. 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 disk or delete stored files. For precautionary reasons, files should be copied to another local computer.

❒ Unauthorized access to the Document Server is possible when the network is connected to the Internet. To prevent access to stored confidential documents, set a firewall between the network and the Internet.

❖ **On Demand Printing**

If you save your document in the Document Server, you can print it out at any time with print settings such as duplex and stapling.

❖ **File Merge Printing**

You can merge documents, such as those stored on the Document Server, sent from the printer or scanned paper originals.

You can merge documents that were created with different applications or separately on different computers.

❖ **Operation from a Computer**

If you install DeskTopBinder V2 Professional or DeskTopBinder V2 Lite on your computer, you can check the contents of stored documents, print copies for confirmation and perform other operations.

You can also perform tasks on data stored in the Document Server from your computer, rather than from the machine.

Reference

For more detailed information, refer to DeskTopBinder V2 Professional/Lite manuals.

User Management

You can limit the users of the machine, and restrict their use of certain functions using user codes.

Using the User Code

The user is requested to enter a registered user code to operate the machine. You can check the use of the machine by each user.

❖ **Managing items**

- You can set allowed functions for each user as shown below.
- You can output list of usage amounts for each user.

The functions you can limit are as follows:

Function	Mode	Limitation	Usage amount management
Copy	--	❍	❍
Printer	--	❍	❍/Auto program
Scanner	--	❍	❍(manages the number of scannes)
Document Server	Document Server mode	❍	(depending on the mode to store the document) [*1]

[*1] When you print the documents by pressing the 【Document Server】 key, the copy counter shows the number of copies for the documents stored in copy mode, and the print counter shows the number of documents stored in printer mode.

🔎 **Reference**

⇒ p.90 "User Code Management", p.96 "User Codes"

Guide To Components
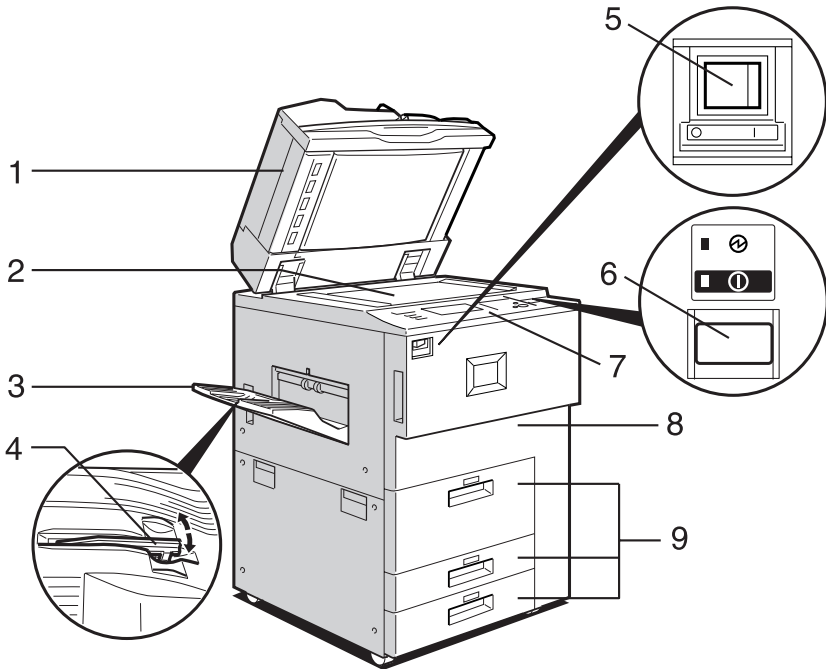
ZGVH310E

1. Document feeder (ADF)

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

The front and back side of 2-Sided originals are scanned simultaneously.

2. Exposure glass

Place originals face down here for copying.

3. Copy tray (option)

Copied paper is delivered here.

4. Copy tray guide

When copying onto OHP transparencies and translucent paper, raise the guide. This prevents copies from curling when delivered.

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. ⇒ p.32 "Turning On the Power"

21

6. **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.32 "Turning On the Power"

7. **Control panel**

⇒ p.24 "Control Panel"

8. **Front cover**

Open to access the inside of the machine.

9. **Paper tray (tray 1-3)**

Load paper here.
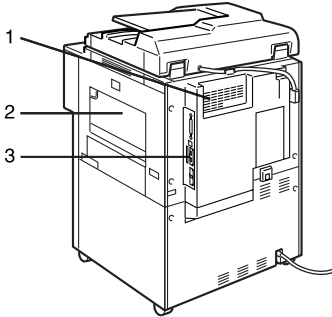
ZGVH332E

1. **Ventilation holes**

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

2. **Bypass tray**

Use when copying onto OHP transparencies, label paper (adhesive labels), translucent paper, postcards and non-standard size paper.

3. **Interface for network connections**

⇒ p.27 "Connecting the Machine (Network Connections)"

External Options

ZGVP303E
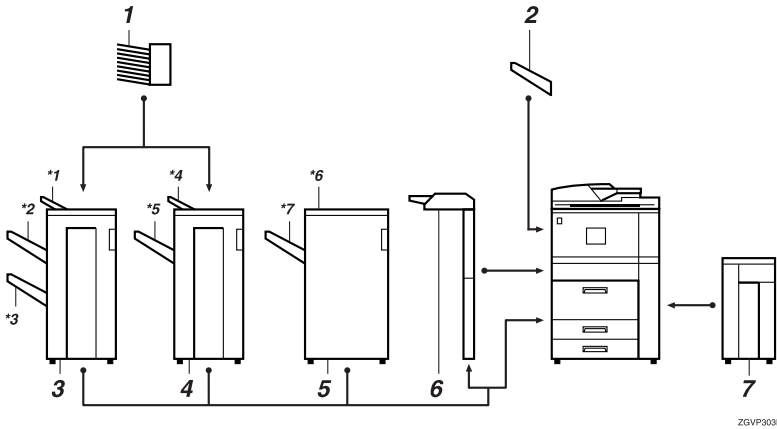
1. **Mailbox**

Sorts printed papers.

*Mailbox tray 1-9

2. **Copy tray**

Copied paper is delivered here.

3. **Booklet Finisher**

Sorts, stacks, staples and punches copies. The saddle stitch function is also available.

*1: Finisher upper tray

*2: Finisher shift tray 1

*3: Finisher shift tray 2

4. **Finisher 3000M (50-Sheet Staples)**

Sorts, stacks, staples and punches copies.

*4: Finisher upper tray

*5: Finisher shift tray

5. **Finisher 3000B (100-Sheet Staples)**

Sorts, stacks, staples and punches copies.

*6: Finisher upper tray

*7: Finisher shift tray

6. **Interposer**

Inserts cover or slip sheets into the copies.

7. **Large Capacity Tray (LCT)**

Holds 4000 sheets of paper.

Control Panel
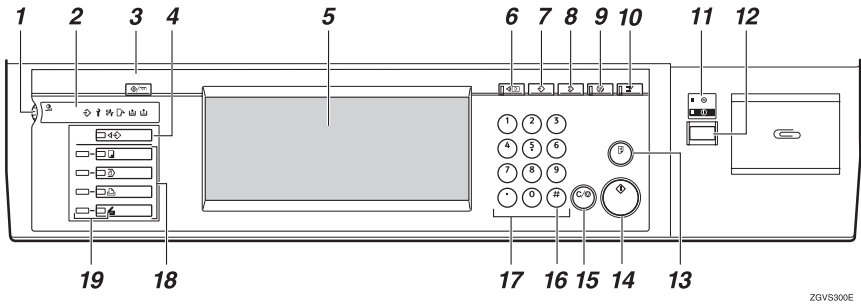
ZGVS300E

1. Screen contrast knob

Adjusts the brightness of the display panel.

2. Indicators

Show errors and machine status.

⟡:Data In indicator⟹ p.51 "Multi-Access"

❢: Service Call indicator

⅋❢: Misfeed indicator⟹ p.122 "⅋❢ Clearing Misfeeds"

〔↲: Open Cover indicator

≊: Add Staple indicator⟹ p.134 "≊ Adding Staples"

≋: Add Toner indicator⟹ p.120 "≋ Adding Toner"

3.【User Tools/Counter】key

- User Tools
  Press to change the default settings and conditions to meet your requirements. ⟹ p.74 "Accessing User Tools (System Settings)"

- Counter
  Press to check or print the total number of copies made.⟹ p.156 "Counter"

- Inquiry
  Press to check where to contact for machine repairs and ordering toner.⟹ p.155 "Inquiry"

4.【Job List】key

Shows the job list.

5. Display panel

Shows the operation status, error messages, and function menus.

6.【Check Modes】key

Press this key to check settings.

7.【Program】key (Copy mode)

Press to register frequently used settings, or to recall registered settings.

8.【Clear Modes】key

Press to clear previously entered copy job settings.

9.【Energy Saver】key

Press to switch to and from Low Power mode.

10.【Interrupt】key (Copy mode)

Press to make interrupt copies during a copy run.

24

11. **Main power indicator and On indicator**

The main power indicator lights up when the main power switch is turned on.

The On indicator lights up when the power is turned on.

❗Important

❒ Do not turn off the power while the On indicator is blinking. Doing so may damage the hard disk.

12. **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).

13. 【**Sample Copy**】 **key**

Press to make a single set of copies or prints to check for poor copying or printing before making multiple sets.

14. 【**Start**】 **key**

Press to start copying, scanning, or printing documents stored on the Document Server.

15. 【**Clear/Stop**】 **key**

- Clear
  Press to delete a number entered.
- Stop
  Press to stop a job such as scanning originals, or printing in progress.

16. 【**#**】 **key**

Press to enter a value.

17. **Number keys**

Use to enter the desired number of copies.

18. **Function keys**

Press to select the following functions:

- Copy
- Document Server
- Printer
- Scanner

19. **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.

2

Display Panel

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

⚠️Important

❒ A force or impact of more than 30 N (about 3 kgf) will damage the display panel.

The default setting is to display the screen for copying when you turn the power on.
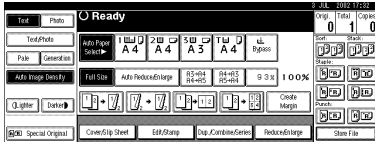
The function items displayed serve as selector keys. You can select or specify an item by lightly pressing them.

When you select or specify an item on the display panel, it is highlighted like ▣Full Size. Keys appearing as OK cannot be used.

Common Key Operations

The following keys are common to all screens.

❖ **Key list**

[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 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.

Connecting the Machine (Network Connections)

When the IEEE 1394 interface is installed.

When the wireless LAN interface is installed.

When the USB 2.0 interface is installed.
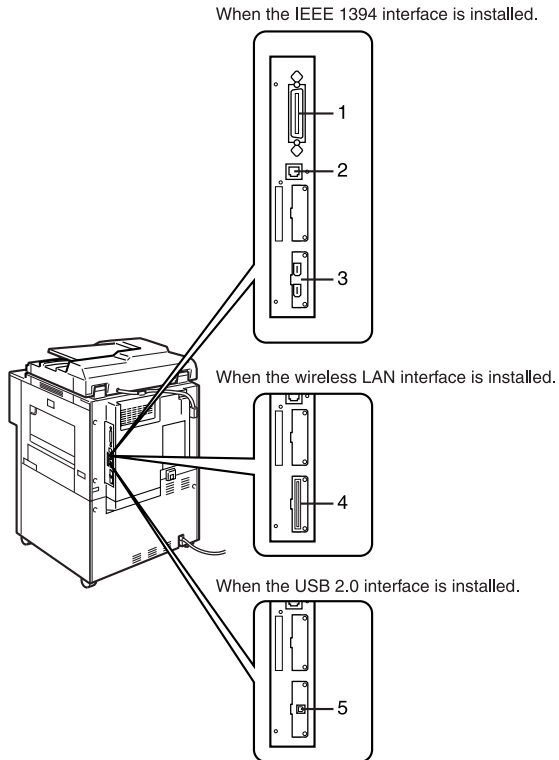
ZGVH342E

1. **Parallel port**

Port for connecting the parallel interface cable.

⇒ "Connecting the Machine" in the Printer Reference 1

2. **10BASE-T/100BASE-TX port**

Port for connecting the 10BASE-T or 100BASE-TX cable.

3. **IEEE 1394 ports (option)**

Port for connecting the IEEE 1394 interface cable.

4. **Wireless LAN port (option)**

Port for using the wireless LAN.

5. **USB port (option)**

Port for connecting the USB 2.0 interface cable.

⇒ "Connecting the Machine" in the Printer Reference 1

2

Requirements

Requirements

Before using this machine, make sure all 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 you have all the cables, connectors, and electrical outlets necessary to attach the machine to the host computer or network.

⚠️Important

❒ The interface cable is not supplied. The user is required to provide the interface cable appropriate for the computer being used.

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.

The IEEE 1394 Interface Board (option) supports the IEEE 1394 interface cable.

You can use the machine in the following network environments:

- Using the appropriate network management software and printer drivers
- Attaching the machine to a network computer set up as a server

Client	Windows 95/98/Me, Windows 2000/XP, Windows NT 4.0 [1] , Mac OS [2] (optional PostScript 3 Board Type 1075 is required), UNIX [3]
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 × 86 CPUs are supported.
[2] For information about usable versions of the Mac OS, see the Printer Reference 1.
[3] Connecting UNIX printing information, please visit our web site or consult your authorized dealer.
[4] Under Windows 95/98/Me, Windows 2000/XP and Windows NT 4.0 only. Only for Peer-Peer Printing. SmartnetMonitor for Client is required to use the NetBEUI protocol.

In a mixed network environment, protocols switch automatically.

🔍Reference

For more information about network connection settings, see p.69 "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.

When the Wireless LAN Board (option) is installed

When using the Wireless LAN Interface on the network, keep the following points in mind:

❖ **Attach both antennas as a unit.**

❖ **When moving the machine**

Detach the antennas when relocating the machine locally.
After moving the machine, reattach the antennas, ensuring that:
- The antennas are positioned clear of obstacles.
- There is 40 to 60 mm between the antennas, so that they do not touch.
- The exposure glass cover and Document Feeder (ADF) do not knock the antennas.

❖ **If the network area provides poor radio environment**

Where radio wave conditions are bad, the network may not function due to interrupted or failed connections. When checking the Wireless LAN Signal and the access point, follow these steps to improve the situation:
- Position the access point nearer to the machine.
- Clear the space between access point and machine of obstructions.
- Move radio wave generating appliances, such as microwaves, away from the machine and access point.

🔍 Reference

To check the machine's radio wave status, press **[Wireless LAN Signal]** in System Settings.⇒ p.88 "Wireless LAN Signal"

For more information about access point radio wave conditions, refer to the access point manual.

Connecting the Network Cable to the Network

⚡ Limitation

❒ The IEEE 1394 Interface Board (option), the Wireless LAN Board (option) or USB 2.0 Interface Board (option) cannot be installed at the same time.

📎 Note

❒ Connect the machine to the computer. Set the network connection settings, and then install any necessary software such as printer drivers. For details, see the Printer Reference 1.

Connecting to the Ethernet Interface

📎 Note

❒ Rating voltage of the interface connector: Max. DC 5V

A **Turn off the main power switch.**

B **Attach the Ethernet interface cable to the 10BASE-T/100BASE-TX port.**

ZGUH353J
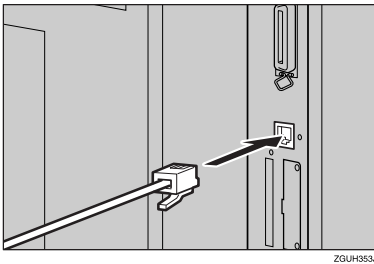
C **Turn on the main power switch.**

❖ **Indicators on Network Interface Board**

ZGJS834E
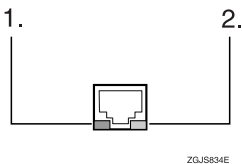
1. **Indicator (green)**

Remains green when the machine is connected to the network correctly.

2. **Indicator (yellow)**

Turns yellow when 100 BASE-TX is operating.

Turns off when 10 BASE-T is operating.

Connecting to the IEEE 1394 Interface (option)

⚠️**Important**

❒ Before making the connection, touch the metallic part to dissipate static electricity.

✐ **Note**

❒ Use the interface cable supplied with the IEEE 1394 Interface Board (option).

❒ The interface cable should not be looped.

A **Attach the IEEE 1394 interface cable to the IEEE 1394 ports.**

ZGUH363J
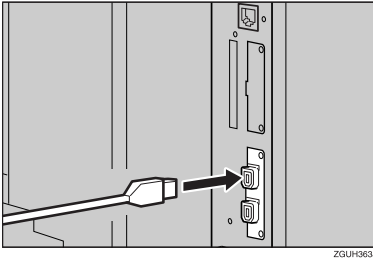
✐ **Note**

❒ Two interface ports are available for attaching the IEEE 1394 interface cable.

Connecting to the USB 2.0 Interface (option)

A **Attach the USB 2.0 interface cable to the USB port.**

ZGUH493J
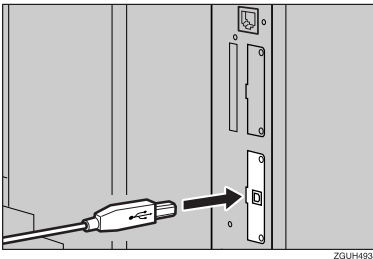
⚠️**Important**

❒ 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 the USB interface cable, see the Printer Reference 1.

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Turning On the Power

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.

🖉 **Note**

❐ This machine automatically enters Low Power mode or turns itself off if you do not use it for a certain period. ⇒ p.82 "Auto Off Timer" , p.82 "Energy Saver Timer"

Turning On the Main Power

A **Make sure that the power cord is firmly plugged into the wall outlet.**

B **Open the switch cover and turn on the main power switch (make sure that the Main Power indicator lights up).**
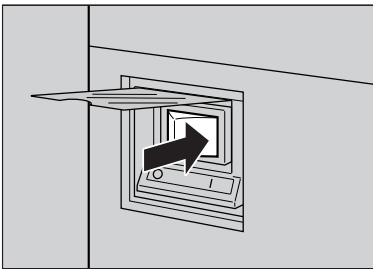
ZGVH391E

⚠️**Important**

❐ Do not turn off the main power immediately after it has been turned on. Failure to observe this may result in damage to the hard disk or memory, leading to malfunction.

Turning On the Power

A **Press the operation switch to make the On indicator light up.**
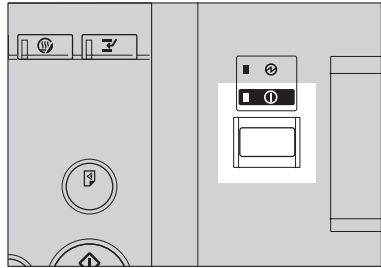
ZGVS310E

🖉 **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.

Turning Off the Power

A **Press the operation switch to make the On indicator go off.**

ZGVS310E
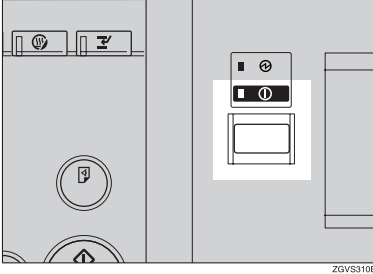
🖋 Note

❒ Even if you press the operation switch, the indicator does not go off and blinks in the following cases:

- When communication is in progress with external equipment.

- When the hard disk is operating.

Turning Off the Main Power

⚠️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, leading to malfunction.

❒ Pull out the power cord after you turn off the main power switch. Failure to observe this may result in damage to the hard disk or memory, leading to malfunction.

A **Make sure the On indicator is off.**

B **Open the switch cover, and turn off the main power switch to make the main power indicator goes off.**

ZGVH471E

33
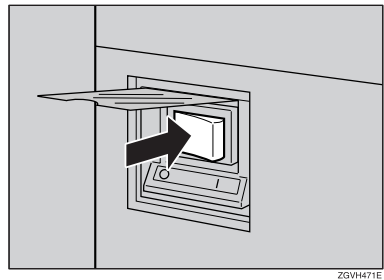
Configuring the Network

Configuring the Network

Preparation

This section describes the network settings using the System Settings menu.
Required setting items depend on the mode to be used.

Mode	Network Environment	Network Settings	Reference
Scanner (Network Twain Scanner) Mail Transfer	TCP/IP	IP Address, Subnet Mask, Gateway Address, Network Boot, Effective Protocol, Interface Select (The settings must be made from the PC. Make the SMTP server name, SMTP port number and DNS server settings using a Web browser.)	$\Rightarrow$ p.37 "When using TCP/IP", p.38 "Acquiring the IP Address from the DHCP Server" , "Making E-mail Settings", Scanner Reference
	IEEE 1394 [*3]	IP Address, Subnet Mask, Gateway Address, Effective Protocol (TCP/IP), IP over 1394 (The settings must be made from the PC. Make the SMTP server name, SMTP port number and DNS server settings using a Web browser.)	$\Rightarrow$ p.37 "When using TCP/IP", p.39 "When using the IEEE 1394 Interface (option)" , "Making E-mail Settings", Scanner Reference
	Wireless LAN [*4]	IP Address, Subnet Mask, Gateway Address, Network Boot, Effective Protocol, Interface Select, Communication Mode, Channel, WEP, SSID (The settings must be made from the PC. Make the SMTP server name, SMTP port number and DNS server settings using a Web browser.)	$\Rightarrow$ p.37 "When using TCP/IP", p.41 "When using the Wireless LAN Interface (option) in Ad hoc Mode", p.42 "When using the Wireless LAN Interface (option) in Infrastructure Mode" , "Making E-mail Settings", Scanner Reference
Scanner (Network Delivery Scanner)	TCP/IP	IP Address, Subnet Mask, Gateway Address, Network Boot, Effective Protocol, Interface Select, Delivery Option	$\Rightarrow$ p.37 "When using TCP/IP", p.38 "Acquiring the IP Address from the DHCP Server"
	IEEE 1394 [*3]	IP Address, Subnet Mask, Gateway Address, Effective Protocol (TCP/IP), IP over 1394, Delivery Option	$\Rightarrow$ p.37 "When using TCP/IP", p.39 "When using the IEEE 1394 Interface (option)"

Mode	Network Environment	Network Settings	Reference
Scanner (Network Delivery Scanner)	Wireless LAN [4]	IP Address, Subnet Mask, Gateway Address, Network Boot, Effective Protocol, Interface Select, Communication Mode, Channel [5], WEP, SSID [6], Delivery Option	⇒ p.37 "When using TCP/IP", p.41 "When using the Wireless LAN Interface (option) in Ad hoc Mode", p.42 "When using the Wireless LAN Interface (option) in Infrastructure Mode"
Printer	TCP/IP [1]	IP Address, Subnet Mask, Gateway Address, Network Boot, Effective Protocol, Interface Select	⇒ p.37 "When using TCP/IP", p.38 "Acquiring the IP Address from the DHCP Server"
	NetWare [1] [2]	Effective Protocol, NW Frame Type	⇒ p.38 "When using NetWare"
	IEEE 1394 [3]	IP Address, Subnet Mask, Gateway Address, Effective Protocol (TCP/IP), IP over 1394	⇒ p.37 "When using TCP/IP", p.39 "When using the IEEE 1394 Interface (option)"
	Wireless LAN [4]	IP Address, Subnet Mask, Gateway Address, Network Boot, Effective Protocol, Interface Select, Communication Mode, Channel [5], WEP, SSID [6]	⇒ p.37 "When using TCP/IP", p.41 "When using the Wireless LAN Interface (option) in Ad hoc Mode", p.40 "When using the Wireless LAN Interface (option) in 802.11 Ad hoc Mode", p.42 "When using the Wireless LAN Interface (option) in Infrastructure Mode"

[1] Make necessary settings for your network environment. For details about settings, see the Network Printing Guide.
[2] Configure TCP/IP when you use pure IP of NetWare 5/5.1.
[3] You will need the IEEE 1394 Interface Board (option).
[4] You will need the IEEE 802.11b Interface kit (option).
[5] Make necessary settings when the communication mode is Ad hoc Mode.
[6] Make necessary settings when the communication mode is 802.11 Ad hoc Mode.

📝 Note

❒ In a network environment using TCP/IP, you can use SmartNetMonitor to configure IP addresses for Admin and the web browser packaged with Printer Controller or Printer/Scanner Controller. For details about Smart Net Monitor, see the Network Printing Guide.

❒ For details on setting values, see p.75 "Settings You Can Change with User Tools".

Configuring the Network with the Display Panel

This section describes basic procedures. Please make the settings appropriate for the functions and network you are using.

⚠️Important

❒ These settings should be made by the systems administrator or after consulting with the systems administrator.

⚙Note

❒ In this manual, minimum settings for network connections are described. For more details, see the Network Printing Guide.

For default settings, see p.75 "Settings You Can Change with User Tools".

❖ **"Interface Settings/Network"** ⇒ **p.84**

❖ **"Interface Settings/IEEE 1394 (option)"** ⇒ **p.87**

❖ **"Interface Settings/IEEE 802.11b (option)"** ⇒ **p.88**

❖ **"File Transfer"** ⇒ **p.89**

Network Settings

The following describes the settings required to use the machine in a network. For more information about the settings, see p.84 "Interface Settings/Network".

🔲 Press the 【User Tools/Counter】 key.

ZGVS320E
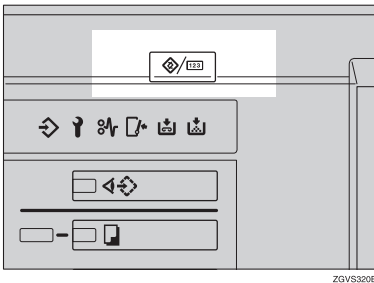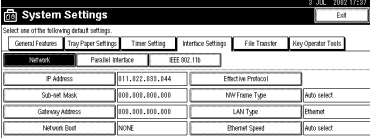
🔲 Press the [System Settings] key.
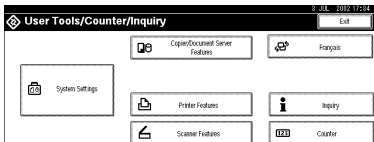
C **Press the [Interface Settings] key.**

D **Make the [Effective Protocol] settings.**

Note

❒ You must configure IP address for using TCP/IP protocol. Consult the network administrator for help with the address. You don't have to configure it if Network Boot is DHCP.

❒ Press the **[Invalid]** key for redundant protocols.

❒ Press the **[Effective]** key for TCP/IP protocol when you use pure IP of NetWare 5/5.1.

A **Make sure that the [Network] key is selected, and then press the [Effective Protocol] key.**
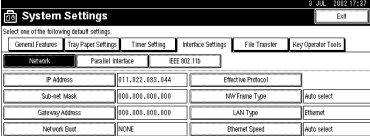
B **Press the [Effective] or [Invalid] key for each protocol.**

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

The following operation will be different, according to each protocol.

When using TCP/IP

A **Make sure that the [Network] key is selected, and then press the [IP Address] key.**

B **Use the number keys to enter the IP address.**

Note

❒ Press the **[←]** or **[→]** key to move in 3-digit increments.

❒ Press the **[Clear]** key if the wrong address is entered.

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

D **Make the [Sub-net Mask] and [Gateway Address] settings. For each item, press the corresponding button on the screen shown in step A, and then perform the same procedure as described in steps B and C.**

2

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 make settings when you use DHCP. See "Using DHCP" in the Network Printing Guide.

❒ To always assign the same IP address to the machine, reserve the IP address for the machine on the DHCP server. See "Using DHCP" in the Network Printing Guide.

❒ Use the default IP address.

A **Make sure that the [Network] key is selected, and then press the [Network Boot] key.**
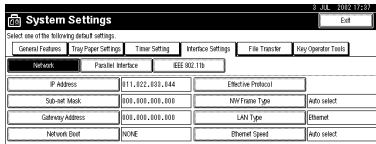
B **Press the [DHCP] key, and then press the [OK] key.**

When using NetWare

To use the machine on NetWare, be sure to select the type of **[NW Frame Type]**.

You can select the following frame types:

- Auto Select (Default)
- Ethernet II
- Ethernet 802.2
- Ethernet 802.3
- Ethernet SNAP

Note

❒ Make sure to select the frame type same as the file server.

❒ When you select "Auto Select", the frame type detected upon startup is automatically set. Therefore, your desired frame type may not be selected by the system, which supports multiple frame types. Select the desired frame type.

❒ To use the machine in a pure IP environment on NetWare 5/5.1, select **[Effective]** for TCP/IP in step D.

A **Make sure that the [Network] key is selected, and then press the [NW Frame Type] key.**

B **Select the Frame Type, and then press the [OK] key.**

When using the IEEE 1394 Interface (option)

Note

❒ When you use the IEEE 1394 Interface, you cannot use the DHCP. You must set the fixed IP address.

❒ Be sure to set the IP over 1394 to "Effective". The default is set to "Effective".

Reference

When you use parallel printing, see the Printer Reference.

A **Make sure that the [Network] key is selected, and then press the [IEEE 1394] key.**

B **Press the [IP Address] key.**

C **Use the number keys to enter the IP address, and then press the [OK] key.**

D **Press the [Sub-net Mask] key.**

E **Use the number keys to enter the Subnet Mask, and then press the [OK] key.**

F **Press the [IP over 1394] key.**

G **Make sure that [Active] is selected, and then press the [OK] key.**

Note

❒ If **[Active]** is not selected, press the **[Active]** key, and then press the **[OK]** key.

When using the Wireless LAN Interface (option) in 802.11 Ad hoc Mode

Make sure to set 802.11 Ad hoc Mode, when SSID is necessary in Ad hoc Mode. If encrypted transmission is used, make sure to set WEP after SSID.

✐ Note

❒ You can set the 802.11 Ad hoc Mode from your computer when setting SSID (Network Name).

❒ The network administrator must check the environment and set the Communication mode, WEP key and SSID correctly. For details on settings, see "Using the IEEE 802.11b (Wireless LAN)" in the Network Printing Guide.

❒ Characters used for setting SSID are <ASCII 0x20 to 0x7e> which are case-sensitive. You can enter up to 32 characters.

❒ You can also set 802.11 Ad hoc mode from the Web browser. For details on settings, see the Network Printing Guide.

A **Make sure that [Network] is selected, and then press [LAN Type] key.**
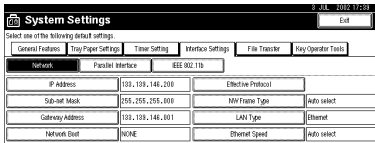
B **Press the [IEEE 802.11b] key, and then press the [OK] key.**

C **Press the [IEEE 802.11b] key.**
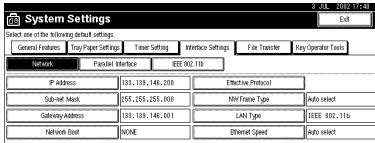
D **Press the [Communication Mode] key.**

E **Press the [802.11 Ad hoc] key, and then press the [OK] key.**

F **Press the [Channel] key.**

G **Use the number keys to enter the channel to be used, and then press the [OK] key.**

H **Press the [SSID Setting] key.**

I **Press [Enter SSID] and enter the SSID, and then press the [OK] key.**

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

When using the Wireless LAN Interface (option) in Ad hoc Mode

✏️ Note

❒ You can set Ad hoc Mode when you do not set SSID (Network Name) from your computer. In this case, setting SSID from this machine is ineffective.

❒ The network administrator must check the environment and set the Communication mode and Channel correctly. For details on settings, see "Using the IEEE 802.11b (Wireless LAN)" in the Network Printing Guide.

❒ Characters used for setting SSID are <ASCII 0x20 to 0x7e> which are case-sensitive. You can enter up to 32 characters.

❒ You can set the Ad hoc mode from the Web browser. For details on settings, see the Network Printing Guide.

A **Make sure that the [Network] key is selected, and then press the [LAN Type] key.**

B **Press the [IEEE 802.11b] key, and then press the [OK] key.**

C **Press the [IEEE 802.11b] key.**

D **Press the [Communication Mode] key.**

E **Press the [Ad hoc] key, and then press the [OK] key.**

F **Press the [Channel] key.**

G **Use the number keys to enter the channel to be used, and then press the [OK] key.**

When using the Wireless LAN Interface (option) in Infrastructure Mode

◈ Note

❒ The network administrator must check the environment and set the Communication mode, WEP key, and SSID correctly. For details on settings, see "Using the IEEE 802.11b (Wireless LAN)" in the Network Printing Guide.

❒ Enter the WEP key in hexadecimal. You can enter 10-digits for 64-bit data or 26-digits for 128-bit data.

❒ Characters used for setting SSID are <ASCII 0×20 to 0×7e> which are case-sensitive. You can enter up to 32 characters.

❒ You can also set the Infrastructure mode from the Web browser. For details on settings, see the Network Printing Guide.

A **Make sure the [Network] key is selected, and then press the [LAN Type] key.**

B **Press the [IEEE 802.11b] key, and then press the [OK] key.**

C **Press the [IEEE 802.11b] key.**

D **Press the [Communication Mode] key.**

E **Press the [Infrastructure] key, and then press the [OK] key.**

F **Press the [SSID Setting] key.**

G **Press the [Enter SSID] key.**

H **Enter the SSID, and then press the [OK] key.**

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

J **Press the [WEP (Encryption) Setting] key if setting is required.**

K **Press [Enter WEP key] and enter the WEP key, and then press the [OK] key.**

L **Press the [Active] key.**

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

E **Press the [Exit] key.**

F **Print the list of entered settings if necessary.**

📝 Note

❒ It will take up to 20 seconds for SSID to become active after it has been set.

🔎 Reference

For details about List/Test Print, see "Printer Features Menu" in the Printer Reference 2.

A **Press the [Printer Features] key.**
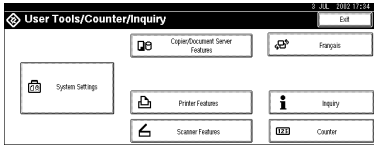
B **Press the [Config. Page] key.**

The system settings list is printed.

G **Press the 【User Tools/Counter】 key.**

The new settings become effective and the display returns to the main function menu.

File Transfer Settings

The following describes the file transfer settings required for the scanner function. For more information about the settings, see p.89 "File Transfer".

A **Press the 【User Tools/Counter】 key.**

ZGVS320E

B Press the [System Settings] key.

2
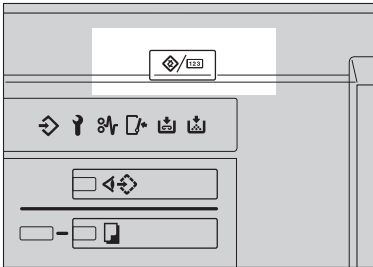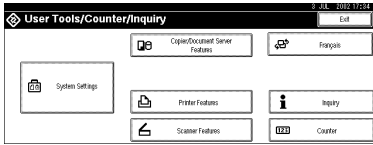
C Press the [File Transfer] key.

Assigning a Delivery Option

A **Press the [Delivery Option] key.**
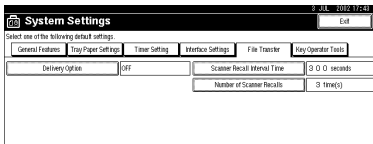
B **Press the [ON] key.**

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

Note

❒ You must set the delivery server IP address through ScanRouter V2 Lite/Professional. You cannot set the address from the machine.

❒ The delivery server IP address set through ScanRouter V2 Lite/Professional will be displayed on the machine.

Setting the Recall Interval Time

A **Press the [Scanner Recall Interval Time] key.**
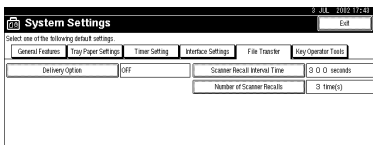
B **Use the number keys to enter the recall interval time, and then press the [OK] key.**

Setting the Number of Recalls

A **Press the [Number of Scanner Recalls] key.**
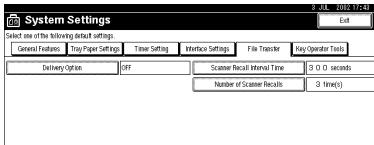
B **To resend files to the delivery server, press the [ON] key.**

C **Use the number keys to enter the number of recalls, and then press the [OK] key.**

D **Press the [Exit] key.**

E **Press the 【User Tools/Counter】 key.**

The new settings become effective and the display returns to the main function menu.

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3. Combined Function Operations

Changing Modes

✏️ **Note**

❒ You cannot switch modes in any of the following situations:

- When accessing user tools
- During interrupt copying

❒ The default setting is to display the screen for copying when you turn the power on. You can change the setting. For details about settings, see p.75 "Function Priority"

Copier

Document Server

Printer

Scanner

ZGVH481E
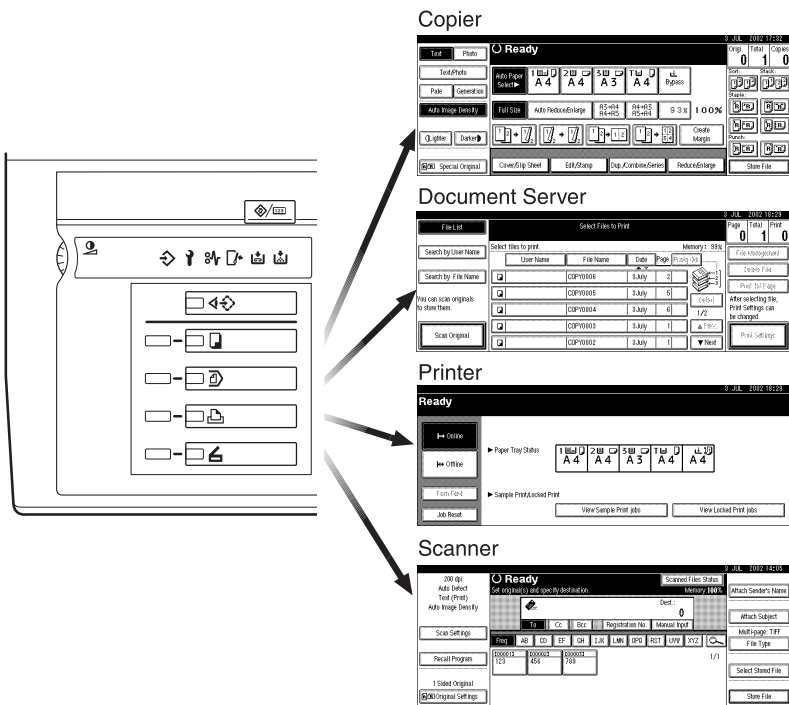
Saving Energy

☼Low Power Mode

If you do not operate the machine for a certain period after an operation or when you press the【Energy Saver】key, the display disappears and the machine enters Low Power mode. When you press the【Energy Saver】key again, the machine returns to the "Ready" status. In Low Power mode, the machine uses less electricity.

✐ Note

❒ You can change the setting of the Panel Off timer. ⇒ p.83 "Panel Off Timer"

☼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. ⇒ p.83 "System Auto Reset Timer"

☼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. ⇒ p.82 "Auto Off Timer"

❒ Auto Off Timer function will not operate in the following cases:

- When a warning message is displayed
- When the service call message is displayed
- When paper is jammed
- When the cover is open
- When "Adding Toner" message is displayed
- When toner is being added
- When the User Tools/Counter screen is displayed
- When fixed warm-up is in progress
- When printer or other functions are operating

- When operations have been suspended during printing
- When the Data In indicator is on or blinking
- When the sample print or confidential print screen is displayed

●●●

Job List

In the Job List, you can check and delete the contents of jobs in printing order and jobs being printed.

✎ Note

❒ In the Job List, jobs reserved using copy mode and Document Server mode are displayed. When **[Print Priority]** in the system settings is set to **[Job order]**, jobs reserved using copy mode, printer mode, Document Server mode or Netfile mode are displayed.

- The Netfile mode
  This function allows printing from a PC, documents stored in Document Server of the machine using DeskTopBinder V2 Professional /Lite.

Checking the List

A Press the 【Job List】 key.

ZGVS340E
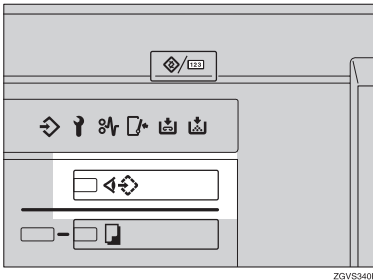
B Select the job number of the list you want to check.
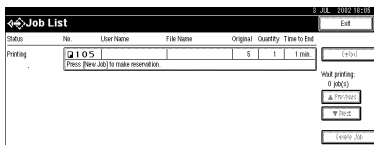
The job list is displayed.

The icons below show the operation mode of stored documents.

▧	🖶	🗗	▤
Job printed using copy mode.	Job printed using printer mode.	Job printed using Document Server mode.	Job printed using Netfile mode.

🖉 Note

❒ If more than six jobs are registered, press the **[▲Prev.]** or **[▼Next]** key to scroll the screen.

C **Press the [Detail] key.**

D **Check the contents of the list.**

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

The display returns to the job list menu.

Deleting Jobs

A **Press the 【Job List】 key.**

ZGVS340E
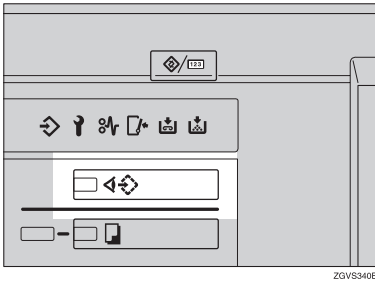
B **Select the job number to be deleted.**
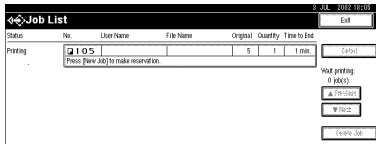
C **Press the [Delete Job] key.**

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

The display returns to the job list menu.

Multi-Access

You can carry out another job using a different function while the current job is being performed. Performing multiple functions simultaneously like this is called "Multi-Access".

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.
- While printing print data, you can make operations for copying.

Note

❒ You can set the priority of functions on p.75 "Print Priority". As default setting, the "Display Mode" is set to first priority.

❒ When the optional Booklet Finisher, Finisher 3000M (50-Sheet Staples) or Finisher 3000B (100-Sheet Staples) is installed on the machine, you can specify the output tray to which documents are to be delivered. For more information about how to specify the output tray for each function, see the following descriptions:

- p.77 "Output: Copier"
- p.77 "Output: Document Server"
- p.78 "Output: Printer"

❖ **What you can do with the Multi-Access Function**
The multi-access function enables you to do the operations below.

- Receiving printer data while printing a document saved in the Document Server
The machine can receive printer data while copying or printing a document saved in the Document Server. The received data will be printed when the printer function is enabled.

① Select the document to be printed on the Document Server screen, and then press the **【Start】** key.

② When the machine receives the printer data, the Data In indicator blinks.
When printing is finished, the machine starts printing printer data.

💡Sample operations

The chart below shows sample operations of when "Print Priority" is set to "Interleave". ⇒ p.75 "Print Priority"

△: Simultaneous operations are available.

●: 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 once the preceding operation ends.

×: The operation must be started once the preceding operation ends. (Simultaneous operations are not available.)

Mode after you select (columns); **Mode before you select** (rows)

Mode before you select		Copy · Operations for Copying	Copy · Stapling	Copy · Sort	Interrupt Copying · Operations for Copying	Interrupt Copying · Copying	Interrupt Copying · Data Reception	Printer/Print · Printing	Printer/Print · Stapling	Scanner · Operations for Scanning	Scanner · Scanning	Document Server · Operations for Document Server	Document Server · Scanning a Document to Store in Document Server	Document Server · Printing from Document Server	DeskTopBinder V2 Professional/Lite · Printing from Document Server
Copy	Operations for Copying	×	×	×	○	○	△	△	△	●	●	●	●	●	△
	Stapling	△ *1	→ *1	→ *1	○	○ *4	△	△	→	●	● *2	●	● *2	△ *3	△ *3
	Sort	△ *1	→ *1	→ *1	○	○	△	△	△	●	● *2	●	● *2	△	△

Mode before you select		Mode after you select → Copy: Operations for Copying	Copy: Stapling	Copy: Sort	Interrupt Copying: Operations for Copying	Interrupt Copying: Copying	Data Reception	Printer/Print: Printing	Printer/Print: Stapling	Printer/Scanner: Operations for Scanning	Printer/Scanner: Scanning	Document Server: Operations for Document Server	Document Server: Scanning a Document to Store in Document Server	Document Server: Printing from Document Server	DeskTopBinder V2 Professional/Lite: Printing from Document Server
Interrupt Copying	Operations for Copying	❍	❍	❍	×	×	△	△	△	×	×	×	×	×	△
	Copying	❍	❍	❍	×	×	△	→	→	×	×	×	×	×	→
Printer / Print	Data Reception	△	△	△	△	△	→	→	→	△	△	△	△	△	△
	Sort Print	△	△	△	❍	❍	△	→	→	△	△	△	△	△	△
	Stapling	△	→	△	❍	❍ *4	△	→	→	△	△	△	△	△ *3	△ *3
Scanner	Operations for Scanning	●	●	●	❍	❍	△	△	△	×	×	●	●	●	△
	Scanning	×	×	×	×	×	△	△	△	×	×	×	×	×	△
Document Server	Operations for Document Server	●	●	●	❍	❍	△	△	△	●	●	×	×	×	△
	Scanning a Document to Store in Document Server	●	×	×	❍	❍	△	△	△	●	×	×	×	×	△
	Printing from Document Server	●	△ *3	△	❍	❍	△	△	△	△	△	△ *5	△ *5	△ *5	△

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Mode before you select		Copy			Interrupt Copying			Printer — Print		Scanner		Document Server			DeskTopBinder V2 Professional/Lite
		Operations for Copying	Stapling	Sort	Operations for Copying	Copying	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
DeskTopBinder V2 Professional/Lite	Printing from Document Server	△	△ *3	△	△	△	△	△	△	△	△	△	△	△	×

[*1] Simultaneous operations are only available after the preceding job documents are all scanned and the **[New Job]** key appears.

[*2] You can scan a document after the preceding job documents are all scanned.

[*3] During stapling, printing automatically starts after the current job.

[*4] Stapling is not available.

[*5] Simultaneous operations are possible once you press the **[New Job]** key.

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❖ **Limitation**

❒ Stapling cannot be used at the same time for multiple functions.

🖉 **Note**

❒ While printing is in progress, scanning a document using another function may take more time.

. . . .

3

4. Document Server

Relationship between Document Server and Other Functions

The following table describes the relationship between the Document Server and other machine functions.

Function name	Where to store documents	Displaying a list	Printing documents
Copy	Copy/Document Server	Enabled	Enabled
Printer	Personal computer	Enabled	Enabled
Scanner	Scanner	Disabled	Disabled

Document Server Display

❖ **Document Server Main Display**

ZGVS842E
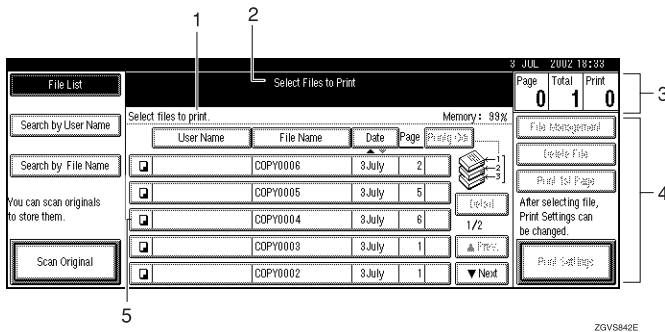
1. **Operating status and messages are displayed.**

2. **The title of the currently selected screen is displayed.**

3. **The numbers of originals, copies, and printed pages are displayed.**

4. **The operation keys are displayed.**

5. **The stored operation mode is displayed.**

The icons below show the operation mode when documents have been stored in the Document Server.

Function	Copier	Printer	Scanner
Icon	🗐	🖨	--

Using the Document Server

Scanning and Saving Originals

❖ **File Name**
The saved documents will automatically be named as "COPY0001", "COPY0002". You can change assigned file names.

❖ **User Name**
You can register a user name to distinguish the person or department that saved the documents. To assign a user name, you can register it by using the name assigned to the user code or by entering the name.

$\mathcal{P}$**Reference**
For more information about the user codes, see p.96 "User Codes".

❖ **Password**
You can set a password for saved documents, and use it to prevent others printing them. When a password is set for the documents, ▐ is added to the documents.

$\mathcal{P}$**Reference**
To store documents in a mode other than Document Server mode, see References for the respective functions.

⚡**Important**
❐ Data stored in the machine might be lost if some kind of failure occurs. The supplier shall not be responsible for any damage that might result from the loss of data. For long-term storage of data, we recommend the use of DeskTopBinder V2 Lite or DeskTopBinder V2 Professional (option). For more information, please contact your local dealer.

$\mathcal{Q}$ **Note**
❐ Data stored in the Document Server is set to be deleted after 3 days (72 hours) by the factory default setting. You can specify the period after which the stored data is deleted automatically. ⇒ p.94 "Auto Delete File"

A **Press the 【Document Server】 key.**

ZGVS331E
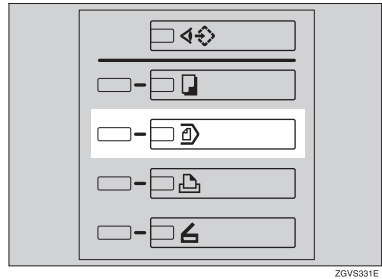
B **Press the [Scan Original] key.**
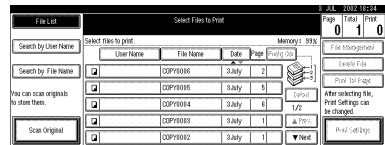
C **Enter a file name, user name, or password if necessary.**

$\mathcal{Q}$ **Note**
❐ If you do not register a file name, one is automatically assigned.

$\mathcal{P}$**Reference**
⇒ p.59 "To register or change a user name"

⇒ p.60 "To change a file name"

⇒ p.60 "To set or change a password"

D **Place your originals.**

⌕ Reference

> For more information about how to place the types of originals that can be placed, see the Copy Reference.

E **Make any desired settings.**
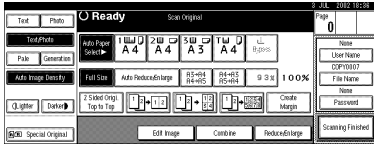
⌕ Reference

> For details, see the Copy Reference.

F **Press the 【Start】 key.**

The document is saved in the Document Server.

✎ Note

❒ To stop scanning, press the 【Clear/Stop】 key. To resume paused scanning job, press the **[Continue]** key in the confirmation dialog box. To delete saved images and cancel the job, press the **[Stop]** key.

❒ When a password has been set, ▯ appears on the left side of the file name.

❒ The saved documents are displayed on the "Select Files to Print" display. If not displayed, press the **[Scanning Finished]** key.

To register or change a user name

A **Display the "Scan Original" display.**

B **Press the [User Name] key.**
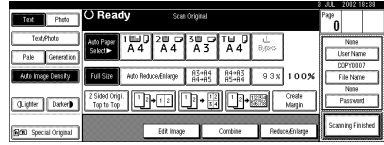
If user names have already been registered, the "User Name" display appears. When pressing **[Non-programmed Name]**, unregistered names can also be used.

If no user names are registered in "Address Book Management", the user name entry dialog box is displayed.

⌕ Reference

> ⇒ p.96 "User Codes"

If registered user names are used

A **Select a registered user name from the list, and then press the [OK] key.**
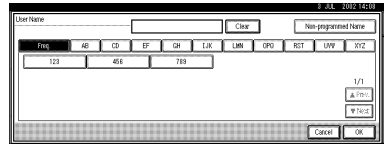
To change your user name to an unregistered user name, go to the next step.

⌕ Reference

> ⇒ p.97 "To Register a New User Code"

If unregistered user names are used

A **Press the [Non-programed Name] key.**

B **Enter the new user name, and then press the [OK] key.**
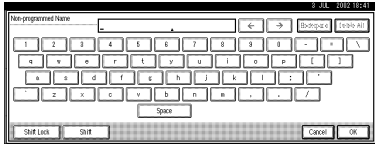
Reference
⇒ p.110 "Entering Text"

If user names have not been registered

A **Enter the new user name, and then press the [OK] key.**

Reference
⇒ p.110 "Entering Text".

To change a file name

A **Bring up the "Scan Original" display.**

B **Press the [File Name] key.**
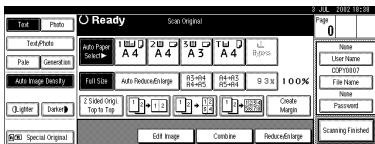
The "File Name" display appears.

C **Press the [Delete All] key to delete the old file name.**

Note
❒ You can also use the **[Backspace]** key to delete unnecessary characters.

D **Enter a new file name, and then press the [OK] key.**

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
⇒ p.110 "Entering Text"

To set or change a password

A **Bring up the "Scan Original" display.**

B **Press the [Password] key.**
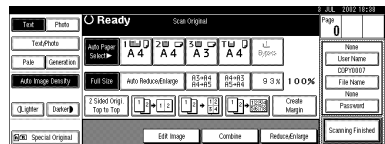
C **Enter the password using the number keys (4-digits), and then press the [OK] or [#] key.**
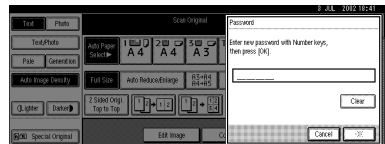
Changing a File Name, User Name, or Password

A **Press the 【Document Server】 key.**

B **Select the document for which the user name, file name, or password is to be changed.**
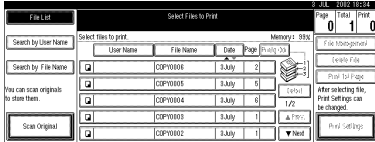
Note

❒ If a password has already been set for the document, enter the password, and then press the **[OK]** key.

C **Press the [File Management] key.**

D **Press the [Change File Name], [Change User Name], or [Change Password] key.**
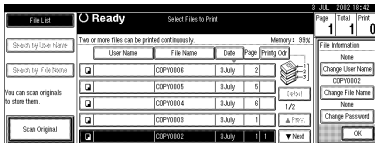
E **Enter the new file name, user name, or password, and then press the [OK] key.**

Reference

⇒ p.59 "To register or change a user name"

⇒ p.60 "To change a file name"

⇒ p.60 "To set or change a password"

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

Selecting a Document

A **Press the 【Document Server】 key.**

B **Select a document to be printed.**
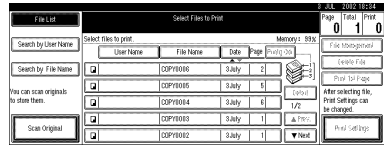
Note

❒ If a password has been set for the document, enter it, and then press the **[OK]** key.

❒ You can search for a desired document by using the **[Search by User Name]** or **[Search by File Name]** key. ⇒ p.62 "Searching Saved Documents"

❒ You can sort document names in the list by user name, file name or date. To sort documents, press the **[User Name]**, **[File Name]** or **[Date]** key.

❒ If you cannot determine the contents of a document by its file name, you can print the first page of the document to check its contents. ⇒ p.65 "Print First Page"

❒ To cancel a document selection, press the highlighted document again.

C **To print multiple documents, repeat step B in the order to be printed.**

Note

❒ You can select up to 30 documents.

❒ If sizes or resolutions of selected documents are not the same, the documents may not be printed.

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❒ If you wish to change the order for printing, cancel the selection, and select documents in the desired order.

❒ If you press the **【Clear Modes】** key, selection of all documents will be canceled.

❒ If you press the **[Printg Odr]** key, the documents will be displayed in the order of printing.

To Check Details of Stored Documents

A **Select the document that you want to display detailed information for.**
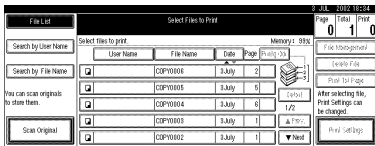
Note

❒ If a password has been set for the document, enter it, and then press the **[OK]** key.

B **Press the [Detail] key.**

Detailed information about the document is displayed.
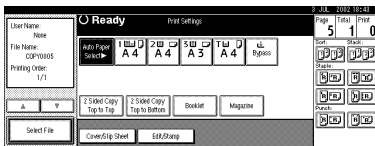
Note

❒ If you have selected several documents, use the **[▲]** and **[▼]** keys to view the details of each.

❒ Press the **[OK]** key. The "Select Files to Print" display appears.

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 stored documents in the order you prefer.

Note

❒ If you install DeskTopBinder V2 Professional or DeskTopBinder V2 Lite on your computer, you can search and rearrange documents from your computer.

Reference

For more detailed information refer to DeskTopBinder V2 Professional/Lite manuals.

To Search by File Name

A **Press the 【Document Server】 key.**

B **Press the [Search by File Name] key.**
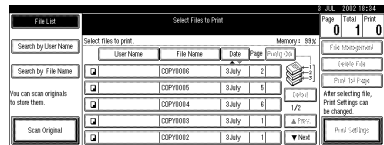
C **Enter the file name, and then press the [OK] key.**

Only files beginning with the name entered appear in the "Select Files to Print" display.

Reference

⇒ p.110 "Entering Text".

Note

❒ To display all files saved in the Document Server, press the **[File List]** key.

To Search by User Name

A **Press the 【Document Server】 key.**

B **Press the [Search by User Name] key.**
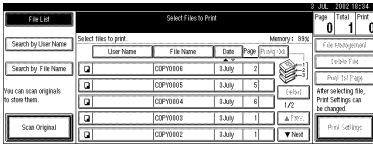
C **To specify a registered user name, select the user name from the displayed list, and then press the [OK] key.**

✎ Note

❒ To specify an unregistered user name, go to the next step.

D **To specify an unregistered user name, press the [Non-programed Name] key and enter the name, and then press the [OK] key.**
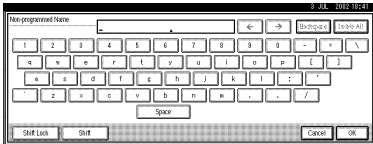
✐ Reference

⇒ p.110 "Entering Text"

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

Only files beginning with the name entered appear in the "Select Files to Print" display.

✎ Note

❒ To display all files saved in the Document Server, press the **[File List]** key.

Printing Saved Documents

A **Select the document to be printed.**
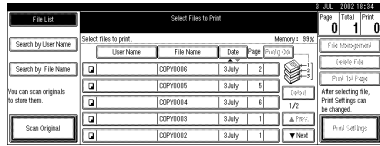
✎ Note

❒ If a password has been set for the document, enter it, and then press the **[OK]** key.

❒ You can print multiple documents. ⇒ p.61 "Selecting a Document"

B **If you need to change any print settings, press the [Print Settings] key.**

The "Print Settings" display appears. User names, file names, and print order of documents appear.
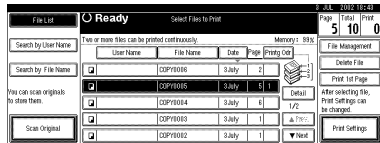
✎ Note

❒ The print settings made for printing in copier or printer mode are stored after printing and applied to the next printing.

❒ When multiple documents are printed at the same time, print settings made for the document printed first are applied to all other documents.

❒ Print setting items are listed below. For more information about print results according to each setting, see the Copy Reference.

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❖ **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
- Punch

❒ 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.65 "Sample Copy".

❒ If you select multiple files, you can confirm file names or print order you selected in step **A** by scrolling through the list with the **[▼]** and **[▲]** keys.

❒ Press the **[Select File]** key to return to the "Select Files to Print" display.

C **Enter the required number of copies using the number keys.**
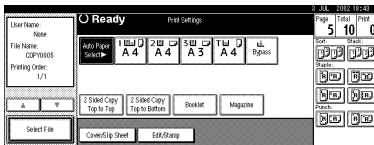
✍ **Note**
❒ Up to 999 can be entered.

D **Press the 【Start】 key.**

The machine starts printing.

Stopping printing

A **Press the 【Clear/Stop】 key.**
B **Press the [Stop] key.**

Changing the number of copies during printing

📍 **Limitation**
❒ The number of copies can only be changed when the Sort function is selected in print settings.

A **Press the 【Clear/Stop】 key.**
B **Press the [Change Quantity] key.**
C **Use the number keys to enter a new number of copies.**
D **Press the 【#】 key.**
E **Press the [Continue] key.**
Printing restarts.

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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 is selected.

A Select the document to be printed.
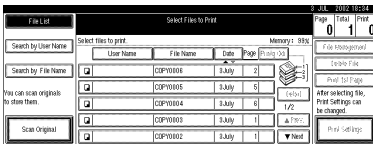
✎ Note

❒ If a password has been set for the document, enter the password, and then press the **[OK]** key.

❒ You can search for a document using the **[Search by User Name]** or **[Search by File Name]** key. ⇒ p.62 "Searching Saved Documents"

❒ You can sort document names in the list by user name, file name, or date. To sort the documents, press the **[User Name]**, **[File Name]** or **[Date]** key.

❒ To cancel a document selection, press the highlighted document again.

B Press the 【Sample Copy】 key.

The first set is printed.

C Press the **[Print]** key.

Printing restarts.

✎ Note

❒ Press the **[Suspend]** key to cancel printing and return to the "Print Settings" menu to change the settings.

Print First Page

You can print the first page of the document selected in the "Select Files to Print" display to check content.

If more than one document is selected, the first page of each is printed.

A Select the document to be printed.

✎ Note

❒ If a password has been set for the document, enter it, and then press the **[OK]** key.

✎ Note

❒ You can search for a document using the **[Search by User Name]** or **[Search by File Name]** keys. ⇒ p.62 "Searching Saved Documents"

❒ You can sort document names in the list by user name, file name, or date. To sort documents, press the **[User Name]**, **[File Name]**, or **[Date]** key.

❒ To cancel a document selection, press the highlighted document again.

B Press the **[Print 1st Page]** key.
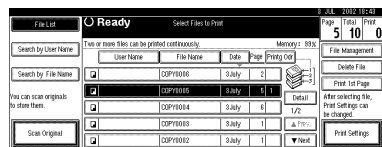
C Press the 【Start】 key.

Deleting 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.

🖉 **Note**

❒ You can delete all saved documents at once with User Tools. ⇒ p.94 "Delete All Files"

A Press the 【**Document Server**】 key.

B Select the document to be deleted.

🖉 **Note**

❒ If a password has been set for the document, enter it, and then press the **[OK]** key.

🖉 **Note**

❒ You can delete multiple documents at once. ⇒ p.61 "Selecting a Document"

❒ You can search for a document using the **[Search by User Name]** or **[Search by File Name]** keys. ⇒ p.62 "Searching Saved Documents"

❒ You can sort document names in the list by user name, file name, or date. To sort documents, press the **[User Name]**, **[File Name]** or **[Date]** key.

❒ If you cannot find a desired document using the file names, you can print the first page of a document to check its contents. ⇒ p.65 "Print First Page"

❒ To cancel a document selection, press the highlighted document again.

C Press the **[Delete File]** key.
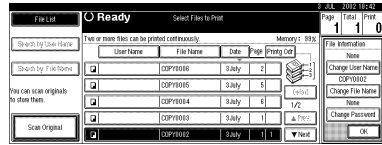
D Press the **[Delete]** key to delete the document.

Settings for the Document Server

❖ **Copier/Document Server Features ⇒ "General Features" in the Copy Reference**

	Items	Default settings
General Features [4] / [5]	Document Server Storage Key: F1	2 Sided Original Top to top
	Document Server Storage Key: F2	1 Sided → 1 Sided Combine
	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
General Features [5] / [5]	Document Server Print Key: F1	2 Sided Top to Top
	Document Server Print Key: F2	2 Sided Top to bottom
	Document Server Print Key: F3	Booklet
	Document Server Print Key: F4	Magazine
	Document Server Print Key: F5	Off

❖ **System Settings ⇒ p.75 "General Features", p.79 "Tray Paper Settings", p.82 "Timer Setting", p.90 "Key Operator Tools"**

	Items	Default settings
General Features	Warm Up Notice	ON
	Copy Count Display	Up
	Output: Document Server	OFF
Tray Paper Settings	Paper Tray Priority: Document Server	Tray 1
	Cover Sheet Tray	Off
	Slip Sheet Tray	Off
Timer Setting	Copier/Document Server Auto Reset Timer	60 seconds
Key Operator Tools	Auto Delete File	After 3 days
	Delete All Files	--
	Display Password with Stored File	OFF

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5. User Tools (System Settings)

User Tools Menu (System Settings)

● These items must be set to use the function. Be sure to set them before using the corresponding function.

❍ These items must be set if required.

❖ **General Features** ⟹ p.75 "General Features"

	Default settings	Copier/Docu-ment Server	Printer	Scanner
Panel Tone	ON	❍	❍	❍
Warm Up Notice	ON	❍		
Copy Count Display	Up	❍		
Function Priority	Copier	❍	❍	❍
Print Priority	Display mode	❍	❍	
Function Reset Timer	3 seconds	❍	❍	
Interleave Print	10 sheet(s)			
Output Tray Setting	According to Function Setting	❍		
Output: Copier	Copy Tray [*1]	❍		
Output: Docu-ment Server	Copy Tray [*1]			
Output: Printer	Copy Tray [*1] [*2]		❍	
ADF Original Table Elevation	When original is set	❍		
Job List Display Time	15 seconds	❍		

[*1] The default tray switches to "Finisher Upper Tray" if the optional finisher is in-stalled.
[*2] The default tray switches to "Mailbox Tray" if the optional mailbox is installed.

❖ **Tray Paper Settings** ⟹ p.79 "Tray Paper Settings"

	Default settings	Copier	Printer	Scanner
Paper Tray Priority: Copier	Tray 1	❍		
Paper Tray Priority: Printer	Tray 1		❍	

	Default settings	Copier	Printer	Scanner
Tray Paper Size: Tray 2	A4 ⊡	❍	❍	
Tray Paper Size: Tray 3	A4 ⊡	❍	❍	
Paper Type: Bypass tray	No display	❍	❍	
Paper Type: Tray 1	No display:2 Sided Copy:Auto Paper Select on	❍	❍	
Paper Type: Tray 2	No display:2 Sided Copy:Auto Paper Select on	❍	❍	
Paper Type: Tray 3	No display:2 Sided Copy:Auto Paper Select on	❍	❍	
Paper Type: LCT	No display:2 Sided Copy:Auto Paper Select on	❍	❍	
Cover Sheet Tray	Off	❍		
Slip Sheet Tray	Off	❍		
Slip Sheet 1 Tray	Off	❍		
Slip Sheet 2 Tray	Off	❍		

❖ **Timer Setting** ⟹ p.82 "Timer Setting"

	Default settings	Copier	Printer	Scanner
Auto Off Timer	1 minute(s)	❍		
Energy Saver Timer	15 minute(s)	❍		
Panel Off Timer	1 minutes	❍	❍	❍
System Reset Timer	60 seconds	❍	❍	❍
Copier/ Document Server Auto Reset Timer	60 seconds	❍		
Scanner Auto Reset Timer	60 seconds			❍
Set Date	--	●		❍
Set Time	--	●		❍

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	Default settings	Copier	Printer	Scanner
Weekly Timer Code	Off	❍		
Weekly Timer: Monday – Sunday	--	❍	❍	❍

◆ **Interface Settings ⇒ p.84 "Interface Settings/Network", p.86 "Interface Settings/Parallel Interface", p.87 "Interface Settings/IEEE 1394 (option)", p.88 "Interface Settings/IEEE 802.11b (option)"**

		Default settings	Copier	Printer	Scanner
Network	IP Address	011.022.033.044		❍	❍ [*3]
	Sub-net Mask	000.000.000.000		❍	❍ [*3]
	Gateway Address	000.000.000.000		❍	❍ [*3]
	Network Boot	NONE		❍	❍ [*3]
	Effective Protocol	blank (all effective)		❍	❍ [*3]
	NW Frame Type	Auto select		❍	❍ [*3]
	LAN Type	Ethernet		❍	❍ [*3]
	Ethernet Speed	Auto select		❍	❍ [*3]
Parallel interface	Parallel Timing	ACK outside		❍	
	Parallel Communication Speed	High speed		❍	
	Selection Signal Status	High		❍	
	Input Prime	Invalid		❍	
	Bidirectional Communication	ON		❍	
	Signal Control	Job acceptance priority		❍	

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		Default settings	Copier	Printer	Scanner
IEEE 1394 [1]	IP Address	000.000.000.000		❍	❍ [3]
	Sub-net Mask	000.000.000.000		❍	❍ [3]
	IP over 1394	Active		❍	❍ [3]
	SCSI print (SBP-2)	Active		❍	
	Bidirectional SCSI print	ON		❍	
IEEE 802.11b [3]	Communication Mode	802.11 Ad hoc		❍	❍ [3]
	SSID Setting	blank (ASSID)		❍	❍ [3]
	Channel	11		❍	❍ [3]
	WEP (Encryption) Setting	Inactive		❍	❍ [3]
	Wireless LAN Signal	--			
	Transmission Speed	Auto		❍	❍ [3]
	Return to Defaults	--			

[1] Displayed when the IEEE 1394 Interface Board (option) is installed.
[2] Displayed when the Wireless LAN board (option) is installed.
[3] Make sure to set when using delivery, TWAIN, document storage, or mail delivery.

❖ **File Transfer ⟹ p.89 "File Transfer"**

	Default	Copier	Printer	Scanner
Delivery Option	OFF			❍ [1]
Scanner Recall Interval Time	300 seconds			❍
Number of Scanner Recalls	3 time(s)			❍

[1] Make sure to set when using the machine as a delivery scanner.

❖ **Key Operator Tools ⇒ p.90 "Key Operator Tools"**

	Default settings	Copier	Printer	Scanner
User Code Management	OFF (**[Auto Program]** for printer mode only)	❍	❍	❍
Key Counter Management	OFF	❍	❍	❍
Key Operator Code	OFF	❍	❍	❍
Display/Print Counter	--	❍	❍	❍
Display/Clear/ Print Counter per User Code	--	❍	❍	
Address Book Management	--	❍	❍	❍
Address Book: Program/ Change/Delete Group	--			❍
Address Book: Change Order	--			❍
Address Book: Edit Title	--	❍	❍	❍
Address Book: Select Title	Title 1	❍	❍	❍
Auto Delete File	After 3 day(s)	❍	❍	❍
Delete All Files	--	❍	❍	❍
Display Password with Stored File	OFF	❍	❍	❍
Key Operator's E-mail Address	--			❍
AOF (Always ON)	ON			

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Accessing User Tools (System Settings)

This section is for key operators in charge of this machine. You can change or set the machine's default settings.

✒ Note

❒ Operations for system settings are different from normal operations. After using User Tools, be sure to exit. ⇒ p.74 "Exiting from User Tools"

❒ Any changes you make with User Tools remain in effect even if the main power switch or operation switch is turned off, or the 【Energy Saver】 or 【Clear Modes】 key is pressed.

Changing Settings

✒ Note

❒ If a key operator code has been set, the key operator code entry dialog box appears. Enter the code, and then press the **[OK]** key. ⇒ p.90 "Key Operator Code"

A Press the 【User Tools/Counter】 key.

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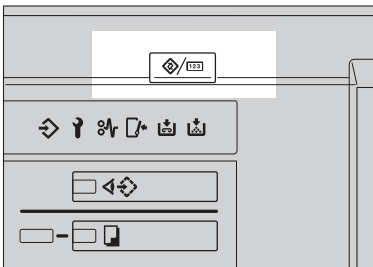
B Press the **[System Settings]** key.
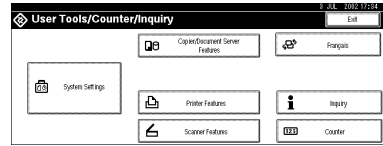
C Select the desired menu, and then press the desired key.
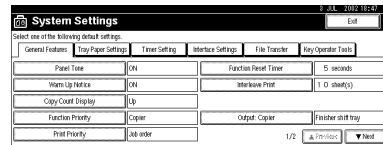
D Change settings by following instructions on the display panel, and then press the **[OK]** key.

✒ Note

❒ To cancel changes made to settings and return to the normal function display, press the 【User Tools/Counter】 key.

Exiting from User Tools

A Press the 【User Tools/Counter】 key.

Changing system settings is finished, and the machine returns to Copy or Print mode.

✒ Note

❒ You can also exit from User Tools by pressing the **[Exit]** key.

Settings You Can Change with User Tools

🔎 Reference

To access User Tools, see p.74 "Changing Settings".

General Features

❖ **Panel Tone**

The beeper (key tone) sounds when a key is pressed.

📝 Note

❒ Default setting: *ON*

❖ **Warm Up Notice (Copier/Document Server)**

Specify whether or not the beeper sounds when the machine becomes ready for copying after Low Power mode is deactivated, or the power is turned on.

📝 Note

❒ Default setting: *ON*

❒ If the "Panel Tone" setting is "OFF", the beeper does not sound, whatever the "Warm Up Notice" setting.

❖ **Copy Count Display (Copier/Document Server)**

The copy counter can be set to show the number of copies made (count up) or the number of copies remaining (count down).

📝 Note

❒ Default setting: *Up (count up)*

❖ **Function Priority**

You can specify the mode to be displayed immediately after the operation switch or System Reset mode is turned on.

📝 Note

❒ Default setting: *Copier*

❖ **Print Priority**

Print priority is given to the mode selected.

🔎 Reference

⇒ p.51 "Multi-Access"

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✎ **Note**

❒ Default setting: *Display mode*

❒ When the optional Booklet Finisher, Finisher 3000M (50-Sheet Staples), or Finisher 3000B (100-Sheet Staples) is installed, you can specify an output tray to which documents are delivered. For more information about how to specify an output tray for each function, see the following descriptions:

- p.77 "Output: Copier"
- p.77 "Output: Document Server"
- p.78 "Output: Printer"

❖ **Function Reset Timer**

You can set the length of time the machine waits before changing modes when using the multi-access function (⇒ p.51 "Multi-Access"). This is useful if you make many copies and 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.

✎ **Note**

❒ Default setting: *3 seconds*

❒ The Function Reset Timer setting is ignored if "Interleave" is set for "Print Priority" (⇒ p.75).

❒ When you select "Set Time", enter the time (3–30 seconds in one second increments) using the number keys.

❖ **Interleave Print**

You can set the timing for functions to switch when **[Print Priority]** has been set to **[Interleave]**.

✎ **Note**

❒ Default setting: *10 sheet(s)*

❒ Depending on printing time, set values may change.

❒ The timing for functions can be set from 1 to 20 sheets.

❖ **Output Tray Setting**

You can set the way or timing for switching the output tray.
- Output Tray
  You can set the way for switching the output tray from "According to Function Setting" or "Auto Change".

✎ **Note**

❒ Default setting: *According to Function Setting*

❒ "Auto Change" can be used when "Print Priority" is set to "Job Order".⇒ p.75 "Print Priority"

- Change Output Tray
  You can set the timing for switching the output tray, when the "Output Tray" has been set to "Auto Change", from "When Tray is Full" or "Per Job".

  Note
  ❒ Default setting: *When Tray is Full*

❖ **Output: Copier**
You can specify a tray to which documents are delivered.
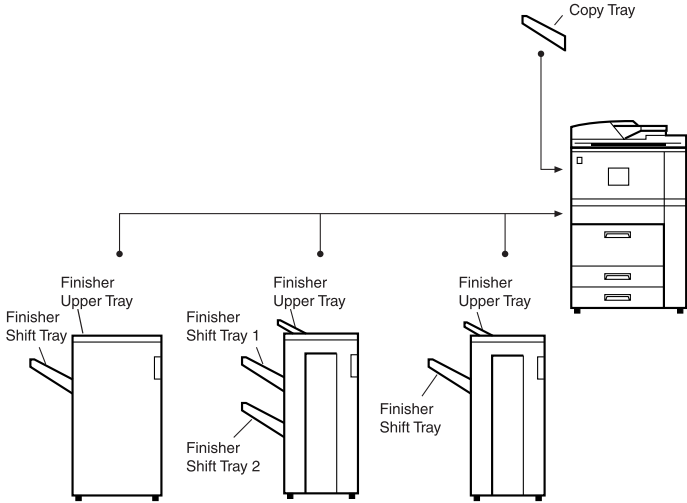
Note
❒ Default setting: *Copy Tray, Finisher Upper Tray*

❒ The default settings of the tray set as output tray may vary depending on the installed optional finisher.

❖ **Output: Document Server**
You can specify a tray to which documents are delivered.

Note
❒ Default setting: *Copy Tray, Finisher Upper Tray*

❒ For details about output trays, see p.77 "Output: Copier".

❒ The default settings of the output tray may vary depending on the installed optional finisher.

❖ **Output: Printer**
You can specify a tray to which documents are delivered.
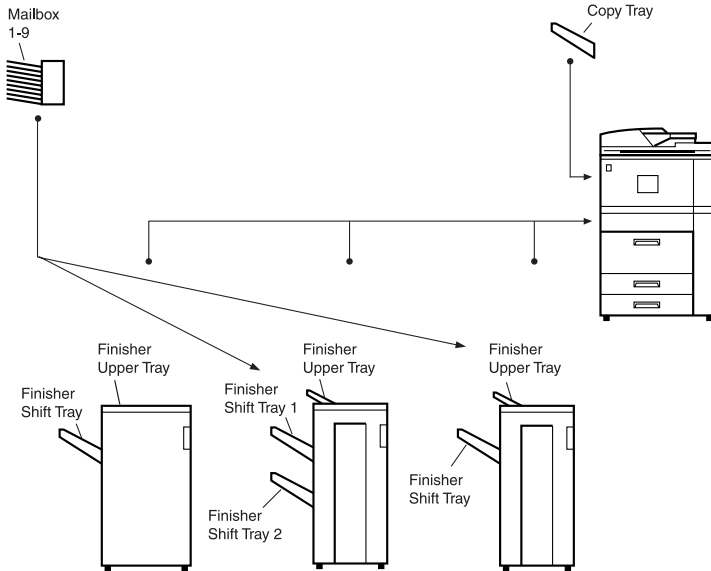
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✐ **Note**

❒ Default setting: *Copy Tray, Finisher Upper Tray*

❒ The output trays set on the Printer Driver have priority over the output tray specified above.

❒ The default settings of the output tray may vary depending on the installed optional finisher.

❖ **ADF Original Table Elevation**
You can set the timing for elevating the document feeder (ADF) original table.

✐ **Note**

❒ Default setting: *When original is set*

❖ **Job List Display Time**
You can set the length of time the job list screen is displayed before returning automatically to the default screen.

✐ **Note**

❒ Default setting: *15 seconds*

❒ When you select "On", enter the time from 10 to 999 seconds in one second increments using the number keys.

Output tray settings

❖ **Limitation**
❒ You cannot interrupt the current stapling job even when a stapling job is specified with a different function.
❒ When the Booklet Finisher, Finisher 3000M (50-Sheet Staples) or Finisher 3000B (100-Sheet Staples) is installed and stapling or shift-sorting is specified, the job will be delivered to the finisher shift tray regardless of the output tray specified.

Tray Paper Settings

❖ **Paper Tray Priority:Copier (Copier/Document Server)**
You can specify the paper tray for delivery.

　Note
❒ Default setting: *Tray 1*

❖ **Paper Tray Priority:Printer (Printer)**
You can specify the paper tray for delivery.

　Note
❒ Default setting: *Tray 1*, *LCT*
❒ The default tray switches to "LCT" if the optional large capacity tray (LCT) is installed.

❖ **Tray Paper Size: (Tray 2,3)**
Select the size of the copy paper loaded in the paper tray.
- The paper sizes you can load for trays, when the paper size selector knob is set to the ✹ mark, are as follows:
  - A3▭, B4▭, A4▯, A4▭, B5▯, B5▭, A5▯, A5▭, 210 × 340 mm▭, 210 × 182 mm▯, 210 × 170 mm▯
  - 11"×17"▭, $8^1/_2$"×14"▭, $8^1/_2$"×13"▭, $8^1/_2$"×11"▯, $8^1/_2$"×11"▭, $8^1/_4$"×13"▭, 8"×13"▭, $7^1/_4$"×$10^1/_2$"▭, $5^1/_2$"×$8^1/_2$"▯, $5^1/_2$"×$8^1/_2$"▭, 11"×15"▭, 11"×14"▭, 10"×15"▭, $8^1/_4$"×14"▭, 8"×$10^1/_2$"▭, custom size (139.7-297 mm(5.5"-11.7") wide × 139.7-431.8 mm(5.5"-17") long)
  - 8K(267 × 390 mm)▭, 16K(195 × 267 mm)▯▭

　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

❒ Default setting: *A4* ▯

❒ The tray fence for the optional large capacity tray (LCT) is fixed. If you need to change the paper size, contact your service representative.

❒ The optional tab sheet holder is required when using tab stock in tray 2 or 3.

🔍 Reference

⇒ p.132 "Changing the Paper Size"

❖ Paper Type: Bypass tray

Sets the display so you can see what type of paper is loaded in the bypass tray.

- Paper types you can set for the bypass tray are as follows:
  - Plain paper (No Display), Recycled Paper, Special Paper, Colour Paper 1, Colour Paper 2, Translucent Paper, Letterhead, Thick Paper, Label Paper, OHP, Cardstock, Bond Paper, Punched Paper, Preprinted Paper

✎ Note

❒ Default setting: *No display*

❖ Paper Type: (Tray1-3, LCT)

Sets the display so you can see what type of paper is loaded in each of the trays. This information is used by the print function to automatically select the paper tray.

- Paper types you can set for trays are as follows:
  - Plain paper (No Display), Recycled Paper, Special Paper, Translucent Paper, Letterhead, Thick Paper, Colour Paper 1, Colour Paper 2, Tab stock (2-3 tray), Bond Paper, Punched Paper, Preprinted Paper

✎ Note

❒ Default settings:
  - Paper Type: *No display*
  - Copying Method: *2 Sided Copy*
  - Apply Auto Paper Select: *Yes*

❒ A 🛠 is displayed next to the paper tray if "No" is selected.

❒ The optional tab sheet holder is required when using tab stock in tray 2 or 3.

❒ The number of tab stock shifts can be set to millimeters, when **[Tab Stock]** has been selected.

❒ Set the tab stock shift number in the "0 to 15 mm(0" to 0.6")" range in 1 millimeter (1 inch) units. The default setting is "13 mm(0.5")".

❒ "Thick Paper" and "Tab Stock" can be set simultaneously.

❧ **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.

◆ **Cover Sheet Tray**

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 setting:

- Tray to program: *Off*

❒ The functions that use the Cover Sheet Tray setting are front cover function and front/back cover function.

❒ When "At Mode Selected" is selected, the cover settings options are only displayed when the cover function or slip sheet function is selected.

❒ You can set Copying Method in Duplex setting only when "At Mode Selected" is selected.

🔍 **Reference**

⇒ "Cover" in the Copy Reference

◆ **Slip Sheet Tray, Slip Sheet Tray 1/2**

Allows you to specify and display the paper tray to set slip sheets. After selecting, you can also specify the display timing and copy method for two-sided copying.

🖉 **Note**

❒ Default setting:

- Tray to program: *Off*

❒ When "At Mode Selected" is selected, the cover settings options are only displayed when the cover function or slip sheet function is selected.

❒ When "Interposer Tray" has been selected in the slip sheet 2 tray settings, "Copying Method in Duplex" will not be displayed.

❒ OHP slip sheets cannot be copied when using the interposer.

🔍 **Reference**

⇒"Slip Sheets" in the Copy Reference

Timer Setting

❖ **Auto Off Timer**

The machine turns off automatically to conserve energy after a specified amount of time has passed following job completion. This function is called "Auto Off".

The machine status after Auto Off operation is called "Off mode" or "Sleep mode". For Auto Off Timer, specify the time to elapse before the Auto Off function is activated.

✐ **Note**

❒ Default setting: *1 minutes*

❒ When in "Off mode" or "Sleep mode", the machine can be ready for use within 25 seconds.

❒ Auto Off Timer 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 printer or other functions are operating
- When operations have been suspended during printing
- When the Data In indicator is on or blinking
- When the sample print or confidential print screen is displayed

❒ The time can be set from 1 minute to 240 minutes using the number keys.

❖ **Energy Saver Timer**

Set the amount of time the machine waits before switching to Low Power mode after copying has finished or the last operation is performed.

The time can be set from 1 minute to 240 minutes using the number keys.

✐ **Note**

❒ Default setting: *15 minutes*

❖ **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**
❒ Default setting: *1 minutes*
❒ The warm up time for making a copy from standby mode is 0 seconds.
❒ The interval time can be set from 10 seconds to 240 minutes using the number keys.

❖ **System Auto Reset Timer**
The System Reset setting automatically switches to the screen of 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. ⇒ p.75 "Function Priority"

📝 **Note**
❒ Default setting: *60 seconds*
❒ The time can be set from 10 to 999 seconds in one second increments using the number keys.

❖ **Copier/Document Server Auto Reset Timer (Copier/Document Server)**
Specifies the time to elapse before copier and Document Server functions are reset.

📝 **Note**
❒ Default setting: *60 seconds*
❒ If "OFF" 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.
❒ The time can be set from 10 to 999 seconds in one second increments using the number keys.

❖ **Scanner Auto Reset Timer (Scanner)**
Specifies the time to elapse before the scanner function is reset.

📝 **Note**
❒ Default setting: *60 seconds*
❒ If "OFF" 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.
❒ The time can be set from 10 to 999 seconds in one second increments using the number keys.

❖ **Set Date**
Set the date for the copier's internal clock using the number keys.

📝 **Note**
❒ To change between year, month and day, press the **[←]** and **[→]** keys.

❖ **Set Time**
Set the time for the copier's internal clock using the number keys.

 Note
❒ To change between hours, minutes and seconds, press the **[←]** and **[→]** keys.

❖ **Weekly Timer Code**
Sets an 8-digit code to turn on the main power during a time frame in "Weekly Timer".

 Note
❒ Default setting: *OFF*
❒ If "ON" is selected, enter the timer code.
❒ If "ON" is selected without entering the timer code, the machine cannot be used, even if the power is turned on. If "Off" is selected, the machine can be used without entering a timer code, when it is turned on.

❖ **Weekly Timer: (Monday-Sunday)**
Set the power on timer using the number keys.

Interface Settings/Network

❖ **IP Address**
Before using this machine with the network environment, you must configure the IP address.

 Note
❒ Default setting: *011.022.033.044*
❒ Do not use an IP address that is used for another machine. To get the addresses, contact your network administrator.
❒ If you install the IEEE 1394 Interface Board (option) and use the IEEE 1394 interface, you must set the address of the domain, different from the IP address of **[IEEE 1394]**. If you intend to set the address for the same domain, set a different value for the Sub-net Mask.
❒ Press the **[←]** or **[→]** key to move in 3-digit increments.
❒ Press the **[Clear]** key when the wrong address is entered.

❖ **Sub-net Mask**
This is 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 machines on the network.

 Note
❒ Default setting: *000.000.000.000*
❒ Press the **[←]** or **[→]** key to move in 3-digit increments.
❒ Press the **[Clear]** key when the wrong address is entered.

❖ **Gateway Address**
A gateway is a connection or interchange point connecting two networks. Configure the gateway address for the router or host computer used as a gateway.

 Note
❒ Default setting: *000.000.000.000*
❒ Press the **[←]** or **[→]** key to move in 3-digit increments.
❒ Press the **[Clear]** key when the wrong address is entered.

❖ **Network Boot**
Select how to set an IP address from a client.

 Note
❒ Default setting: *NONE*
❒ For details about settings, consult your network administrator.

 Reference
For details, see the Network Printing Guide.

❖ **Effective Protocol**
Select the protocol to use in the network.

 Note
❒ Default settings: *TCP/IP:Effective, NetWare:Effective, NetBEUI:Effective, AppleTalk: Effective*

❖ **NW Frame Type**
Select the frame type when you use NetWare.

 Note
❒ Default setting: *Auto select*

❖ **LAN Type**
When you have installed the Wireless LAN board (option), select interface, Wireless LAN (IEEE 802.11b) or Ethernet.

 Note
❒ Default setting: *Ethernet*

❖ **Ethernet Speed**
Set the access speed for networks.
Select a speed that matches your network environment. "Auto Select" should usually be specified.

 Note
❒ Default setting: *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 setting: *ACK outside*

❖ **Parallel Communication Speed**
Specifies the communication speed of the parallel interface. If the communication speed is set too fast, data transfer may not flow smoothly. If this occurs, change the setting to "Standard".

Note
❒ Default setting: *High speed*

❖ **Selection Signal Status**
Specifies the signal setting of the parallel interface.

Note
❒ Default setting: *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 setting: *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".

Limitation
❒ If this is set to "OFF", bidirectional communication functions will not work.

Note
❒ Default setting: *ON*

❖ **Signal Control**
Specifies the error processing settings for when an error occurs when printing from a computer. Under normal circumstances, you will not need to change this setting.

Note
❒ Default setting: *Job acceptance priority*

Interface Settings/IEEE 1394 (option)

📁 Preparation
You must install the IEEE 1394 Interface Board (option) into the machine.

❖ IP Address
When you connect this machine to a network using the IEEE 1394 Interface Board (option), you must configure the IP address.

📝 Note
❒ Default setting: 000.000.000.000
❒ When you use the IEEE 1394 interface on a network, you cannot use the Ethernet interface in the same domain. To use in the same domain, set a different value for the Sub-net Mask.

❖ Sub-net Mask
This is 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 machines on the network.

📝 Note
❒ Default setting: 000.000.000.000
❒ When you use the IEEE 1394 interface on a network, you cannot use the IEEE 1394 interface in the same domain. To use in the same domain, set a different value for the Sub-net Mask.
❒ Press the **[←]** or **[→]** key to move in 3-digit increments.
❒ Press the **[Clear]** key when the wrong address is entered.

❖ IP over 1394
When you use the IP over 1394 function of the IEEE 1394 interface to connect the machine to the network, or you print using a personal computer with the IP over 1394 driver, you must set IP over 1394.

📝 Note
❒ Default setting: *Active*

🔎 Reference
For details, see the Printer Reference 1.

❖ SCSI print (SBP-2)
When you print using the SCSI Print client function supported by Windows 2000 or Windows XP, you must set SCSI Print.

📝 Note
❒ Default setting: *Active*

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❖ **Bidirectional SCSI print**
Specifies the printer's response mode and so forth for a status request when using the IEEE 1394 interface.

  Note
  ❒ Default setting: *ON*
  ❒ If this is set to "OFF", bidirectional communication functions will not work.

Interface Settings/IEEE 802.11b (option)

 Preparation
You must install the Wireless LAN board (option) into the machine.

 Note
❒ Be sure to make all settings simultaneously.

❖ **Communication Mode**
Specifies the communication mode of the Wireless LAN.

  Note
  ❒ Default setting: *802.11 Ad hoc*

❖ **SSID Setting**
Specifies SSID to distinguish the access point in the Infrastructure mode.

  Note
  ❒ Default setting: *blank (ASSID)*
  ❒ If blank is specified in 802.11b Ad hoc mode or Ad hoc mode, "ASSID" appears.

❖ **Channel**
Specifies a channel when you select 802.11b Ad hoc mode or Ad hoc mode.

  Note
  ❒ Default setting: 11
  ❒ The channel can be set from 1 - 13.

❖ **Wireless LAN Signal**
Shows the radio-wave conditions of the access point connected in Infrastructure mode.

  Note
  ❒ Radio wave status is shown when you press the **[Wireless LAN Signal]** key.

❖ **WEP (Encryption) Setting**
Specifies the encryption of the Wireless LAN. If this is set to "Effective", you must enter the WEP key.

✐ **Note**
❒ Default setting: *Inactive*

❖ **Transmission Speed**
Specifies the communication speed of the Wireless LAN.

✐ **Note**
❒ Default setting: *Auto*

❖ **Return to Defaults**
You can return the Wireless LAN settings to the default setting.

File Transfer

❖ **Delivery Option**
Enables or disables the function for sending documents stored in this machine or scanned documents via the ScanRouter V2 Professional/Lite delivery server.

✐ **Note**
❒ Default setting: *OFF*

❒ Set this option when you specify whether or not to use ScanRouter V2 Professional/Lite. If you use, you will have to reregister the I/O devices in the ScanRouter V2 Professional/Lite.

❖ **Scanner 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 setting: *300 Seconds*

❒ The interval time can be set from 60 to 999 seconds in one second increments using the number keys.

❒ This setting is for the Scanner function.

❖ **Number of Scanner Recalls**
Sets a maximum number of resend documents or data in the machine to the delivery server.

✐ **Note**
❒ Default setting: *3 times*

❒ The number of times can be set from 1 to 99 using the number keys.

❒ This setting is for the Scanner function.

Key Operator Tools

The key operator must set the following items. For settings or more information, contact the key operator.

❖ **User Code Management**
Allows you to control who uses the machine by setting codes for users.
User codes must be registered for user code management. ⇒ p.96 "User Codes".

📎 **Note**
❒ Default settings: *Copier/OFF, Document Server/OFF, Printer/Auto Program, Scanner/OFF*
❒ By using "Auto Program" 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 settings: *Copier/OFF, Document Server/OFF, Printer/OFF, Scanner/OFF*

❖ **Key Operator Code**
This specifies whether or not to use passwords (max. 8-digits) to control use of the "Key Operator Tools" settings for the key operator code.

📎 **Note**
❒ Default setting: *OFF*
❒ If you select "ON", enter the key operator code (max. 8-digits) using 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. "MENU PROTECT" will be set for "CHANGE/CONTROL" in the printer initial settings. If you set "MENU PROTECT", you can set the key operator code in a part of the printer initial settings. ⇒ "Printer Features Parameters" in the Printer Reference 2

  • 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, Printer Features, and Scanner Features.

❒ If you set the key operator code, you will need to enter it to access the Key Operator Code screen.

❖ **Display/Print Counter**

Allows you to view and print the various counters.

- Display/Print Counter
  Displays counters for each functions (Total, Copier, Printer, A3/DLT, Duplex, Staple).

- Print Counter List
  Prints out a list of counters for each functions.

- To print the counter list

  ① Press the 【**User Tools/Counter**】 key.

  ② Press the **[System Settings]** key.

  ③ Press the **[Key Operator Tools]** key.

  ④ Press the **[Display/Print Counter]** key.

  ⑤ Press the **[Print Counter List]** key.
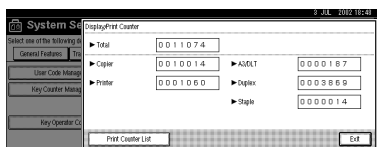
  ⑥ Press the 【**Start**】 key.

  ⑦ Press the **[Exit]** key.

❖ **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.

✐ **Note**

❒ Press the **[▲Prev.]** and **[▼Next]** keys to show all counters.

- Print Counter for All User Codes
  Prints the counter values for all of the user codes.

- Clear Counter for All User Codes
  Sets the counter value for all of the user codes to 0.

- 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.

✐ **Note**

❒ Print List for Each User Code ⇒ p.100 "Printing the Counter for Each User Code".

❖ **Address Book Management**
Adds, changes or deletes user codes (max 8-digits). For details on operations, see p.96 "User Codes".

📝 **Note**

❒ You can register up to 1,500 user names.

❒ You can register up to 500 user codes.

❒ You can also register user codes from SmartNetMonitor for Admin.

❒ 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. You can register and change user codes and user names.

- Name
  User (destination) name, key display, registration number, title selection

- User Code
  User code, available functions

- E-mail Address
  E-mail address, register as a sender, sender's password, enter password

- Group
  Switch title, registration number

- **[Delete]**
  Deletes a user.

❖ **Address Book: Program/Change/Delete Group**
You can register multiple e-mail addresses in a group.
Then you can easily control the registered e-mail address for each group.

- **[Program/Change]**
  This registers new groups, or changes a group name, key display, title selection, registration number.

- **[Delete]**
  Deletes a group.

❖ **Address Book: Change Order**
Changes the order of registered users (destination).

📝 **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" (**[OPQ]**) to "DAILY" (**[CD]**).

① Press the 【**User Tools/Counter**】 key.

② Press the **[System Settings]** key.

③ Press the **[Key Operator Tools]** key.

④ Press the **[Address Book:Change Order]** key.
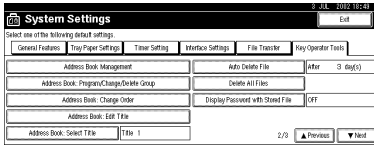
⑤ Press the user (destination) key to be moved.
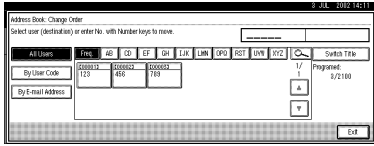
📎 Note

❒ You can select a user using the number keys.

⑥ Press the user (destination) key in the place you want to move to.
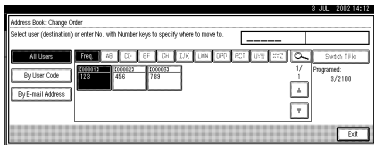
The user (destination) selected in step ⑤ moves to the place selected in step ⑥, and the keys for other users will shift.
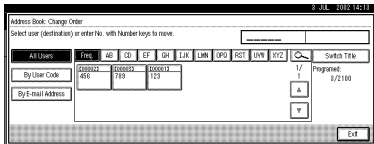
📎 Note

❒ You can select a user using the number keys.

❖ **Address Book: Edit Title**

You can edit the title to search for a desired user easily.

① Press the **【User Tools/Counter】** key.

② Press the **[System Settings]** key.

③ Press the **[Key Operator Tools]** key.

④ Press the **[Address Book: Edit Title]** key.

E Press the title key to be changed.
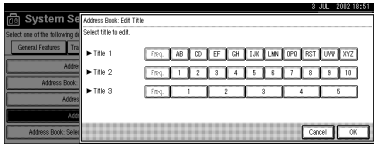
F Enter the new name, and then press the **[OK]** key.

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

❖ **Address Book: Select Title**
Specifies the title to select a user.

📎 **Note**
❒ Default setting: *Title 1*

❖ **Auto Delete File**
Specifies whether documents stored in the Document Server are deleted or not after a specified period of time.

📎 **Note**
❒ Default setting: *Yes After 3 day (s)*

❒ If you select "Yes", documents stored after this setting will be deleted.

❒ If you select "No", documents will not be deleted automatically.

❒ If you select "Yes", enter a number of days in the range of 1 - 180.

❒ The default setting is 3 days, which means documents will be deleted 3 days (72 hours) after they are stored.

❖ **Delete All Files**
All documents stored in Document Server will be deleted.

📎 **Note**
❒ Even if a password has been set, all documents will be deleted.

❒ A confirmation dialog box will appear. To delete all documents, select **[Yes]**.

❖ **Display Password with Stored File**
Specifies whether the password for the documents stored in the Document Server is temporarily displayed or not.

📎 **Note**
❒ Default setting: *OFF*

❒ Only when you forget the password, set to **[ON]**. After you confirm the password, be sure to return the setting to **[OFF]**.

❒ If you set to "ON", set the "Key Operator Code" to "ON".

❖ **Key Operator's E-mail Address**
By registering the operator's e-mail Address, you can send an e-mail in case of difficulty. Specify whether or not to use this function.

🖉 **Note**
❒ Default setting: blank

❖ **AOF (Always ON)**
Specify whether or not to use Auto Off function.

🖉 **Note**
❒ Default setting: *ON*

❒ For details about this function, contact your service representative.

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User Codes

By registering user codes, you can limit the users to particular functions and check their use of each function.

$\mathscr{P}$ Reference

User codes can also be registered using SmartNetMonitor for Admin (printer option required). ⇒ Network Printing Guide

The management and control items for each function are as follows:

❖ Copier

When you set User Code Management, entering the user code is requested before using the Copy function. This enables you to limit user copying.

The number of copies is counted for each user code, so you can check usage of each user.

$\mathscr{P}$ Reference

Select the Copier function in User Code Management. ⇒ p.90 "User Code Management"

❖ Document Server

When you set User Code Management, the user code is requested before using the Document Server function. This enables you to limit users of the Document Server.

The number of copies in Document Server mode is counted for each user code as an accumulated figure.

$\mathscr{P}$ Reference

Select the Document Server function in User Code Management. ⇒ p.90 "User Code Management"

❖ Printer

When you set User Code Management, you can print documents from the printer driver using the user code registered.

The number of printed documents is counted for each user code. You can check the usage of each user.

$\mathscr{D}$ Note

❒ To register the printer driver automatically, select "Auto Program" for the printer in User Code Management. If you use the user code set in User Tools, select "Not Auto Program". Set the user codes registered in User Tools for the printer driver.

$\mathscr{P}$ Reference

Select the Printer function in User Code Management. ⇒ p.90 "User Code Management"

❖ Scanner

Limits who can use the Scanner function and manages use of each user code.

$\mathscr{P}$ Reference

Select the Scanner function in User Code Management settings. ⇒ p.90 "User Code Management"

$\overset{\text{\tiny!}}{\underset{}{\heartsuit}}$ Important

❒ The functions associated with each user code are the same. If you change or delete user codes, management data and limits associated with that code will become invalid.

To Register a New User Code
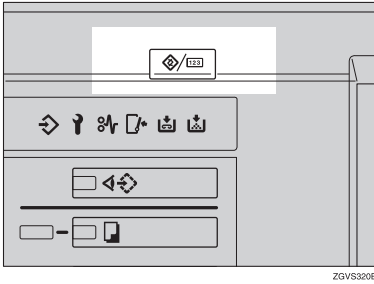
A **Press the 【User Tools/Counter】 key.**

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B **Press the [System Settings] key.**
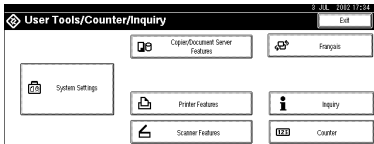
C **Press the [Key Operator Tools] key.**

D **Press the [Address Book Management] key.**

E **Press the [New Program] key.**

Note

❒ To register a user code to a registered user, press the user key where the user code is to be registered, or enter the number using the number keys.

F **Set the user information.**

Note

❒ To register a user code to a registered user, skip to step G.

To Register a User Name and Key Name

A **Press the [Change] key on the right of the user name or key name.**

The user name or key name entry dialog box appears.

B **Enter the user name or key name, and then press the [OK] key.**

Note

❒ You can use the user name as the user name assigned to the documents in Document Server mode. In this case, entry of the user code is not required. ⇒ p.57 "Document Server"

Reference

⇒ p.110 "Entering Text"

To Select the Title

A **Press the key for the classification you want to use from "Select Title".**

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 "Select Title".

5

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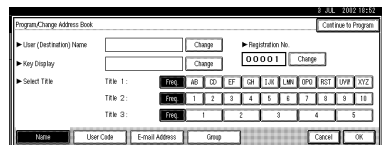
G **Press the [User Code] key.**

H **Enter the user code using the number keys, and then press the [#] key.**
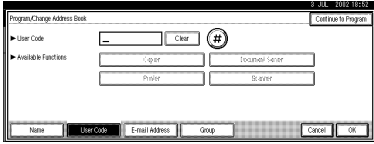
Note

❒ If you make a mistake, press the **[Clear]** or 【**Clear/Stop**】 key, and then enter the user code again.

I **Select the functions to be used with the user code from "Available Functions".**

J **To continue registering user codes, press the [Continue to Program] key, and then repeat the procedures from step** F**.**
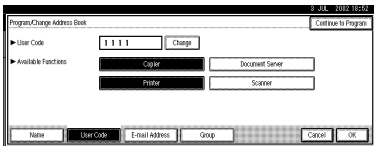
K **Press the [OK] key.**

L **Press the [Exit] key.**

M **Press the 【User Tools/Counter】 key.**

Changing a User Code

A **Press the 【User Tools/Counter】 key.**

B **Press the [System Settings] key.**

C **Press the [Key Operator Tools] key.**

D **Press the [Address Book Management] key.**

E **Select the registered user code you want to change, or enter the registered number using the number keys.**

F **Enter the new information for the item you want to change.**

Changing a User (Destination) Name or Key Name

A **Press the [Change] key to the right of the user (destination) name or key name.**

B **Enter the user (destination) name, and then press the [OK] key.**

Reference

⇒ p.110 "Entering Text"

Changing a Title

A **Press the key for the classification you want to use from "Select Title".**

Changing a User Code

A **Press the [User Code] key.**

B **Press the [Change] key, and then enter the new user code using the number keys.**
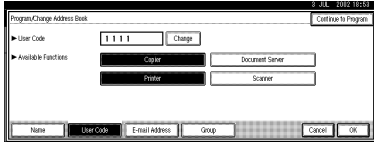
C **Press the [#] key.**

To change Available Functions

A **Press the [User Code] key.**

B **Press the key to select the functions to be enabled.**

Note

❒ Press the key to make it highlighted, and the key will be enabled.

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

H **Press the [Exit] key.**

I **Press the 【User Tools/Counter】 key.**

Clearing a User Code

Important

❒ This operation also deletes user codes registered for multiple functions. User control with the deleted user code will be disabled.

A **Press the 【User Tools/Counter】 key.**

B **Press the [System Settings] key.**

C **Press the [Key Operator Tools] key.**

D **Press the [Address Book Management] key.**

To clear a User (destination)

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

B **Select the user (destination) you want to delete.**

Press the user (destination) key, or enter the registered number using the number keys.

C **Press the [Yes] key in the confirmation screen.**

To delete the User Code

A **Select a user (destination) whose user code is to be deleted.**

Press the user (destination) key to be deleted, or enter the registered number using the number key.

B **Press the [User Code] key.**

C **Press the [Change] key to delete the user code, and then press the [#] key.**
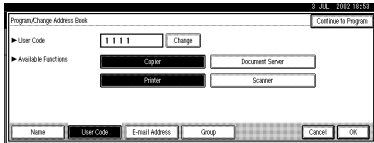
D **Press [OK] key.**

E **Press the [Exit] key.**

F **Press the 【User Tools/Counter】 key.**

Displaying the Counter for Each User Code

You can check the counter for each function's user code.

A **Press the 【User Tools/Counter】 key.**

B **Press the [System Settings] key.**

C **Press the [Key Operator Tools] key.**

D **Press the [Display/Clear/Print Counter per User Code] key.**

E **Press the [Print Counter] key.**

The individual function counters for each user code are displayed.

Printing the Counter for Each User Code

You can print out the counter for each user code using **[Print Counter]** or **[Scanner Counter]**. Also, you can print out using both of them together.

A **Press the 【User Tools/Counter】 key.**

B **Press the [System Settings] key.**

C **Press the [Key Operator Tools] key.**

D **Press the [Display/Clear/Print Counter per User Code] key.**

To print the number of copies (counter) for each user code

A **Select a user code from the left side of the display.**
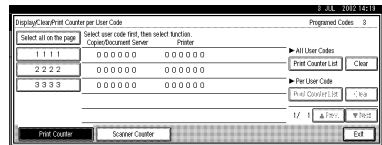
✎ **Note**

❒ Press the **[Select all on the page]** key if you want to select all user codes on the page.

B **Press the [Print Counter List] key of "Per User Code".**
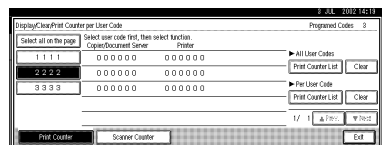
✎ **Note**

❒ Enter the user code, and then press the **[#]** key if the user code is registered.

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To print the number of copies (counter) for all user codes

A **Press the [Print Counter List] key of "All User Codes".**

Note
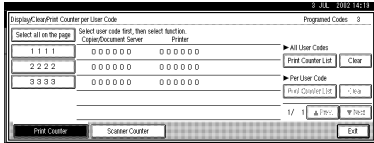
❒ Enter the user code, and then press the **[#]** key if the user code is registered.

E **Press the [Print Counter] key.**

F **Press the [Print] key.**

Clearing the Counter

A **Press the 【User Tools/Counter】 key.**

B **Press the [System Settings] key.**

C **Press the [Key operator Tools] key.**

D **Press the [Display/Clear/Print Counter per User Code] key.**

E **Select the user code to clear.**

To clear the number of copies (counter) for each user code

A **Select a user code from the left side of the display.**

Note
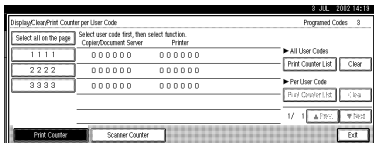
❒ Press the **[Select all on the page]** key if you want to select all user codes on the page.

B **Press the [Clear] key for "Per User Code".**
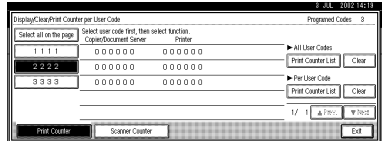
To clear the number of copies (counter) for all user codes

A **Press the [Clear] key for "All User Codes".**

F **Press the [Print Counter] key.**

G **Press the [Print] key.**

5

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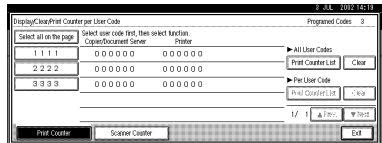
E-mail Destination

By registering an e-mail destination, you can send scanned documents by e-mail.

- It is easy to select an e-mail destination if you register "User (destination) name" and "Key name" for the e-mail destination.
- You can register an e-mail destination as a group.
- You can use the e-mail destination as the Sender's address. In this case, you can set a password in order to prevent its use by other people.

$\mathcal{P}$ Reference

E-mail destination can also be registered using SmartNetMonitor for Admin (printer option required). ⇒ Network Printing Guide

Registering an E-mail Destination
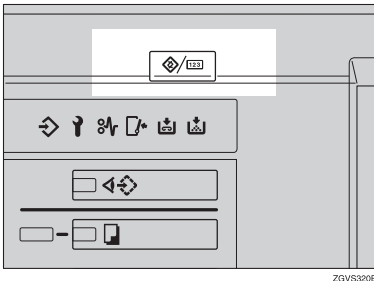
A Press the 【User Tools/Counter】 key.

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B Press the [System Settings] key.

C Press the [Key Operator Tools] key.

D Press the [Address Book Management] key.

E Press the [New Program] key.

$\mathscr{D}$ Note
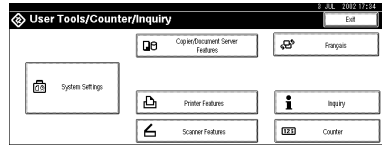
❒ To register an e-mail destination to a registered user, press the user key you want to register, or enter the registered number using the number keys.

F Set the user's information.

$\mathscr{D}$ Note
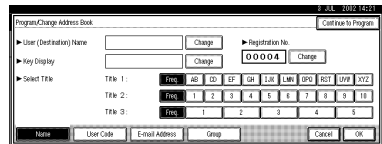
❒ To register an e-mail destination to a registered user, skip to step G.

To register the user (destination) name and key name

A Press the [Change] key on the right of "User (Destination) Name" or "Key Display".

The user (destination) name or key name entry dialog box appears.

B Enter the user (destination) name or key name, and then press the [OK] key.

🖉 Note

❒ You can use the user name when selecting an address to send an e-mail to.

❒ You can register the user code following the user name. For more details, see p.96 "User Codes".

🔎 Reference

⇒ p.110 "Entering Text"

To select the title

A To classify the user with the title, press the title key from "Select Title".

🖉 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 "Select Title".

G Press the [E-mail Address] key.

H Press the [Change] key on the right of the "E-mail Address".
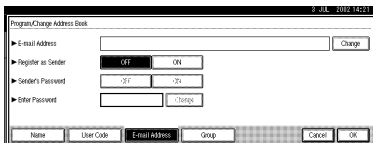
The e-mail address entry dialog box appears.

I Enter the e-mail address.

🖉 Note

❒ You can use the e-mail address as the Sender's address. In this case, you can set a password in order to prevent its use by other people.

🔎 Reference

⇒ p.110 "Entering Text"

Using as a Sender

A Press the [ON] key on the right of the [Register as Sender].

Setting a password

A Press the [ON] key on the right of the [Sender's Password].

B Press the [Change] key on the right of the "Enter Password".

C Enter the password using the number keys and then press the [#] key.

J Press the [OK] key.

🖉 Note

❒ When a group is registered, other e-mail destinations can be added to the group. ⇒ p.107 "Registering E-mail Destinations to a Group"

Changing a Registered E-mail Destination
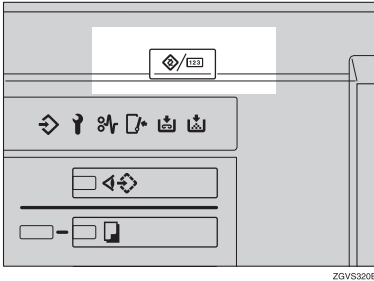
A Press the 【User Tools/Counter】 key.

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B Press the [System Settings] key.
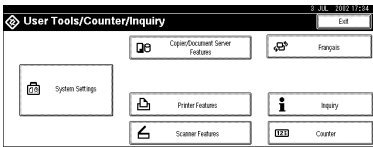
C Press the [Key Operator Tools] key.

D Press the [Address Book Management] key.

The registered user list appears.

E Select the user of the registered e-mail address you want to change.

Press the user key you want to change or enter the registered number using the number keys.
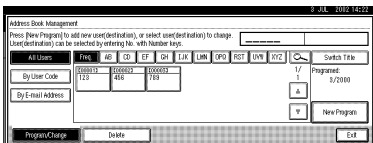
F Press the [E-mail Address] key.

G Enter the items.

To change the e-mail address

a Press the [Change] key on the right of the e-mail address.
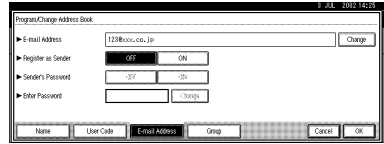
b Enter the e-mail address, and then press the [OK] key.

📖Reference
⇒ p.110 "Entering Text"

To change the password

a Press the [Change] key on the right of the password.
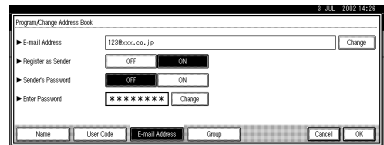
b Enter the new password using the number keys, and then press the [#] key.

H Press the [OK] key.

📝Note
❒ To change the user name, see p.98 "Changing a User (Destination) Name or Key Name".

❒ To clear the user name, see p.99 "To clear a User (destination)"

Clearing a Registered E-mail Destination
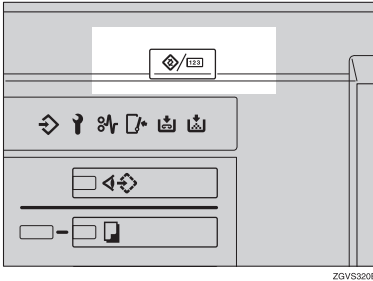
A **Press the 【User Tools/Counter】 key.**

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B **Press the [System Settings] key.**
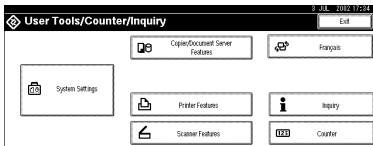
C **Press the [Key Operator Tools] key.**

D **Press the [Address Book Management] key.**

To clear only the e-mail address

A **Select the user of the e-mail address you want to clear.**

Press the user key you want to clear or enter the registered number using the number keys.

B **Press the [E-mail Address] key.**

C **Press the [Change] key on the right of the "E-mail Address".**

D **Press the [Delete All] key, and then press the [OK] key.**

To clear all the informations for the user

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

B **Select the user you want to clear.**

Press the user key you want to clear or enter the registered number using the number keys.

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

E **Press the [Exit] key.**

Registering E-mail Destinations to a Group

By registering groups, you can use them as follows;

- You can easily control the registered e-mail destinations for each group.
- You can send the same messages to multiple addresses in a group in bulk.

To divide e-mail destinations into groups, the groups must be registered beforehand.

$\mathcal{P}$Reference

E-mail destination can also be registered into groups using Smart-NetMonitor for Admin (printer option required). ⇒ Network Printing Guide

Registering a New Group
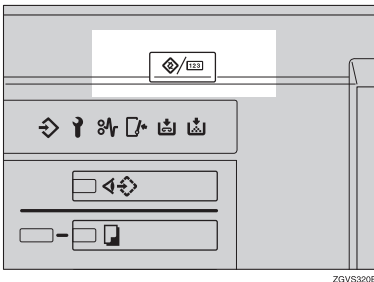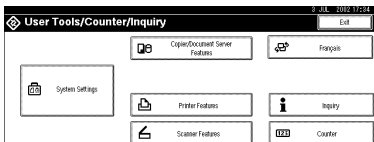
A Press the **【User Tools/Counter】** key.

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B Press the **[System Settings]** key.

C Press the **[Key Operator Tools]** key.

D Press the **[Address Book: Program/Change/Delete Group]** key.

E Press the **[New Program]** key.

F Press the **[Change]** key on the right of the group name.
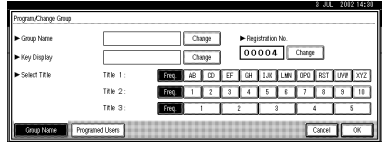
G Enter the group name, and then press the **[OK]** key.

H When you want to change the key name, and then press the **[Change]** key on the right of the key display name. Enter the key display name, and then press the **[OK]** key.

For entering the group name, the key display name is automatically set.

I Press the **[Select Title]** key to sort the group. Go to step **J** if you do not sort the group.

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

Registering E-mail Destinations to a Group

You can register the e-mail destination to a group.

✐ Note

❒ When newly registering an e-mail destination, you can also register groups at the same time.
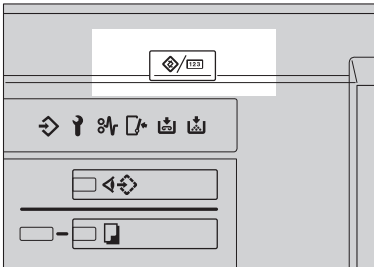
A Press the 【User Tools/Counter】 key.

ZGVS320E

B Press the [System Settings] key.
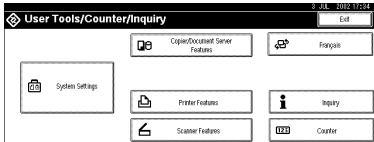
C Press the [Key Operator Tools] key.

D Press the [Address Book Management] key.

E Press the user (destination) key that you want to register in a group.

F Press the [Group] key.

G Select a group to which you want to register the e-mail destinations.
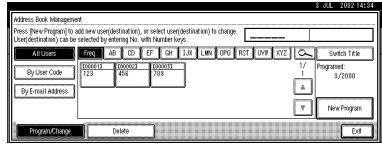
H Press the [OK] key.

Deleting an E-mail Destination from a Group
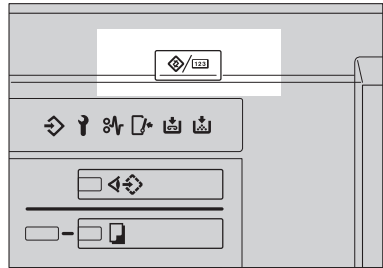
A Press the 【User Tools/Counter】 key.

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B Press the [System Settings] key.
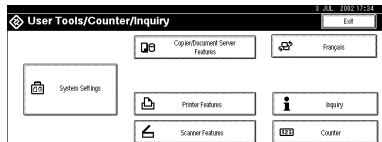
C Press the [Key Operator Tools] key.

D Press the [Address Book Management] key.

E Select the user (destination) key to delete from a group.

Press the user (destination) key which you want to delete, or enter the registered number using the number keys.

F Press the [Group] key.

G Press the highlighted group key.
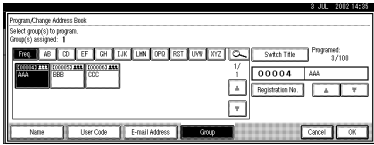
The user is deleted.

H Press the [OK] key.

Displaying an E-mail Destination

You can confirm the user (destination) of each group.
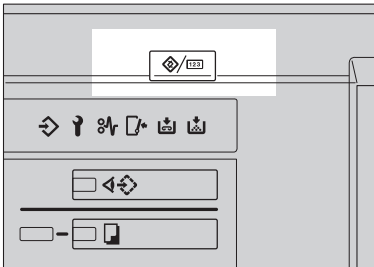
A Press the [User Tools/Counter] key.

ZGVS320E

B Press the [System Settings] key.
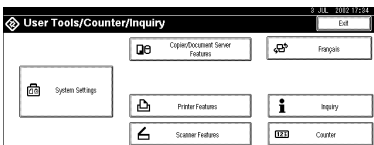
C Press the [Key Operator Tools] key.

D Press the [Address book: Program/Change/Delete Group] key.

E Select a group where the data you want to confirm is registered.

F Press the [Programed Users] key.

All the user names (e-mail destinations) are displayed.
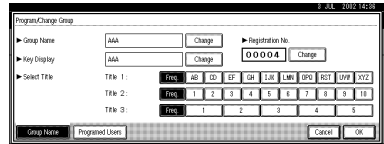
G Press the [OK] key.

Deleting a Group
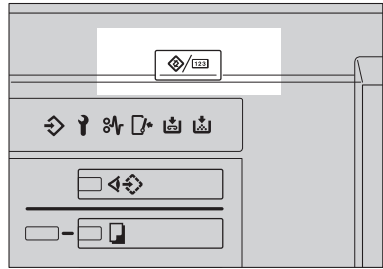
A Press the [User Tools/Counter] key.

ZGVS320E

B Press the [System Settings] key.
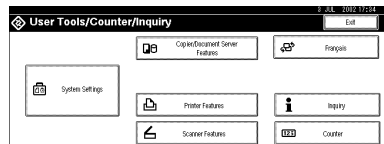
C Press the [Key Operator Tools] key.

D Press the [Address Book: Program/Change/Delete Group] key.

E Press the [Delete] key.

F Press the group key you want to delete.

G Press the [Yes] key.

Changing a Group Name
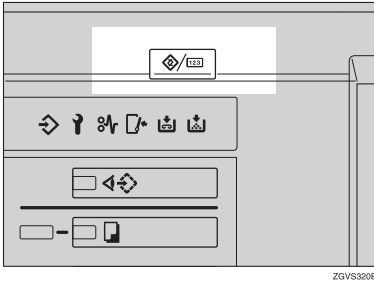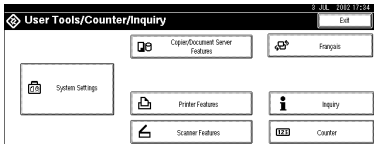
A **Press the 〖User Tools/Counter〗 key.**

B **Press the [System Settings] key.**

C **Press the [Key Operator Tools] key.**

D **Press the [Address Book: Program/Change/Delete Group] key.**

E **Press the group key you want to change.**

F **Reenter the item you want to change.**

To change a group name or the key display

A **Press the [Change] key in "Group Name" or "Key Display".**
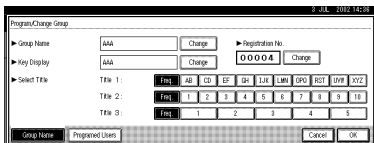
B **Reenter the group name or key display, and then press the[OK] key.**

To change a title

A **Press the title key in "Select Title" of the group you want to sort.**

To change a registration number

A **Press the [Change] key in "Registration No.".**

B **Enter the registration number using the number keys.**

C **Press the [#] key.**

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

5

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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 that character.

Available Characters

- Alphabetic characters
  ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz
- Symbols
- Numerals
  0123456789

Keys

ZGVS838E
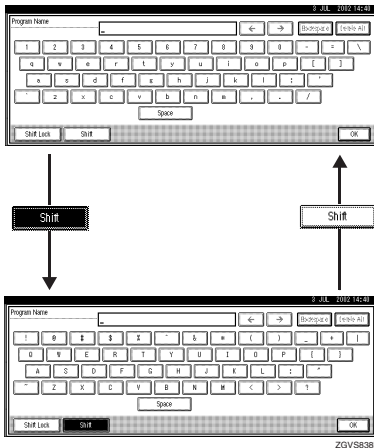
Note

❒ When entering uppercase or lowercase letters continuously, use the **[Shift Lock]** key to lock the case.

Entering Text

Entering letters

A **Press the [Shift] key to switch between uppercase and lowercase.**

B **Press the letters you want to enter.**

Deleting characters

A **Press the [Backspace] or [Delete All] key to delete characters.**

5

6. Troubleshooting

If Your Machine Does Not Operate as You Want

General

Machine Status	Problem/Cause	Action
Please wait.	This message appears when you turn on the operation switch or change the toner bottle.	Wait for the machine.
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 Low Power mode.	Press the 【Energy Saver】 key to cancel Low Power 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.
Memory is full.	The number of scanned pages exceeds the capacity of the hard disk.	Press the **[Delete File]** key to delete unnecessary documents. ⇒ p.66 "Deleting Saved Documents"
The function status indicator is red.	The function associated with the red indicator has been interrupted.	Press the function key corresponding to the indicator. Follow the instructions displayed in the display panel.
The operation switch continues blinking and does not turn off when pressed.	This occurs in the following cases: • The machine is in communication with external equipment. • The hard disk is in operation.	Check that the computer does not control the machine when you turn off the main power switch.
The original images are printed on the reverse side of the paper.	You may have loaded the paper incorrectly.	Load paper into the large capacity tray (LCT) and a bypass tray with the print side up, or into a paper tray with the print side down. ⇒ p.116 "🗅 Loading Paper"

Machine Status	Problem/Cause	Action
Misfeeds occur frequently.	The side guides of the paper tray may not be locked.	Check the side guides are locked. ⇒ p.132 "Changing the Paper Size"
	The end guide of the paper tray may not be locked.	Check that the end guide is locked. ⇒ p.132 "Changing the Paper Size"
	You may have loaded paper whose size cannot be detected automatically.	When you use paper of a size that cannot be detected automatically, set the paper size. ⇒ p.79 "Tray Paper Size: (Tray 2,3)", p.177 "Copy Paper"
	The saddle stitching staple cartridge for the Booklet Finisher has been removed.	Reset the saddle stitching staple cartridge. ⇒ p.134 "Ḁ Adding Staples"
An error message remains, even if misfed paper is removed.	When a misfeed message appears, it remains until you open and close the cover, as required.	Clear misfed paper and open and close the front cover. ⇒ p.122 "🎝 Clearing Misfeeds"
Cannot duplex print	You cannot use the paper in the bypass tray for duplex printing.	For duplex printing, select Tray 1-3 in Copier mode or with the printer driver.
	The setting for the Paper Type: Tray 1-3 is "1 Side Copy".	Select "2 Sided Copy" for Paper Type: Tray 1-3⇒ p.80 "Paper Type: (Tray1-3, LCT)"
During saddle stitching, paper comes out open and not neatly stacked.	Depending on the type of paper, the paper opens as it rebounds when it is folded.	Select a paper type with low rebound.
The user code entry dialog box is displayed.	Users are restricted by user management.	Enter the user code (up to 8-digits), and then press the **[#]** key.

6

Document Server

Problem	Action
"Scanned pages exceeded max. number. Do you want to store the scanned pages as a file?" appears.	The number of scanned pages exceeds the capacity per file of the Document Server.
	If you want to store scanned originals as a file, press the **[Yes]** key. The originals are stored as a file in the Document Server.
	If you don't want scanned originals to be stored, press the **[No]** key. The scanning data will be cleared.
You forgot your password.	You can confirm your password.
	Press the **[ON]** key temporarily for "Display Password with Stored File" in the User Tools. You can check the password when you have selected the file.
	You can delete all the saved documents at once with the User Tools.
	Make sure that no important documents are saved in the Document Server before deleting all saved documents.
	⇒ p.94 "Delete All Files"
You cannot find out what is saved in a file.	Check the date or time column in the "Document Server: Files" display.
	Check the contents of the document by printing the first page of it. Press the desired document in the "Document Server: Files" display, and press the **[Print 1st Page]** key followed by the 【Start】 key.
Memory becomes full frequently.	Press the **[Delete File]** key to delete selected documents, thereby increasing available memory.
You want to check print before making a large print run.	Check print quality by printing out only the first set using the 【Sample Copy】 key.
You want to save a document so it will not be deleted automatically.	Turn "Auto Delete File" off, and then save the document in the Document Server. ⇒ p.94 "Auto Delete File"
	If you later turn on "Auto Delete File", the function is only applied to documents saved after turning the function on.
"Cannot copy. Original is being scanned by other functions." appears.	The Copy function is in use. To cancel the job in process, first press the **[Exit]** key, and then press the 【Copy】 key. Next press the 【Clear/Stop】 key. When the message "**[Stop]** key was pressed. Stop printing?" appears, press the **[Stop]** key.

📥 Loading Paper

📝 Note

❒ You can change the paper size in tray 2 and 3.⇒ p.132 "Changing the Paper Size"

🔎 Reference

For details about paper types and sizes, see p.177 "Copy Paper".

Loading Paper in Tray 1 (Tandem Tray)

🕯️ Important

❒ When paper on the right side in tray 1 runs out, paper on the left will automatically move to the right. While the paper is moving, the machine instructs you to wait. At this time, do not pull out the tray.

📝 Note

❒ You can load paper even while making copies using paper in tray 1. During copying, you can pull out the left half of the tray.

A Pull out the paper tray until it stops.
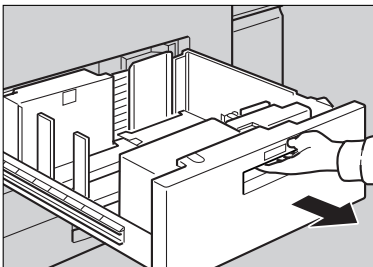
ZGVY301E

B Square the paper, and then load it in the tray.

When the whole tray is pulled out
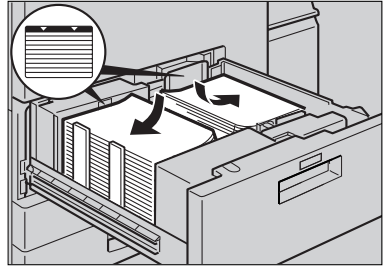
❶ Load the paper.

ZGVY311E

🕯️ Important

❒ Align the right edge of the right copy paper stack to the right edge of the tray, or the left edge of the left copy paper stack to the left edge of the tray.

When the left half of the tray is pulled out

❶ Load the paper in the left tray.

ZGVY321E

116
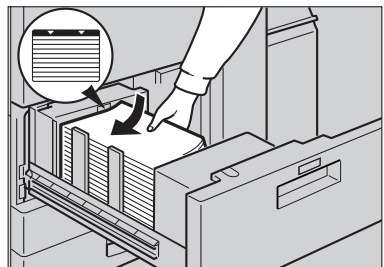
⚠️**Important**

❒ Confirm that the top of the stack is no higher than the limit mark inside the tray.

❒ Align the left edge of the paper stack to the left edge of the tray.

✎ **Note**

❒ Shuffle the paper before loading.

❒ Straighten curled or warped paper before loading.

C **Gently push the paper tray in until it stops.**

Loading Paper in Tray 2 and 3

A **Pull out the paper tray until it stops.**
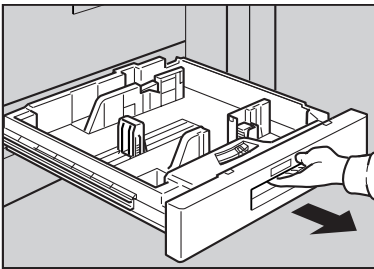
ZGVY331E

B **Square the paper, and then load it in the tray.**
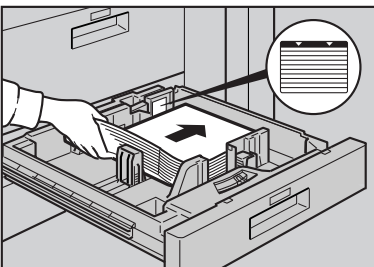
ZGVY341E

⚠️**Important**

❒ Confirm that the top of the stack is not higher than the limit mark inside the tray.

❒ Align the left edge of the copy paper stack to the left edge of the tray.

✎ **Note**

❒ Shuffle the paper before loading.

❒ Straighten curled or warped paper before loading.

C **Gently push the paper tray in until it stops.**

Loading Paper in the Large Capacity Tray (LCT)

A **Open the top cover of the large capacity tray (LCT).**
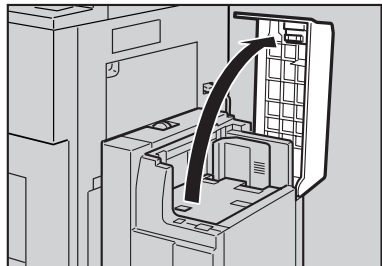
ZGVY371E

B **Load the paper in the tray along the edge on the left.**

ZGVY382E

6

117
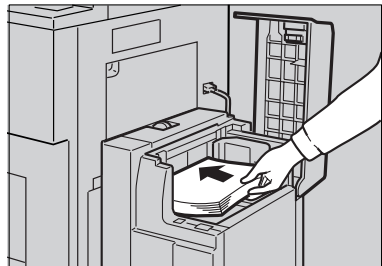
C Press the 【Down】 key.

The key blinks while the bottom plate is moving down.
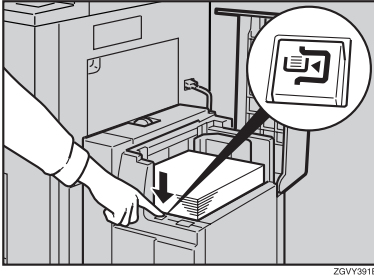
ZGVY391E

D Load paper by repeating steps B and C.

✏️ Note

❒ The tray can hold up to 4,000 sheets.

E Close the top cover of the large capacity tray (LCT).

⚠️Important

❒ Align the left edge of the copy paper stack to the left edge of the tray.

Loading Paper in the Interposer

⚠️Important

❒ Load paper on the side already printed (the side you want as front).

❒ Load paper in the interposer in the same orientation as paper in the paper tray.

❒ The staple or punching location will be on the left side of the paper, when you are facing the machine.

❒ Do not place anything on top of or leave documents on the sensor. This may lead to the paper size not being correctly scanned or paper jams.
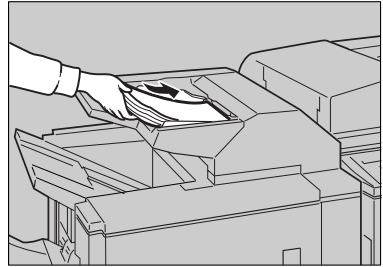
A Load the paper.

ZGVY602E

⚠️Important

❒ Confirm the top of the stack is not higher than the limit mark inside the tray.

✏️ Note

❒ Shuffle paper before loading.

❒ Straighten curled or warped paper before loading.

B Adjust the paper guides to the paper size.
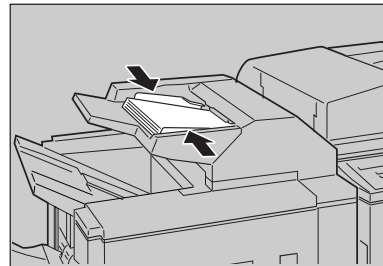
ZGVY611E

Suspend Copy when using Finisher 3000B (100–Sheet Staples)

You can suspend a large volume of copies when using Finisher 3000B (100–Sheet Staples).

Note

❒ You can suspend copy only when the output tray is specified as the finisher shift tray. ⇒ p.77 "Output: Copier"

A **Press the 【Suspend/Resume】 key.**

The key lights up.

ZGVH670E
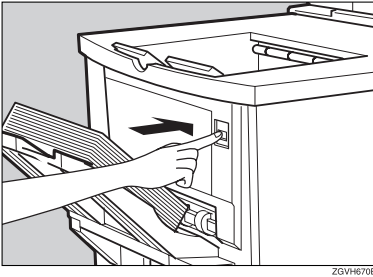
B **Remove the stack of paper from the finisher shift tray.**

ZGVH680E
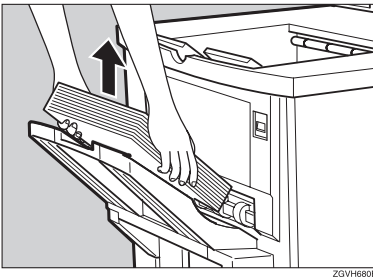
C **Press the 【Start】 key.**

The key turns off, and then copying restarts.

⚡ Adding Toner

When ⚡ is displayed, it is time to add toner.

⚠ *WARNING:*

- ***Do not incinerate used toner or toner containers. Toner dust might ig-nite when exposed to an open flame. Dispose of used toner containers in accordance with local regulations.***

⚠ *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 function-ality, and we recommend that you use only the expendable supplies availa-ble 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 set-tings 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.

✐ Note

❒ You can still make about 1000 copies after the messages "⚡ Toner is almost empty."and "Change Toner Cartridge." appear cyclically, but replace toner early to prevent poor copy quality.

❒ When the toner runs out, "⚡ Add Toner" will be displayed on the screen and printing will be disabled.

🔎Reference

For details about toner storage, see p.150 "Toner Storage".

Replacing Toner

ZGVY1060E
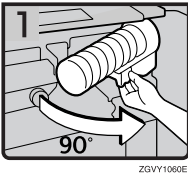
- Open the front cover of the machine.
- Pull out the lever under the toner bottle toward you 90°.

ZGVY1070E
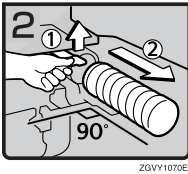
- Raise the green lever, and then gently pull out the toner bottle.

ZGVY1080E
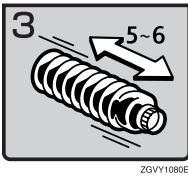
- Hold the new bottle horizontally, and then shake it five or six times without removing the outer cap.

ZGVY1090E
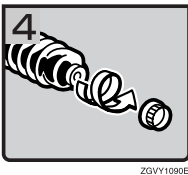
- Remove the outer cap.

  ✐ Note
  - ❐ Do not remove the inner cap.

ZGVY1100E
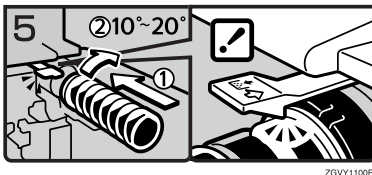
- Place the toner bottle in position, then push it in until the green lever clicks.

  ✐ Note
  - ❐ If you cannot get it to click in, pull out the toner bottle a little, slightly rotate it to the right by 10 – 20°, then try again.

ZGVY1200E
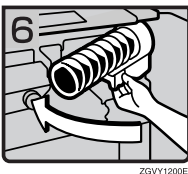
- Return the lever under the toner bottle to its original position.
- Close the front cover of the machine.

ℵ Clearing Misfeeds

⚠ **CAUTION:**

- *The fusing section of this machine might be very hot. Caution should be taken when removing 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 misfeeds occur repeatedly, contact your service representative.

📝 Note

❒ More than one misfeed location may be indicated. In such a case, check every applicable area. See the following charts: A, B, C, D, E, F, P, Q, R, U, W

❒ You can find a sticker explaining how to remove misfed paper inside the front cover or finisher.
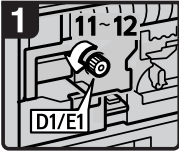
6

6

When D is lit

1
11~12
D1/E1

- Open the front cover.
- Turn fuser unit knob D1/E1 11-12 times counterclockwise to eject the paper.

2
D2
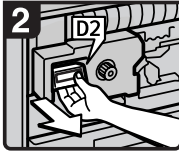
- Pull handle D2 and pull out the fuser unit.
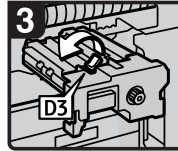
3
D3

- Raise lever D3.

4
D4

- Raise lever D4.

5
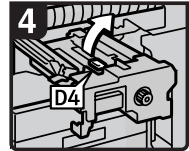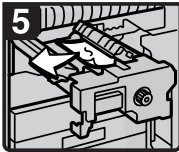
- Remove the paper being careful not to touch the area around lever D4.

6
C1

- Turn lever C1 to the left.

7
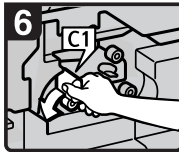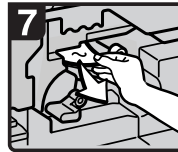
- Remove misfed paper.
- Return lever C1 to its original position.
- Close the front cover.

6

When E is lit
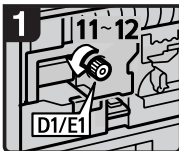
1
11~12
D1/E1

- Open the front cover.
- Turn fuser unit knob D1/E1 11-12 times counterclockwise to eject the paper.

2
E2

- Pull handle E2 and fully pull out the duplex unit.

3
E3

- Raise lever E3.

4
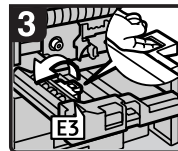
- Remove the paper being careful not to touch the area around lever E3.

5

5
R
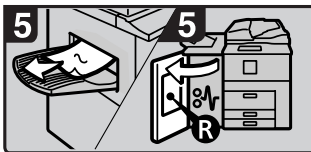
- Remove the paper from the output tray if it is visible. (When the finisher is installed, open the finisher front cover and remove misfed paper.)
- Close the front cover.

When C is lit
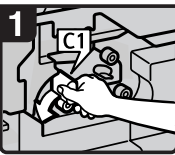
1
- Open the front cover.
- Turn lever C1 to the left.
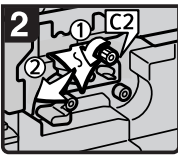
2
- Turn lever C2 counter-clockwise and remove misfed paper.
- Close the front cover.

When B is lit
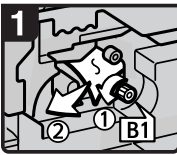
1
- Open the front cover.
- Turn knob B1 counter-clockwise and remove misfed paper.
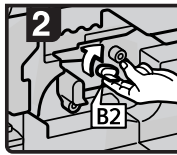
2
- Return lever B2 to its original position.
- Close the front cover.
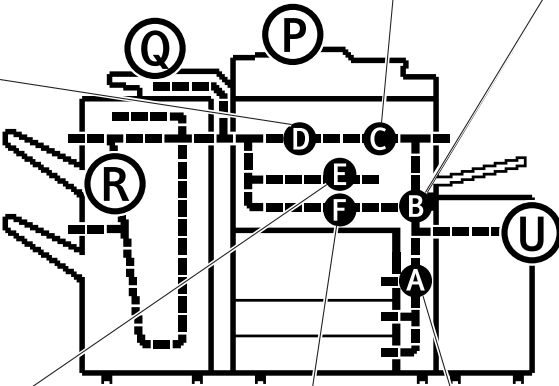
When A is lit
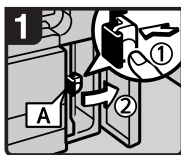
1
- Open the front cover.
- Push button A and open the guide plate.

2
- Remove misfed paper.
- Close the front cover.

When F is lit

1
- Open the front cover.
- Pull handle E2 and fully pull out the duplex unit.
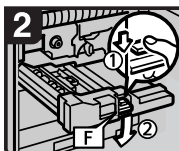
2
- Lower lever F while pressing it.
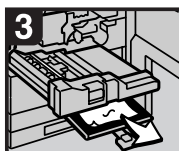
3
- Remove misfed paper.
- Return lever F to its original position.
- Close the front cover.

ZGVY443E

6

125

When Q is lit

Interposer

1
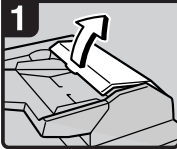
· Open the interposer upper cover.

2

· Raise the feed roller.

3
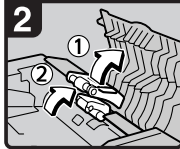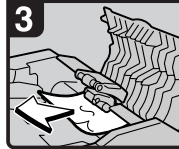
· Remove misfed paper.
· Close the interposer upper cover.

4

· Open the finisher front cover.

5 Q1

· Lower lever Q1.

6
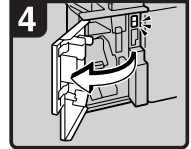
· Remove misfed paper.
· Close the finisher front cover.

When R is lit

Finisher 3000M (50-Sheet Staples)

When R1, R2 or R3 is lit

1 R1 R1 Q2

· Open the front cover.
· Raise lever R1.
  When the optional interposer is installed, lower lever Q2, and then raise lever R1.

2

· Remove misfed paper.

3 R2

· If you cannot remove misfed paper, raise lever R2 and remove it.

4 R3
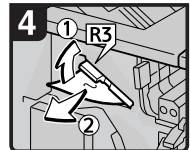
· Raise lever R3 and remove misfed paper.
· Close the front cover.

When R4, R5, R6 or R7 is lit

1 R4

· Open the front cover.
· Lower lever R4 and remove misfed paper.

2 R5

· If you cannot remove misfed paper, lower lever R5 and remove it.

3 R6

· If you cannot remove misfed paper, raise lever R6 and remove it.

4 R7

· Pull handle R7 and pull out the staple unit, then remove misfed paper.
· Close the front cover.

6
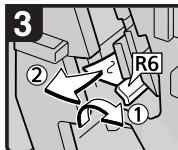
When P1 is lit

1
· Open the document feeder cover.

2 ① ②
· Raise the feed roller.
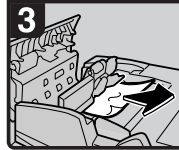
3
· Remove misfed originals.
· Close the document feeder cover.

When P2 is lit
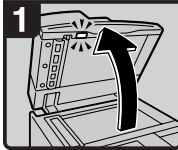
1
· Lift the document feeder.
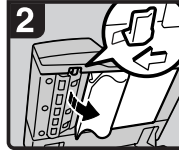
2
· Slide the lever and open the cover.
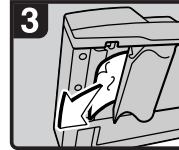
3
· Remove misfed originals.
· Close the cover.

6

Q   P

D   C
E
F   B

R

U

A
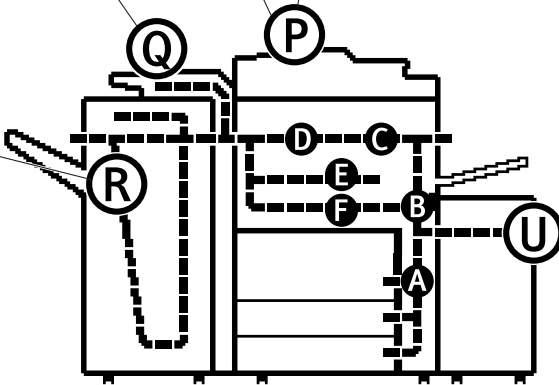
When U is lit
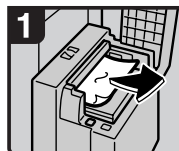
1
· Open the top cover and remove misfed paper.
· Close the top cover.

ZGVY462E

When R is lit

Booklet Finisher

When R1, R2 or R3 is lit
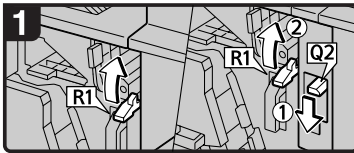
- Open the front cover.
- Raise lever R1.
  When the optional interposer is installed, lower lever Q2, and then raise lever R1.
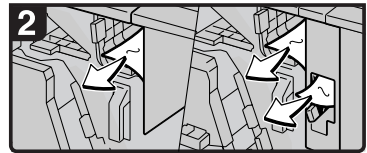
- Remove misfed paper.
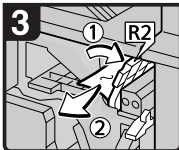
- If you cannot remove misfed paper, raise lever R2 and remove it.
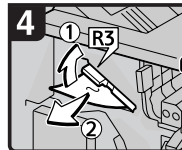
- Raise lever R3 and remove misfed paper.
- Close the front cover.

When R4, R5 or R6 is lit
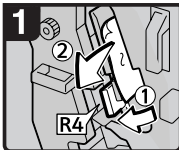
- Open the front cover.
- Lower lever R4 and remove misfed paper.
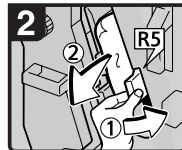
- If you cannot remove misfed paper, lower lever R5 and remove it.
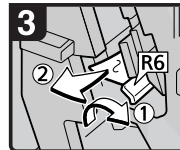
- If you cannot remove misfed paper, raise lever R6 and remove it.

When R7, R8 or R9 is lit
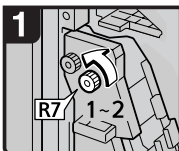
- Turn knob R7 counter-clockwise.
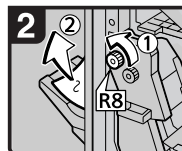
- Turn knob R8 counter-clockwise and remove misfed papers.
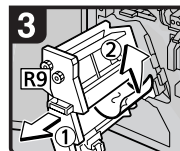
- Pull handle R9 and pull out the staple unit, then remove misfed paper.
- Close the front cover.

When W is lit

Mailbox
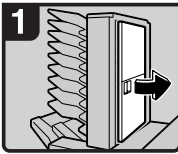
- Open the mailbox right cover.
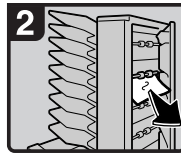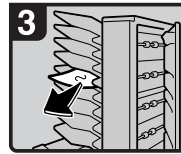
- Remove misfed paper.

- Remove misfed paper.
- Close the mailbox right cover.

ZGVY471E
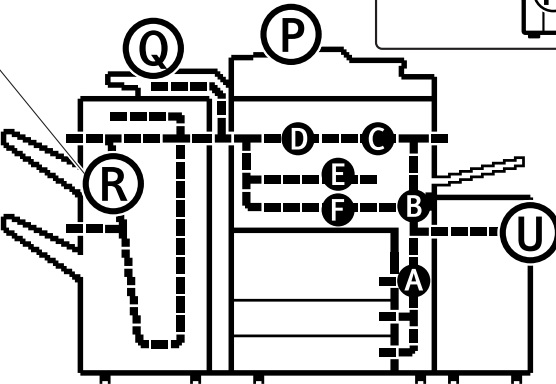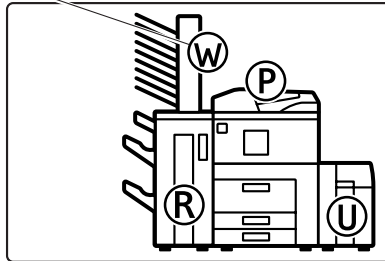
When R is lit

Finisher 3000B (100-Sheet Staples)

When R1, R2 or R3 is lit

1 R1

- Open the front cover.
- Raise lever R1.

2

- Remove misfed paper.

3 R2

- If you cannot remove misfed paper, turn lever R2 to the right and remove it.

4 R3
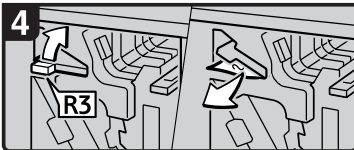
- If you cannot remove misfed paper, raise lever R3 and remove it.

When R4 or R5 is lit

1 R4

- Open the front cover.
- Pull lever R4 and remove misfed paper.

2 R5

- If you cannot remove misfed paper, pull lever R5 and remove it.

When R6 or R7 is lit
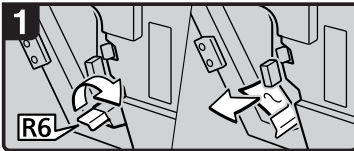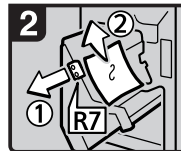
1 R6

- If you cannot remove misfed paper, raise lever R6 and remove it.

2 R7

- Pull handle R7 and pull out the staple unit, then remove misfed paper.
- Close the front cover.

6

6

Q

P

D C

E

R F B

U

A
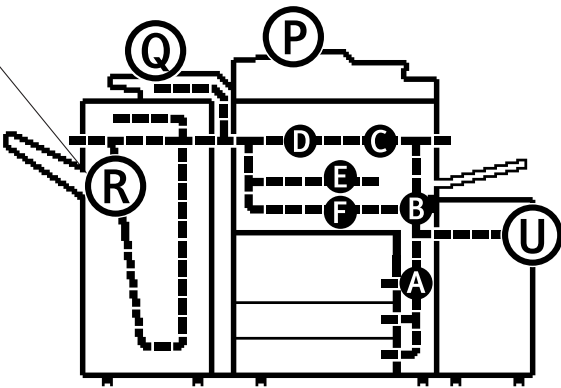
ZGVY520E

Changing the Paper Size

📖 Preparation

Be sure to select the paper size with User Tools. Otherwise, misfeeds might occur. ⇒ p.79 "Tray Paper Size: (Tray 2,3)"

🔐Important

❒ If you wish to change the paper size set in the paper tray 1 or the optional large capacity tray (LCT), contact your service representative.

🔎Reference

For details about paper sizes, and types see ⇒ p.177 "Copy Paper".

Changing the Paper Size in Tray 2 or 3

A **Make sure the paper tray is not being used. Then fully pull out the paper tray.**

Remove the paper in the tray.

ZGVY401E

B **Press the lock button, and then adjust the side fences and back fence to the new paper size while pushing the release lever.**
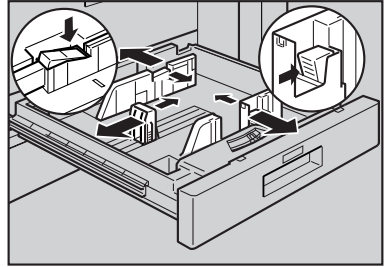
ZGVY411E

C **Square the paper and load it in the paper tray, and then press the lock button.**
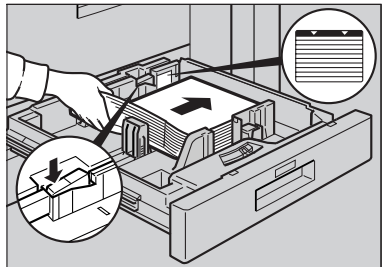
ZGVY421E

🔐Important

❒ Confirm that the top of the stack is not higher than the limit mark inside the tray.

❒ Align the right edge of the copy paper stack to the right edge of the tray.

📝 Note

❒ Shuffle the paper before loading it in the tray.

❒ Straighten curled or warped paper before loading it in the tray.

D Set the paper size selector knob inside the tray to the new size.

ZGVY431E

⚠️**Important**

❒ Problems might occur if the size of the paper set does not match the paper size selector, such as:

- Misfeeds

- Parts of the image are not copied

To adjust the paper size to one not available on the paper size selector

A **Set the paper size selector knob to the ✷ mark on the left.**

B **Press the 【User Tools/Counter】 key.**

C **Press the [System Settings] key.**

D **Press the [Tray Paper Setting] key.**

E **Press the [Tray Paper Size] key.**

F **Select the size, and then press the [OK] key.**

G **Press the [Exit] key or press the 【User Tools/Counter】 key to exit the User Tools.**

🔎**Reference**

For details, see p.79 "Tray Paper Settings".

E Gently push the paper tray until it stops.

F Check the paper size displayed on the display panel.

6

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凶 Adding Staples

Note

❒ When removing jammed staples, staples might not be ejected the first few times you try to use the stapler.

Important

❒ If you use a staple cartridge other than that recommended, staple failure or staple jams might occur.

❒ A paper jam will occur if the machine staples using the Booklet Finisher without the saddle stitch stapler cartridge. Make sure the cartridge is set.

Reference

For details about the type of finisher, see p.23 "External Options".

Finisher 3000M (50-Sheet Staples), Booklet Finisher
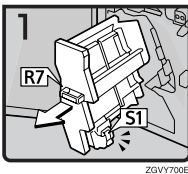
- Open the finisher front cover.
- Pull out the staple unit.
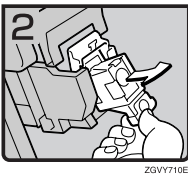
- Pull out the cartridge gently.
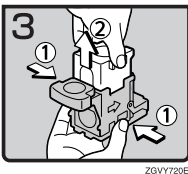
- Pull up the upper unit of the cartridge while holding both sides of the cartridge.
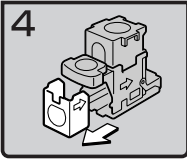
ZGVY730E

- Take out the empty refill in the direction of the arrow.
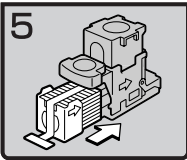
ZGVY740E

- Align the arrows on the new refill and the cartridge, and then push in the refill until it clicks.
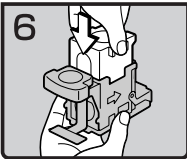
ZGVY750E

- Push down the upper unit gently into the cartridge.
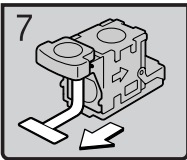
ZGVY760E

- Pull out the ribbon.
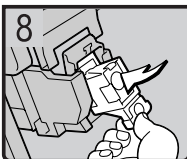
ZGVY770E

- Push the cartridge down until it clicks.
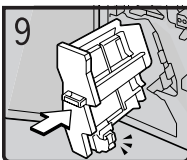
ZGVY780E

- Return the staple unit to its original position.
- Close the finisher front cover.

6

Booklet Finisher (Saddle Stitch)
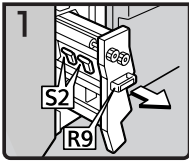
ZGVY790E

- Open the finisher front cover.
- Pull out the staple unit.
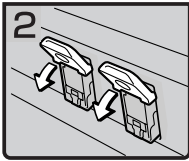
ZGVY800E

- Pull lever S2.
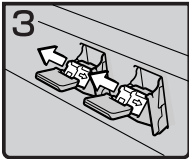
ZGVY810E

- Pull out the cartridge gently.
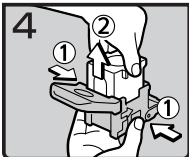
ZGVY820E

- Pull up the upper unit of the cartridge while holding both sides of the cartridge.
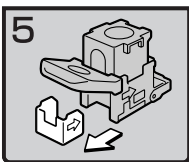
ZGVY830E

- Take out the empty refill in the direction of the arrow.
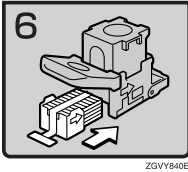
ZGVY840E

- Align the arrows on the new refill and the cartridge, and then push in the refill until it clicks.

ZGVY850E

- Push down the upper unit gently into the cartridge.

ZGVY860E

- Pull out the ribbon.

ZGVY870E

- Push the cartridge down until it clicks.

ZGVY880E

- Return lever S2 to its original position.

ZGVY890E

- Return the staple unit to its original position.
- Close the finisher front cover.

6

Finisher 3000B (100-Sheet Staples)

ZGVY1300E

- Open the finisher front cover.

ZGVY1400E

- Pull out the cartridge lever.

ZGVY1500E
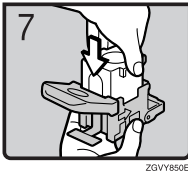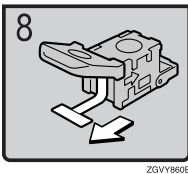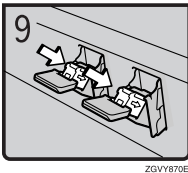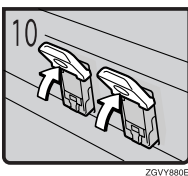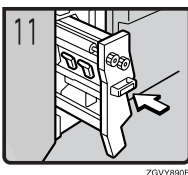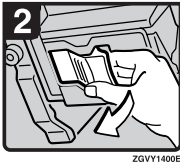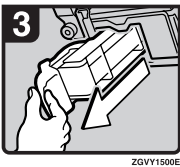
- Pull out the cartridge.

ZGVY1600E
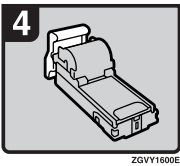
- Put the cartridge down on a level surface.

ZGVY1700E

- Raise the cover up.

ZGVY1800E

- Set the new refill.

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ZGVY1900E
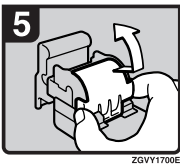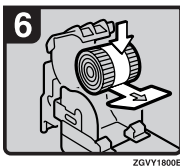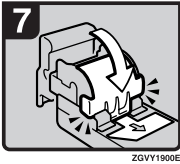
• Lower the cover until it clicks.

ZGVY2000E

• Pull out the ribbon.

ZGVY2100E
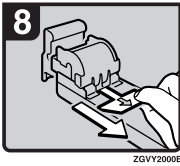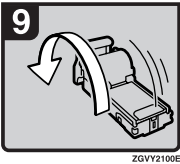
• Turn the cartridge around.
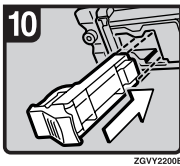
ZGVY2200E

• Reinstall the cartridge.

ZGVY2300E

• Push the cartridge until it clicks.

ZGVY2400E
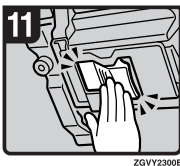
• Close the finisher front cover.

♨ Removing Jammed Staples

⚡Important

❒ A paper jam will occur if the machine staples using the Booklet Finisher without the saddle stitch stapler cartridge. Make sure the cartridge is set.

📝 Note

❒ Staples might jam due to curled copy paper. In this case, try turning the paper over in the tray. If there is no improvement, change to paper with less curl.

❒ When removing jammed staples, staples might not be ejected the first few times you try to use the stapler.

🔎Reference

For details about the type of finisher, see p.23 "External Options".

Finisher 3000M (50-Sheet Staples), Booklet Finisher
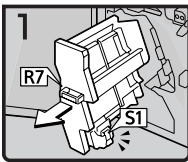
- Open the finisher front cover.
- Pull out the staple unit.
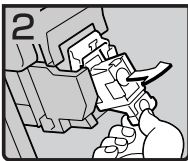
- Pull out the cartridge gently.

- Open the face plate.

ZGVY930E

- Remove jammed staples.

ZGVY940E
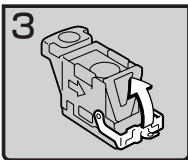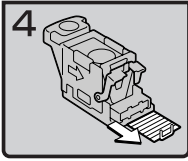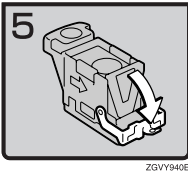
- Pull down the face plate of the cartridge until it clicks.
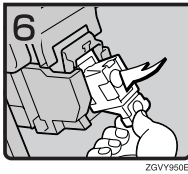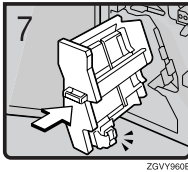
ZGVY950E

- Push the cartridge down until it clicks.

ZGVY960E

- Return the staple unit to its original position.
- Close the finisher front cover.

6

Booklet Finisher (Saddle Stitch)
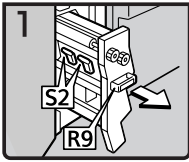
ZGVY970E

- Open the finisher front cover.
- Pull out the staple unit.
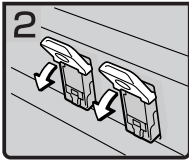
ZGVY980E

- Pull lever S2.
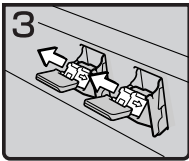
ZGVY990E

- Pull out the cartridge gently.
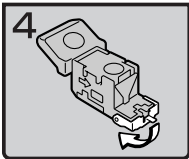
ZGVY1000E

- Open the face plate of the cartridge.
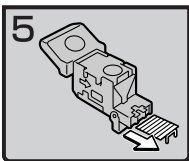
ZGVY1010E

- Remove jammed staples.
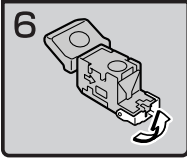
ZGVY1020E

- Pull the face plate of the cartridge down until it clicks.
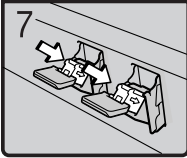
ZGVY1030E

- Push the cartridge down until it clicks.
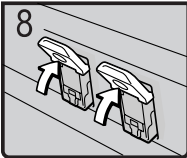
ZGVY1040E

- Return lever S2 to its original position.
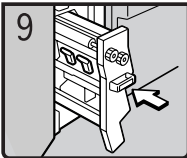
ZGVY1050E

- Return the staple unit to its original position.
- Close the front cover of the finisher.

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Finisher 3000B (100-Sheet Staples)

ZGVY2500E
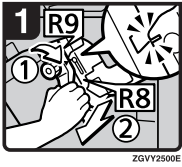
- Open the finisher front cover.
- Turn knob R9 until the marks are aligned.
- Pull lever R8 and pull out the staple unit completely.

ZGVY2600E
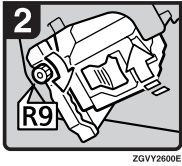
- Turn knob R9 to rotate the staple unit.

ZGVY2700E

- Pull out the cartridge lever.

ZGVY2800E
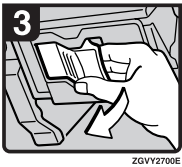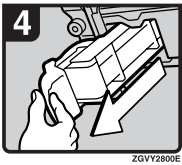
- Pull out the cartridge.

ZGVY2900E
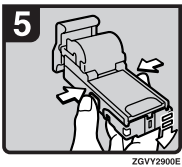
- Push the buttons on the both sides of the cartridge and open the face plate.

ZGVY3000E

- Remove jammed staples.

ZGVY3100E
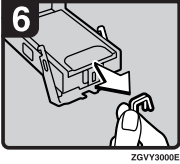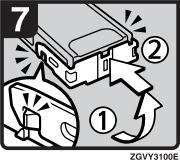
- Lower the face plate until it clicks.
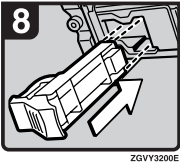
ZGVY3200E

- Reinstall the cartridge.

ZGVY3300E

- Push the cartridge until it clicks.

ZGVY3400E

- Close the finisher front cover.

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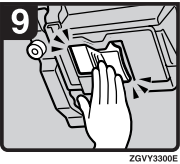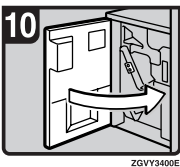
🗑 Removing Punch Waste

📝 Note

❒ When "Hole punch receptacle is full." is displayed, you cannot use the Punch function.

Finisher 3000M (50-Sheet Staples), Booklet Finisher

A **Open the finisher front cover.**
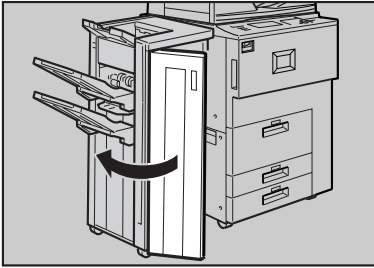
ZGVH400E

B **Pull out the punch waste box, and then remove punch waste.**
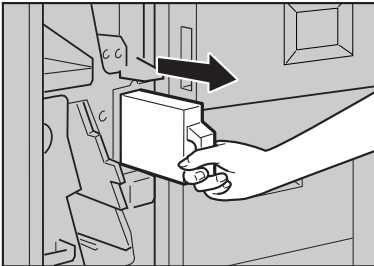
ZGVH410E

C **Reinstall the punch waste box.**
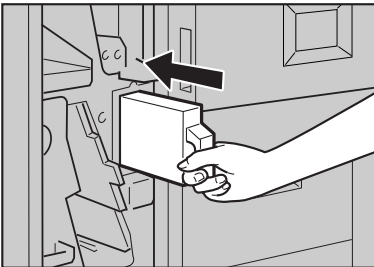
ZGVH420E

Note

❒ If you do not, "Hole punch receptacle is full." is still displayed.

D **Close the front cover of the finisher.**

"Hole punch receptacle is full." disappears.

Note

❒ If the message is still displayed, reinstall the punch waste box.

Finisher 3000B (100-Sheet Staples)

A **Open the finisher front cover.**
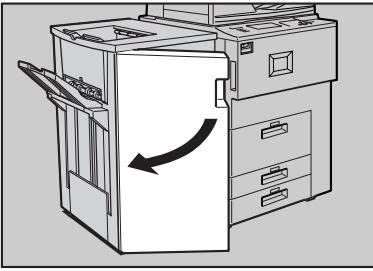
ZGVH600E

B **Pull out the punch waste box, and then remove punch waste.**

ZGVH610E

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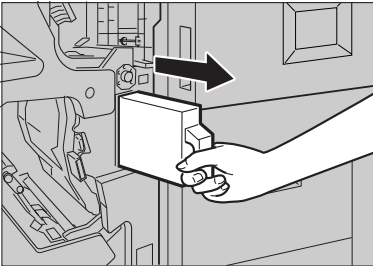
C Reinstall the punch waste box.
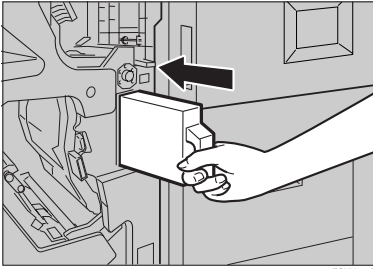
ZGVH620E

Note
❒ If you do not, "Hole punch receptacle is full." is still displayed.

D Close the front cover of the finisher.

"Hole punch receptacle is full." disappears.

Note
❒ If the message is still displayed, reinstall the punch waste box.

Do's And Don'ts

⚠ *CAUTION:*

- *Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.*

- Do not turn off the main power switch while the On indicator is lit or blinking. This may cause damage to the hard disk or memory.

- Do not touch areas on or around the fusing unit. These areas get hot.

- After making copies continuously, the exposure glass may become warm—this is not a malfunction.

- When you use this machine for a long time in a confined space without good ventilation, you may detect an odd smell. To keep the workplace comfortable, we recommend that you keep it well ventilated.

- The area around the ventilation hole may become 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 all copying or printing has finished.

- The machine might fail to produce good copy images if condensation forms inside 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, 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 of the machine, loss of settings, or use of the machine.

Toner

Handling 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.*

△ *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 use only the expendable supplies available at an authorized dealer.*

❖ **Important**

❒ If you use toner other than the recommended type, an error might occur.

📎 **Reference**

If you want to add toner. ⇒ p.120 "💡 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.

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 machine away from humidity and dust. Otherwise a fire or an electric shock might occur.*
- *Do not place the machine on an unstable or tilted surface. If it topples over, an injury might occur.*

⚠ *CAUTION:*

- *If you use the machine 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 5 mm, 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 m^3/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.

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Moving

⚠ *CAUTION:*

- *Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.*

⚛**Important**

❒ When moving the machine, the following precautions should always be followed:

- Turn off the main power. ⇒ p.33 "Turning Off the Main Power"
- Unplug the power cord from the wall outlet. When you do, 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.

❒ 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:*

- **Connect the machine only 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 machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.*

⚠ *CAUTION:*

- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*

- When the main power 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.
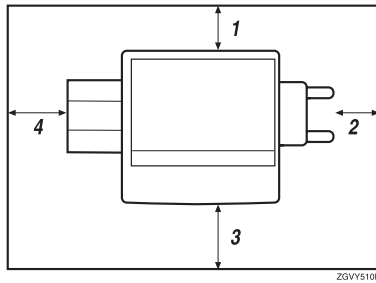
1. **Rear: more than 5 cm (2")**

2. **Right: more than 4 cm (1.6")**

3. **Front: more than 70 cm (27.5")**

4. **Left: more than 5 cm (2")**

🖉 Note

❒ For required space when options are installed, contact your service representative.

Maintaining Your Machine

If the exposure glass or document feeder is dirty, you might not be able to make clear copies. Clean these parts when 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 solvents, 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

A **Clean 1 and 2.**

ZGUH431J

Cleaning the Document Feeder

A **Clean the white sheet of the document feeder.**
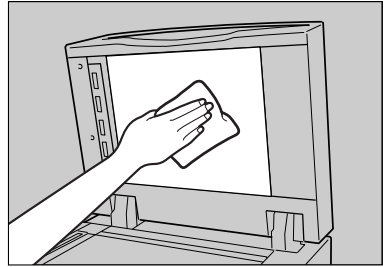
ZGUH441J

B **Pull the lever.**
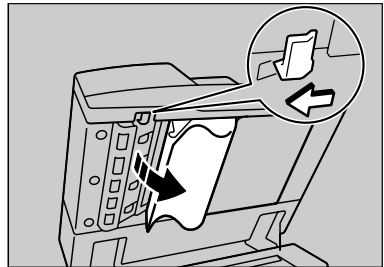
ZGUH700J

C **Wipe the scanning glass.**
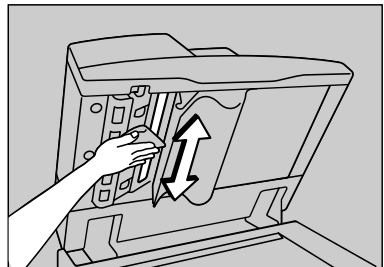
ZGUH710J

Other Functions

Inquiry

The inquiry functions lets you confirm the telephone numbers to contact for repairs or to order toner. Be sure to contact your service engineer to verify the following:

❖ **Machine Maintenance/Repair**

- Telephone No.
- Serial No. of the machine

❖ **Sales Representative**

- Telephone No.

A **Press the 【User Tools/Counter】 key.**

ZGVS320E
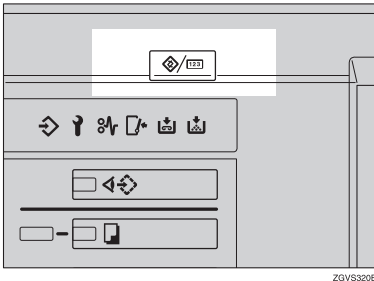
B **Press the [Inquiry] key.**
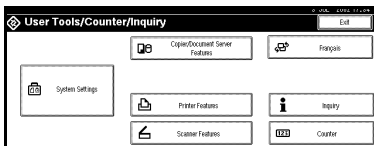
Inquiry information is displayed.

Printing inquiry information

A **Press the [Print Inquiry List] key.**
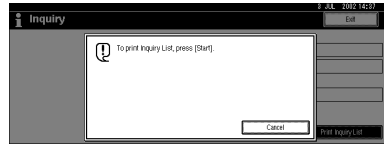
B **Press the 【Start】 key.**

Inquiry information is printed.

C **Press the [Exit] key.**

D **Press the [Exit] key.**

Changing the Display Language

You can change the language used on the display. English is set as default setting.

A **Press the 【User Tools/Counter】 key.**

ZGVS320E
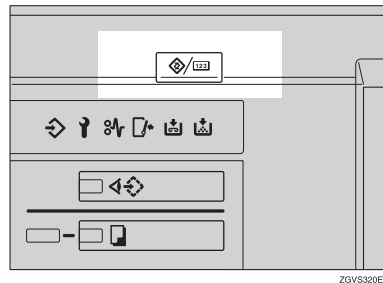
B **Press the [Français] key.**
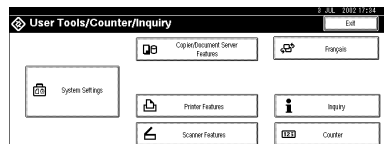
The display language is changed to French.

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C Press the [Exit] key.

The menu appears in French.

✎ Note

❒ If you want to return the display language to "English", repeat step **A** and press the **[English]** key.

Counter

Displaying the Total Counter

You can display the total number of sheets used for all functions and the total number of sheets used for copying.

You can also print the counter list.

A Press the 【User Tools/Counter】 key.

B Press the [Counter] key.
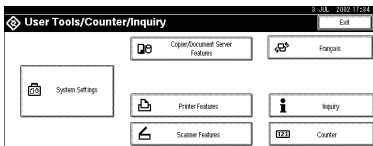
C To print a counter list, press the [Print Counter List] key.
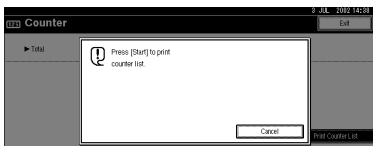
D Press the 【Start】 key.

A counter list is printed.

8. Specification

Mainframe

❖ **Configuration:**
Console

❖ **Photosensitivity type:**
OPC drum (Φ100)

❖ **Original scanning:**
CCD-CIS

❖ **Copy process:**
Dry electrostatic transfer system

❖ **Development:**
Dry two-component magnetic brush development system

❖ **Fusing:**
Heating roll pressure system

❖ **Resolution:**
1200 dpi

❖ **Exposure glass:**
Stationary original exposure type

❖ **Original reference position:**
Rear left corner

❖ **Warm-up time:**
Operation Switch: Less than 300 seconds (23°C, 73°F)
Low Power Mode: Less than 25 seconds

❖ **Originals:**
Sheet/book/objects

❖ **Maximum original size:**
A3⤷, 11" × 17"⤷, Long length: 1260 mm

❖ **Minimum original size:**
B6,
$5^1/_2$" × $8^1/_2$" (when using document feeder)

❖ **Copy paper size:**
- Trays: A3⊡ – A5 ⊡⊡, 11" × 17"⊡ – 5$^1/_2$" × 8$^1/_2$"⊡⊡, 8K(267 × 390 mm)⊡, 16K(195 × 267 mm) ⊡⊡
- Bypass: A3⊡ – A6⊡, 11" × 17"⊡ – 5$^1/_2$" × 8$^1/_2$"⊡
- Bypass (non-standard size):
  Vertical: 100 – 305 mm, 4" – 12"
  Horizontal: 139.7 – 600 mm, 5.5" – 23.6"
- Duplex: A3⊡ – A5 ⊡⊡, 11" × 17"⊡ – 5$^1/_2$" × 8$^1/_2$"⊡⊡

❖ **Copy paper weight:**
- Paper tray: 52.3 – 127.9 g/m^2, 14 – 34 lb. Bond
- Bypass tray: 52.3 – 105 g/m^2, 14 – 28 lb. Bond
  105 – 216 g/m^2, 28 – 57.6 lb. Bond (Thick Paper)
- Duplex: 64 – 127.9 g/m^2, 17 – 34 lb. Bond

❖ **Non-reproduction area:**
- Leading edge: Less than 4 ± 2 mm
- Trailing edge: More than 1 mm
- Left edge: More than 2 ± 1.5 mm
- Right edge: More than 0.5 mm

❖ **First copy time:**
- 3.5 seconds or less
  (face up feed, A4⊡, 8$^1/_2$" × 11"⊡, 100%, feeding from tray 1, on the exposure glass)
- 5.3 seconds or less
  (face down feed, A4⊡, 8$^1/_2$" × 11"⊡, 100%, feeding from tray 1, on the exposure glass)

❖ **Copying speed: (Type 1)**
- 34 copies/minute (A3⊡, 11" × 17"⊡)
- 60 copies/minute (A4⊡, 8$^1/_2$" × 11"⊡)

❖ **Copying speed: (Type 2)**
- 38 copies/minute (A3⊡, 11" × 17"⊡)
- 75 copies/minute (A4⊡, 8$^1/_2$" × 11"⊡)

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❖ **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.

❖ **Maximum continuous copy run:**
999 sets

❖ **Copy paper capacity:**
- Tray 1 (Tandem tray) : 3,100 sheets (1,550 sheets × 2) (80 g/m^2, 20 lb. Bond)
- Tray 2 (550-sheet tray) : 550 sheets (80 g/m^2, 20 lb. Bond)
- Tray 3 (550-sheet tray) : 550 sheets (80 g/m^2, 20 lb. Bond)
- Bypass tray: 100 sheets (69 g/m^2, 18 lb. Bond)

❖ **Power consumption:**
- Mainframe only

	Type 1	**Type 2**
Warm-up	about 1.20 kw	about 1.20 kw
Stand-by	about 0.30 kw	about 0.30 kw
During printing	about 1.55 kw	about 1.55 kw
Maximum	less than 1.60 kw	less than 1.60 kw

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- Complete system [1]

	Type 1	Type 2
Warm-up	about 1.25 kw	about 1.25 kw
Stand-by	about 0.32 kw	about 0.32 kw
During printing	about 1.65 kw	about 1.65 kw
Maximum	less than 1.70 kw	less than 1.70 kw

[1] The Complete System consists of the mainframe, finisher, large capacity tray (LCT) and mailbox.

❖ **Dimensions (W × D × H up to exposure glass):**
Type 1,2: $690 \times 750 \times 985(1165$ [1]) mm, 27.2" × 29.6" × 38.8"(45.9" [1])
[1] The height include the document feeder.

❖ **Space for mainframe (W × D):**
Type 1,2: $1,175 \times 794$ mm, 46.3" × 31.3"

❖ **Noise Emission [1] :**
Sound Power Level:
- Mainframe only

	Type 1	Type 2
Stand-by	Less than 48 dB (A)	Less than 48 dB (A)
Copying	Less than 70 dB (A)	Less than 71 dB (A)

- Complete system [3]

	Type 1	Type 2
Stand-by	Less than 49 dB (A)	Less than 49 dB (A)
Copying	Less than 74 dB (A)	Less than 74 dB (A)

Sound Pressure Level [2] :
- Mainframe only

	Type 1	Type 2
Stand-by	Less than 37 dB (A)	Less than 37 dB (A)
Copying	Less than 56 dB (A)	Less than 57 dB (A)

- Complete system [3]

	Type 1	Type 2
Stand-by	Less than 38 dB (A)	Less than 38 dB (A)
Copying	Less than 63 dB (A)	Less than 63 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, finisher, large capacity tray (LCT) and mailbox.

❖ **Weight:**
Type 1, 2: Approx. 200 kg, 440.9 lb

Document Server

❖ **HDD:**
40 GB

❖ **HDD (Document Server):**
23.45 GB

❖ **Capacity:**
- Copy: Approx. 2,000 (ITUT-No.4 chart)
- Batch mode: Approx. 2,000 (ITUT-No.4 chart)
- Printer: Approx. 10,000 (600 dpi)
- Scanner: Approx. 2,000 (200 dpi/Text) (ITUT-No.4 chart) [1]

❖ **Maximum number of stored documents:**
3,000 documents

❖ **Maximum pages of stored documents:**
10,000 pages

❖ **Maximum number of pages per document:**
2,000 pages

❖ **Capacity (Memory Sorting):**
4,5 GB (A4/$8^1/_2$" × 11" : Approx. 333 sheets-2000 sheets at maximum) [2]

❖ **Capacity (Others):**
6,62 GB

[1] Scanning Condition: ITUT-No. 4 chart/200 dpi/Text/A4/MMR
[2] The capacity will change when the multiple functions are used.

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Document Feeder

❖ **Mode:**
Batch (SADF) mode, Mixed Sizes mode, Paper Orientation mode

❖ **Original size:**
Metric version:
- A3□ – B6 □□ (1-sided originals)
- A3□ – A5 □□ (2-sided originals)
Inch version:
- 11" × 17"□ – $5^1/_2$" × $8^1/_2$" □□ (1-sided originals)
- 11" × 17"□ – $5^1/_2$" × $8^1/_2$" □□ (2-sided originals)

❖ **Original weight:**
- 1-sided originals: 40 – 128 g/m^2 (11 – 34 lb. Bond)
- 2-sided originals: 52 – 128 g/m^2 (14 – 34 lb. Bond) (Duplex)

❖ **Number of originals to be set:**
100 sheets (81.4 g/m^2, 22 lb. Bond) or less than 12 mm, 0.4"

❖ **Maximum power consumption:**
Less than 110 W (power is supplied from the mainframe)

❖ **Dimensions (W×D×H)**
680 × 560 × 180 mm, 26.8" × 22" × 7.1"

❖ **Weight:**
Approx. 18 kg, 39.7 lb.

🖉 **Note**
❒ Specifications are subject to change without notice.

Mailbox (option)

❖ **Number of trays:**
9 trays

❖ **Paper size:**
A3□, B4□, A4□□, B5□□, A5□□ [*1] , 11" × 17"□, 8¹/₂" × 14"□, 8¹/₂" × 11"□□, 5¹/₂" × 8¹/₂"□□ [*1]

❖ **Paper capacity:**
100 sheets (80 g/m², 20 lb. Bond)

❖ **Paper weight:**
60 – 128 g/m², 16 – 34 lb. Bond

❖ **Power consumption:**
Approx. 48 W(power is supplied from the mainframe)

❖ **Dimensions (W × D × H):**
540 × 600 × 660 mm, 21.3" × 23.6" × 26"

❖ **Weight:**
Approx. 15 kg, 33 lb.

[*1] These sizes cannot be detected automatically.

✎ **Note**

❒ Specifications are subject to change without notice.

Booklet Finisher (option)

Finisher Upper Tray:

❖ **Paper size:**
A3▭, B4▭, A4▯▭, B5▯▭, A5▯▭, B6▭, A6▭, 11"×17"▭, $8^1/_2$"×14"▭, $8^1/_2$"×11"▯▭, $5^1/_2$"×$8^1/_2$"▯▭, 12"×18"▭

❖ **Paper weight:**
52 – 163 g/m², 14 – 43 lb. Bond

❖ **Stack capacity:**
- 250 sheets (A4▯▭, B5▯▭, A5▯▭, B6▯▭, $8^1/_2$"×11"▯▭, $5^1/_2$"×$8^1/_2$"▯▭) (80 g/m², 20 lb. Bond)
- 50 sheets (A3▭, B4▭, 11"×17"▭, $8^1/_2$"×14"▭, 12"×18"▭) (80 g/m², 20 lb. Bond)

Finisher Shift Tray 1:

❖ **Paper size:**
A3▭, B4▭, A4▯▭, B5▯▭, A5▯▭, B6▭, A6▭, 11"×17"▭, $8^1/_2$"×14"▭, $8^1/_2$"×11"▯▭, $5^1/_2$"×$8^1/_2$"▯▭, 12"×18"▭

❖ **Paper weight:**
52 – 216 g/m², 14 – 58 lb. Bond

❖ **Stack capacity:**
- 500 sheets (A4▯▭, B5▯▭, A5▯, $8^1/_2$"×11"▯▭) (80 g/m², 20 lb. Bond)
- 250 sheets (A3▭, B4▭, 11"×17"▭, $8^1/_2$"×14"▭, 12"×18"▭) (80 g/m², 20 lb. Bond)
- 100 sheets (A5▭, B6▭, $5^1/_2$"×$8^1/_2$"▭) (80 g/m², 20 lb. Bond)

❖ **Staple paper size:**
A3▭, B4▭, A4▯▭, B5▯▭, 11"×17"▭, $8^1/_2$"×14"▭, $8^1/_2$"×11"▯▭

❖ **Staple paper weight:**
64 – 90 g/m², 17 – 28 lb. Bond

❖ **Staple capacity:**
Without Mixed Size mode:
- 50 sheets (A4▯▭, B5▯▭, $8^1/_2$"×11"▯▭) (80 g/m², 20 lb. Bond)
- 30 sheets (A3▭, B4▭, 11"×17"▭, $8^1/_2$"×14"▭) (80 g/m², 20 lb. Bond)
With Mixed Size mode:
- 30 sheets (A4▯/A3▭, B5▯/B4▭, $8^1/_2$"×11"▯/11"×17"▭) (80 g/m², 20 lb. Bond)

❖ **Stack capacity after stapling**
Without Mixed Size mode:
- 50–10 sets (10–50 sheets) (A4 , $8^1/_2$" × 11")(80 g/m^2, 20 lb. Bond)
- 50 sets (2–9 sheets) (A4 , $8^1/_2$" × 11")(80 g/m^2, 20 lb. Bond)
- 25–16 sets (10–30 sheets) (other paper size)(80 g/m^2, 20 lb. Bond)
- 25 sets (2–9 sheets) (other paper size)(80 g/m^2, 20 lb. Bond)
With Mixed Size mode:
- 16 sets (2–30 sheets) (A4 /A3 , B5 /B4 , $8^1/_2$" × 11" /11" × 17") (80 g/m^2, 20 lb. Bond)

❖ **Staple position:**
4 position (Top, Top Slant, Bottom, 2 Staples)

Finisher Shift Tray 2:

❖ **Paper size:**
A3 , B4 , A4 , B5 , A5 , B6 , A6 , 11" × 17" , $8^1/_2$" × 14" , $8^1/_2$" × 11" , $5^1/_2$" × $8^1/_2$" , 12" × 18"

❖ **Paper weight:**
52 – 216 g/m^2, 14 – 58 lb. Bond

❖ **Stack capacity:**
- 2,500 sheets (A4 , $8^1/_2$" × 11") (80 g/m^2, 20 lb. Bond)
- 1,250 sheets (A3 , B4 , A4 , B5 , 11" × 17" , $8^1/_2$" × 14" , $8^1/_2$" × 11" , 12" × 18") (80 g/m^2, 20 lb. Bond)
- 500 sheets (A5) (80 g/m^2, 20 lb. Bond)
- 100 sheets (A5 , B6 or $5^1/_2$" × $8^1/_2$") (80 g/m^2, 20 lb. Bond)

❖ **Staple paper size:**
A3 , B4 , A4 , B5 , 11" × 17" , $8^1/_2$" × 14" , $8^1/_2$" × 11"

❖ **Staple paper weight:**
64 – 90 g/m^2, 17 – 28 lb. Bond

❖ **Staple capacity:**
Without Mixed Size mode:
- 50 sheets (A4 , B5 , $8^1/_2$" × 11") (80 g/m^2, 20 lb. Bond)
- 30 sheets (A3 , B4 , 11" × 17" , $8^1/_2$" × 14") (80 g/m^2, 20 lb. Bond)
With Mixed Size mode:
- 30 sheets (A4 /A3 , B5 /B4 , $8^1/_2$" × 11" /11" × 17") (80 g/m^2, 20 lb. Bond)

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❖ **Stack capacity after stapling**
Without Mixed Size mode:
- 250–50 sets (10–50 sheets) (A4 $\square$, $8^1/_2$" $\times$ 11" $\square$)(80 g/m^2, 20 lb. Bond)
- 250 sets (2–9 sheets) (A4 $\square$, $8^1/_2$" $\times$ 11" $\square$)(80 g/m^2, 20 lb. Bond)
- 125–25 sets (10–50 sheets) (A4 $\square$, B5 $\square$ $\square$, $8^1/_2$" $\times$ 11" $\square$)(80 g/m^2, 20 lb. Bond)
- 125 sets (2–9 sheets) (A4 $\square$, B5 $\square$ $\square$, $8^1/_2$" $\times$ 11" $\square$)(80 g/m^2, 20 lb. Bond)
- 125–40 sets (10–30 sheets) (other paper size)(80 g/m^2, 20 lb. Bond)
- 125 sets (2–9 sheets) (other paper size)(80 g/m^2, 20 lb. Bond)
With Mixed Size mode:
- 50 sets (2–30 sheets) (A4 $\square$ /A3 $\square$, B5 $\square$ /B4 $\square$, $8^1/_2$" $\times$ 11" $\square$ /11" $\times$ 17" $\square$) (80 g/m^2, 20 lb. Bond)

❖ **Staple position:**
4 position (Top, Top Slant, Bottom, 2 Staples)

❖ **Saddle stitch paper size:**
A3 $\square$, B4 $\square$, A4 $\square$, 11" $\times$ 17" $\square$, $8^1/_2$" $\times$ 11" $\square$

❖ **Saddle stitch paper weight:**
64 – 90 g/m^2, 17 – 28 lb. Bond

❖ **Saddle stitch capacity:**
1 set (15 sheets)

❖ **Stack capacity after Saddle stitching**
- 25 sets (2–5 sheets) (A4 $\square$, $8^1/_2$" $\times$ 11" $\square$)(80 g/m^2, 20 lb. Bond)
- 15 sets (6–10 sheets) (A4 $\square$, $8^1/_2$" $\times$ 11" $\square$)(80 g/m^2, 20 lb. Bond)
- 10 sets (11–15 sheets) (A4 $\square$, $8^1/_2$" $\times$ 11" $\square$)(80 g/m^2, 20 lb. Bond)
- 30 sets (2–5 sheets) (other paper size)(80 g/m^2, 20 lb. Bond)
- 20 sets (6–10 sheets) (other paper size)(80 g/m^2, 20 lb. Bond)
- 10 sets (11–15 sheets) (other paper size)(80 g/m^2, 20 lb. Bond)

❖ **Saddle stitch position:**
Center 2 position

❖ **Power consumption:**
Approx. 72 W (power is supplied from the mainframe)

❖ **Dimensions (W $\times$ D $\times$ H):**
700 $\times$ 620 $\times$ 960 mm, 27.6" $\times$ 24.5" $\times$ 37.8"

❖ **Weight:**
Approx. 62 kg, 136.7 lb.

📎 **Note**
❒ Specifications are subject to change without notice.

Finisher 3000M (50-Sheet Staples) (option)

Finisher Upper Tray:

❖ **Paper size:**
A3�ï, B4⊏, A4⊐⊏, B5⊐⊏, A5⊐⊏, B6⊏, A6⊏, 11" × 17"⊏, $8^1/_2$" × 14"⊏,
$8^1/_2$" × 11"⊐⊏, $5^1/_2$" × $8^1/_2$"⊐⊏, 12" × 18"⊏

❖ **Paper weight:**
52 – 163 g/m², 14 – 43 lb. Bond

❖ **Stack capacity:**
- 250 sheets (A4⊐⊏, B5⊐⊏, A5⊐⊏, B6⊐⊏, $8^1/_2$" × 11"⊐⊏, $5^1/_2$" × $8^1/_2$"⊐⊏) (80 g/m², 20 lb. Bond)
- 50 sheets (A3⊏, B4⊏, 11" × 17"⊏, $8^1/_2$" × 14"⊏, 12" × 18"⊏) (80 g/m², 20 lb. Bond)

Finisher Shift Tray:

❖ **Paper size:**
A3⊏, B4⊏, A4⊐⊏, B5⊐⊏, A5⊐⊏, B6⊏, A6⊏, 11" × 17"⊏, $8^1/_2$" × 14"⊏,
$8^1/_2$" × 11"⊐⊏, $5^1/_2$" × $8^1/_2$"⊐⊏, 12" × 18"⊏

❖ **Paper weight:**
52 – 216 g/m², 14 – 58 lb. Bond

❖ **Stack capacity:**
- 3,000 sheets (A4⊐, $8^1/_2$" × 11"⊐) (80 g/m², 20 lb. Bond)
- 1,500 sheets (A3⊏, B4⊏, A4⊏, B5⊐⊏, 11" × 17"⊏, $8^1/_2$" × 14"⊏, $8^1/_2$" × 11"⊏, 12" × 18"⊏) (80 g/m², 20 lb. Bond)
- 500 sheets (A5⊐) (80 g/m², 20 lb. Bond)
- 100 sheets (A5⊏, B6⊏, $5^1/_2$" × $8^1/_2$"⊏) (80 g/m², 20 lb. Bond)

❖ **Staple paper size:**
A3⊏, B4⊏, A4⊐⊏, B5⊐⊏, 11" × 17"⊏, $8^1/_2$" × 14"⊏, $8^1/_2$" × 11"⊐⊏

❖ **Staple paper weight:**
64 – 90 g/m², 17 – 28 lb. Bond

❖ **Staple capacity:**
Without Mixed Size mode:
- 50 sheets (A4⊐⊏, B5⊐⊏, $8^1/_2$" × 11"⊐⊏) (80 g/m², 20 lb. Bond)
- 30 sheets (A3⊏, B4⊏, 11" × 17"⊏, $8^1/_2$" × 14"⊏) (80 g/m², 20 lb. Bond)
With Mixed Size mode:
- 30 sheets (A4⊐ /A3⊏, B5⊐ /B4⊏, $8^1/_2$" × 11"⊐ /11" × 17"⊏) (80 g/m², 20 lb. Bond)

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❖ **Stack capacity after stapling**
Without Mixed Size mode:
- 300–60 sets (10–50 sheets) (A4 ▯ , $8^1/_2$" × 11" ▯)(80 g/m^2, 20 lb. Bond)
- 300 sets (2–9 sheets) (A4 ▯ , $8^1/_2$" × 11" ▯)(80 g/m^2, 20 lb. Bond)
- 150–30 sets (10–50 sheets) (A4 ▭, B5 ▯ ▭, $8^1/_2$" × 11" ▭)(80 g/m^2, 20 lb. Bond)
- 150 sets (2–9 sheets) (A4 ▭, B5 ▯ ▭, $8^1/_2$" × 11" ▭)(80 g/m^2, 20 lb. Bond)
- 150–50 sets (10–30 sheets) (other size paper)(80 g/m^2, 20 lb. Bond)
- 150 sets (2–9 sheets) (other size paper)(80 g/m^2, 20 lb. Bond)
With Mixed Size mode:
- 50 sets (2–30 sheets) (A4 ▯ /A3 ▭, B5 ▯ /B4 ▭, $8^1/_2$" × 11" ▯ /11" × 17" ▭) (80 g/m^2, 20 lb. Bond)

❖ **Staple position:**
4 position (Top, Top Slant, Bottom, 2 Staples)

❖ **Power consumption:**
Approx. 72 W (power is supplied from the mainframe)

❖ **Dimensions (W × D × H):**
700 × 620 × 960 mm, 27.6" × 24.5" × 37.8"

❖ **Weight:**
Approx. 51 kg, 112.4 lb.

⬧ **Note**
❒ Specifications are subject to change without notice.

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Finisher 3000B (100-Sheet Staples) (option)

Finisher Upper Tray:

❖ **Paper size:**
A3, B4, A4, B5, A5, B6, A6, 11" × 17", $8^1/_2$" × 14",
$8^1/_2$" × 11", $5^1/_2$" × $8^1/_2$", 12" × 18"

❖ **Paper weight:**
52 – 216 g/m^2, 14 – 58 lb. Bond

❖ **Stack capacity:**
- 500 sheets (A4, B5, A5, B6, A6, $8^1/_2$" × 11", $5^1/_2$" × $8^1/_2$") (80 g/m^2, 20 lb. Bond)
- 250 sheets (A3, B4, 11" × 17", $8^1/_2$" × 14", 12" × 18") (80 g/m^2, 20 lb. Bond)

Finisher Shift Tray:

❖ **Paper size:**
A3, B4, A4, B5, A5, 11" × 17", $8^1/_2$" × 14", $8^1/_2$" × 11", $5^1/_2$" × $8^1/_2$", 12" × 18"

❖ **Paper weight:**
52 – 216 g/m^2, 14 – 58 lb. Bond

❖ **Stack capacity:**
- 3,000 sheets (A4, B5, $8^1/_2$" × 11") (80 g/m^2, 20 lb. Bond)
- 1,500 sheets (A3, B4, A4, B5, 11" × 17", $8^1/_2$" × 14", $8^1/_2$" × 11", 12" × 18") (80 g/m^2, 20 lb. Bond)
- 500 sheets (A5, $5^1/_2$" × $8^1/_2$") (80 g/m^2, 20 lb. Bond)
- 100 sheets (A5, $5^1/_2$" × $8^1/_2$") (80 g/m^2, 20 lb. Bond)

❖ **Staple paper size:**
A3, B4, A4, B5, 11" × 17", $8^1/_2$" × 14", $8^1/_2$" × 11"

❖ **Staple paper weight:**
64 – 80 g/m^2, 17 – 20 lb. Bond

❖ **Staple capacity:**
- 100 sheets (A4, B5, $8^1/_2$" × 11") (80 g/m^2, 20 lb. Bond)
- 50 sheets (A3, B4, 11" × 17", $8^1/_2$" × 14") (80 g/m^2, 20 lb. Bond)

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❖ **Stack capacity after stapling**

- 200–30 sets (10–100 sheets) (A4 ⊔ ⊐, B5 ⊔ ⊐, $8^1/_2$" × 11" ⊔ ⊐)(80 g/m^2, 20 lb. Bond)
- 150 sets (2–9 sheets) (A4 ⊔ ⊐, B5 ⊔ ⊐, $8^1/_2$" × 11" ⊔ ⊐)(80 g/m^2, 20 lb. Bond)
- 150–30 sets (10–50 sheets) (A3 ⊐, B4 ⊐, 11" × 17" ⊐, $8^1/_2$" × 14" ⊐)(80 g/m^2, 20 lb. Bond)
- 150 sets (2–9 sheets) (A3 ⊐, B4 ⊐, 11" × 17" ⊐, $8^1/_2$" × 14" ⊐)(80 g/m^2, 20 lb. Bond)

❖ **Staple position:**
4 position (Top, Top Slant, Bottom, 2 Staples)

❖ **Power consumption:**
Approx. 100 W (power is supplied from the mainframe)

❖ **Dimensions (W × D × H):**
800 × 730 × 980 mm, 31.5" × 28.7" × 38.6"

❖ **Weight:**
Approx. 65 kg, 143.3 lb.

✎ **Note**
❒ Specifications are subject to change without notice.

8

Copy Tray (option)

❖ **Paper capacity:**
- A3, 11" × 17" : 250 sheets
- B4, $8^1/_2$" × 14" : 500 sheets
- A4, $8^1/_2$" × 11" : 500 sheets
- B5, $5^1/_2$" × $8^1/_2$" : 250 sheets

❖ **Dimensions (W × D × H):**
390 × 330 × 130 mm, 15.4" × 13" × 5.1"

❖ **Weight:**
Approx. 650 g, 1.4 lb

📝 **Note**
❒ Specifications are subject to change without notice.

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Large Capacity Tray (LCT) (option)

❖ **Paper size:**
A4 ▯, B5 ▯, $8^1/_2" \times 11"$ ▯

❖ **Paper weight:**
52 – 128 g/m², 14 – 34 lb. Bond

❖ **Paper capacity:**
4,000 sheets (80 g/m², 20 lb. Bond)

❖ **Power consumption**
Maximum. 50 W (power is supplied from the mainframe)

❖ **Dimensions (W × D × H, option unit):**
314 × 458 × 659 mm, 12.4" × 18" × 25.9"

❖ **Weight:**
Approx. 20 kg, 44 lb.

🖉 **Note**
❒ Specifications are subject to change without notice.

8

Interposer (option)

❖ **Paper size:**
A3▷, B4▷, A4▯▷, B5▯▷, A5▯▷, 11" × 17"▷, 8$^1/_2$" × 14"▷, 8 $^1/_2$" × 11"▯▷, 5$^1/_2$" × 8$^1/_2$"▯▷

❖ **Paper weight:**
64 – 216 g/m^2, 20 – 58 lb. Bond

❖ **Paper Capacity:**
200 sheets (80 g/m^2, 20 lb. Bond)

❖ **Power consumption (Max):**
Approx. 48 W (power is supplied from the mainframe)

❖ **Dimensions (W × D × H):**
500 × 620 × 200 mm, 19.7" × 24.4" × 7.9"

❖ **Weight:**
Approx. 12 kg, 26.5 lb.

🖉 **Note**
❒ Specifications are subject to change without notice.

8

Punch Unit (option)

Booklet Finisher, Finisher 3000M (50-Sheet Staples)

❖ **Paper size:**

Punch unit type			
2 & 4 holes type	2 holes	▭	A3-A5, 11" × 17"-5$^1/_2$" × 8$^1/_2$"
		▯	A4-A5, 8$^1/_2$" × 11", 5$^1/_2$" × 8$^1/_2$"
	4 holes	▭	A3, B4, 11" × 17"
		▯	A4, B5, 8$^1/_2$" × 11"
4 holes type	4 holes	▭	A3-A5, 11" × 17"-5$^1/_2$" × 8$^1/_2$"
		▯	A4-A5, 8$^1/_2$" × 11", 5$^1/_2$" × 8$^1/_2$"
2 & 3 holes type	2 holes	▭	A3-A5, 11" × 17"-5$^1/_2$" × 8$^1/_2$"
		▯	A4-A5, 8$^1/_2$" × 11", 5$^1/_2$" × 8$^1/_2$"
	3 holes	▭	A3, B4, 11" × 17"
		▯	A4, B5, 8$^1/_2$" × 11"

❖ **Paper weight:**
52 – 163 g/m^2, 14 lb. – 43 lb. Bond

❖ **Power consumption:**
26.4 W (power is supplied from the mainframe.)

❖ **Dimensions (W × D × H):**
142 × 456 × 92 mm, 55.9" × 179.5" × 36.2"

❖ **Weight:**
Approx. 2.9 kg, 6.4 lb

Finisher 3000B (100-Sheet Staples)

❖ **Paper size:**

Punch unit type			
2 & 4 holes type	2 holes	▭	A3-A5, 11" × 17"-5$^1/_2$" × 8$^1/_2$"
		▯	A4-A5, 8$^1/_2$" × 11", 5$^1/_2$" × 8$^1/_2$"
	4 holes	▭	A3, 11" × 17"
		▯	A4, 8$^1/_2$" × 11"
4 holes type	4 holes	▭	A3-B5, 11" × 17"-8$^1/_2$" × 11"
		▯	A4-A5, 8$^1/_2$" × 11", 5$^1/_2$" × 8$^1/_2$"
2 & 3 holes type	2 holes	▭	A3-A5, 11" × 17"-5$^1/_2$" × 8$^1/_2$"
		▯	A4-A5, 8$^1/_2$" × 11", 5$^1/_2$" × 8$^1/_2$"
	3 holes	▭	A3, B4, 11" × 17"
		▯	A4, B5, 8$^1/_2$" × 11"

❖ **Paper weight:**
- 4 holes: 52 – 128 g/m^2, 14 lb. – 34 lb. Bond
- 2 & 3 holes: 52 – 163 g/m^2, 14 lb. – 43 lb. Bond

❖ **Power consumption:**
60 W (power is supplied from the mainframe.)

❖ **Dimensions (W × D × H):**
- 4 holes: 92 × 463 × 100 mm, 3.6" × 18.2" × 3.9"
- 2 & 3 holes, 2 & 4 holes: 105 × 463 × 100 mm, 4.1" × 18.2" × 3.9"

❖ **Weight:**
- 4 holes: Approx. 2.4 kg, 5.3 lb
- 2 & 3 holes, 2 & 4 holes: Approx. 2.6 kg, 5.7 lb

⬜ **Note**
❒ Specifications are subject to change without notice.

8

Others

❖ **A3/11" × 17" Tray Unit (option)**
You can load A3▷ or 11" × 17"▷ paper in the tray 1 using this unit.

❖ **B4/8^1/$_2$" × 14" Tray Unit (option)**
You can load B4▷/A4▷ or 8^1/$_2$" × 14"▷ paper in the large capacity tray (LCT) using this unit.

❖ **Tab Sheet Holder (option)**
You can use tab sheets with this holder.

❖ **Output Jogger (option)**
You can tidy the printout with Finisher 3000B (100–Sheet Staples).

8

Copy Paper

Recommended Paper Sizes and Types

The following limitations apply to each tray:

Tray Type	Paper Type and Weight	Metric Version	Inch Version	Paper Capacity [9]
Tray 1 [1]	52.3-127.9 g/m² (14-34 lb. Bond)	A4⊐, $8^1/_2$" × 11"⊐		1,550 sheets × 2
Tray 1 [1] (A3/11" × 17" Tray Unit (option))		A3⊐, B4⊐, A4⊓⊐, 11"×17"⊐, $8^1/_2$"×14"⊐, $8^1/_2$"×11"⊓⊐		1,000 sheets
Tray 2, 3	52.3-127.9 g/m² (14-34 lb. Bond)	[3] A3⊐, A4⊓⊐, A5⊓⊐, $8^1/_2$"×13"⊐, $8^1/_4$"×13"⊐	[3] 11"×17"⊐, $8^1/_2$"×14"⊐, $8^1/_2$"×11"⊓⊐, $8^1/_2$"×$5^1/_2$"⊓⊐, 8"×13"⊐, $7^1/_4$"×$10^1/_2$"⊐, 8"×$10^1/_2$"⊐	550 sheets
		[4] B4⊐, B5⊓⊐, 11"×17"⊐, $8^1/_2$"×14"⊐, $8^1/_2$"×11"⊓⊐, $5^1/_2$"×$8^1/_2$"⊓⊐, 8"×13"⊐, $7^1/_4$"×$10^1/_2$"⊐, 11"×15"⊐, 10"×15"⊐, $8^1/_4$"×14"⊐, 8"×$10^1/_2$, 210×340 mm⊐, 210×182 mm⊓, 210×170 mm⊓, 8K(267×390 mm)⊐, 16K(195×267 mm)⊓⊐	[4] A3⊐, B4⊐, A4⊓⊐, B5⊓⊐, A5⊓⊐, $8^1/_2$"×13"⊐, $8^1/_4$"×13"⊐, 11"×15"⊐, 10"×15"⊐, $8^1/_4$"×14"⊐, 210×340 mm⊐, 210×182 mm⊓, 210×170 mm⊓, 8K(267×390 mm)⊐, 16K(195×267 mm)⊓⊐	
		Custom size Vertical: 139.7-297 mm Horizontal: 139.7-431.8 mm	Custom size Vertical: 5.5"-11.7" Horizontal: 5.5"-17.0"	
	Tab sheets 163 g/m², 199 g/m² (90 lb. Index, 110 lb. Index) [2]	A4⊐, $8^1/_2$"×11"⊐, $8^1/_2$"×14"⊐(90 lb. Index only)		500 sheets

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Tray Type	Paper Type and Weight	Metric Version	Inch Version	Paper Capacity [*9]
Bypass Tray	52.3-216 g/m² (14-57.6 lb. Bond)	[*3] A3⊐, A4⊐, A5⊐	[*3] A3⊐, 11" × 17"⊐, 8¹/₂" × 14"⊐, 5¹/₂" × 8¹/₂"⊐,	100 sheets (52.3-105 g/m²(14–28 lb. Bond)) 30 sheets (105-157 g/m²(28–41.7 lb. Bond)) 20 sheets (157-216 g/m²(41.7-57.6 lb. Bond))
		[*5] B4⊐, A4⊐, B5⊐⊐, A5⊐, B6⊐, A6⊐, 11" × 17"⊐, 8¹/₂" × 14"⊐, 8¹/₂" × 11"⊐⊐, 5¹/₂" × 8¹/₂"⊐⊐, 8¹/₂" × 13"⊐, 8¹/₄" × 13"⊐, 8" × 13"⊐, 7¹/₄" × 10¹/₂"⊐⊐, 11" × 15"⊐, 11" × 14"⊐, 10" × 15"⊐, 10" × 14"⊐, 8¹/₄" × 14"⊐, 8" ×10¹/₂"⊐⊐, 8" ×10"⊐⊐	[*5] B4⊐, A4 ⊐⊐, B5 ⊐⊐, A5 ⊐⊐, B6⊐, A6⊐, 8¹/₂" × 11" ⊐⊐, 5¹/₂" × 8¹/₂" ⊐, 8¹/₂" × 13"⊐, 8¹/₄" × 13"⊐, 8" × 13"⊐, 7¹/₄" × 10¹/₂"⊐⊐, 11" × 15"⊐, 11" × 14"⊐, 10" × 15"⊐, 10" × 14"⊐, 8¹/₄" × 14"⊐,8" ×10¹/₂"⊐⊐, 8" ×10"⊐⊐	
		[*6] Custom size Vertical: 100-305 mm Horizontal: 139.7-600 mm	[*6] Custom size Vertical: 4"-12" Horizontal: 5.5"-23.6"	
	Translucent paper [*11]	A3⊐, B4⊐, A4⊐, B5⊐, A4 ⊐ [*5], B5 ⊐ [*5]		50 sheets [*10]
	OHP transparencies [*7]	A4⊐, 8¹/₂" × 11"⊐, A4 ⊐ [*5], 8¹/₂" × 11" ⊐ [*5]		50 sheets [*10]
	Postcards [*3] [*7]	100 × 148 mm⊐		30 sheets [*10]
	Label paper (adhesive labels)	B4⊐, A4⊐, A4 ⊐ [*5]		1 sheet
Large Capacity Tray (LCT) (option) [*1]	52.3-127.9 g/m² (14-34 lb. Bond)	B4⊐ [*8], A4⊐ [*8], 8¹/₂" × 14"⊐ [*8], A4 ⊐, B5 ⊐, 8¹/₂" × 11"⊐		4,000 sheets

[*1]   The paper tray fence is fixed. If you wish to change the size of paper placed in this tray, contact your service representative.
[*2]   The optional tab sheet holder is required.
[*3]   The paper size is detected automatically.
[*4]   Select the paper size in System Settings. ⇒ p.79 "Tray Paper Size: (Tray 2,3)"
[*5]   Press the **[Bypass]** key, and the **【#】** key, and then select the paper size.
[*6]   Press the **[Bypass]** key, and the **【#】** key, and then enter the paper size using the number keys.
[*7]   If you wish to copy onto OHP transparencies or thick paper, select "OHP" or "Thick Paper". ⇒ "When copying onto OHP transparencies or Thick Paper" in the Copy Reference

*8 The optional B4/$8^1/_2$" × 14" tray unit is required to load B4/$8^1/_2$" × 14" size paper. (2,500 sheets can be loaded in this tray.)

*9 When loading paper, make sure the stack height does not exceed the lower limit mark of the paper tray. The amount of paper that can be set is 10 mm/100 sheets approximately.⇒ p.116 "📤 Loading Paper"

*10 It is recommended to place one sheet at a time.

*11 When loading translucent papers, set the paper direction according to fiber flow.

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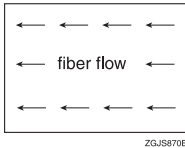
❗Important

❒ If you use damp or curled paper, a misfeed may occur.

📝Note

❒ When loading paper in the paper trays 1-3, place the copy side face down.

❒ When loading paper in the large capacity tray (LCT), place the copy side face down.

❒ When loading paper in the bypass tray, place the copy side face up.

❒ When you use the bypass tray, it is recommended to set the copy paper direction to ▭.

❒ Do not use paper for inkjet printers.

❒ When you load OHP transparencies, check the front and back of the sheets, and place them correctly, or a misfeed might occur. Set the paper direction to ▭. ⇒"Copying from the Bypass Tray" in the Copy Reference.

❒ When you use OHP transparencies, shuffle them for each use.

❒ If multiple sheet feeding occurs, load sheets one by one.

❒ When you load label paper, set the paper direction to ▭.

❒ 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 the Auto Tray Switching function to work.) This saves interrupting a copy run to replenish paper when making a large number of copies. ⇒ "General Features $^1/_5$ - Auto Tray Switching" in the Copy Reference, p.79 "Tray Paper Size: (Tray 2,3)"

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Non-recommended Paper

⚠ *CAUTION:*

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

Important

❒ Do not use any of the following kinds of paper or a fault might occur.

- Paper for inkjet printers
- Thermal fax paper
- Art paper
- Aluminum foil
- Carbon paper
- Conductive paper
- Paper with perforated lines
- Hemmed paper
- Envelopes

❒ Do not copy on the side of paper that has been already copied onto 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 with low stiffness
- Paper with a dusty surface

❒ If you copy onto rough grain paper, the image might be blurred.

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.

❒ Do not store paper vertically.

❒ In high temperature/high humidity conditions or low temperature/ low humidity conditions, store paper in a vinyl bag.

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MEMO

EE GB B064

Printer Kit Type 1075

Operating Instructions
Printer Reference 1

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1. Getting Started
2. Installing the Printer Driver and Software

For safe and correct use of this machine, please be sure to read the Safety Information in the "General Settings Guide" before you use it.
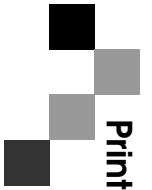
Printer Kit Type 1075   Operating Instructions   Printer Reference 1

Introduction

This manual describes detailed instructions on the operation and notes about the use of this machine. To get maximum versatility from this machine all operators are requested to read this manual carefully and follow the instructions. Please keep this manual in a handy place near the machine.

Important

Contents 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.

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The proper names of the Windows operating systems are as follows:

- 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)
- The product name of Windows® XP are as follows:
  Microsoft® Windows® XP Professional
  Microsoft® Windows® XP Home Edition
- The product name of Windows® 2000 are as follows:
  Microsoft® Windows® 2000 Advanced Server
  Microsoft® Windows® 2000 Server
  Microsoft® Windows® 2000 Professional
- The product name of Windows® NT are as follows:
  Microsoft® Windows NT® Server 4.0
  Microsoft® Windows NT® Workstation 4.0

Notes:

Some illustrations in this manual might be slightly different from the machine.

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

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.

Caution (in case of IEEE1284 environment) :

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.

Caution (in case of 100BaseTX environment):

Network interface cable with ferrite core must be used for RF interference suppression.

Declaration of Conformity

Product Name: Printer Controller

Model Number: Printer Kit Type 1075, Printer/Scanner Kit Type 1075

Responsible party: Ricoh Corporation

Address: 5 Dedrick Place, West Caldwell, NJ 07006

Telephone number: 973-882-2000

This device complies with part 15 of FCC Rules.

Operation is subject to the following two conditions:

1. This device may not cause harmful interference, and

2. this device must accept any interference received,

including interference that may cause undesired operation.

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.

TABLE OF CONTENTS

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.

❖ **General Settings Guide**

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.

❖ **Copy Reference**

Describes the procedures and functions for using the machine as a copier.

❖ **Printer Kit Type 1075 Printer Reference 1 (this manual)**

Describes system settings, procedures and functions for using the machine as a printer.

❖ **Printer Kit Type 1075 Printer Reference 2**

Describes procedures and provides information about using the machine as a printer. This manual is included as a PDF file on the CD-ROM labeled "Operating Instructions".

❖ **Network Printing Guide Operating Instructions**

Describes procedures and provides information about setting up and using the machine as a printer in a network environment. We recommend you read this manual first. It is included as a PDF file on the CD-ROM labeled "Operating Instructions" .

❖ **PostScript 3 Board Type 1075 Operating Instructions Supplement**

Describes menus and features you can set using the PostScript 3 printer driver. This manual is included as a PDF file on the CD-ROM labeled "Operating Instructions".

🖉 **Note**

❒ Printing with the PostScript 3 printer driver is available when the PostScript 3 board option is installed on your machine.

❖ **UNIX Supplement**

Provides information about setting up and using the machine as a printer in a UNIX environment. For UNIX printing information, please visit our web site or consult your authorized dealer.

❖ **Scanner Reference**

Describes system settings, procedures and functions for using the machine as a scanner.

🖉 **Note**

❒ Scanner function is available when the Printer/Scanner option is installed on your machine.

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 and buttons that appear on the computer's display.

Keys that appear on the machine's panel display.

【 　】

Keys built into the machine's control panel.

Keys on the computer's keyboard.

2

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, Windows XP and Windows NT 4.0**
As the printer drivers for the above operating systems are included, it is possible to print to 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 XP (TCP/IP), 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 keep track of printing jobs done under each code.

❖ **Use the Network Utilities included at your own convenience.**
When you use "SmartNetMonitor for Client" and "SmartNetMonitor for Admin" network utilities, you can parallel print, allowing you to scatter large amounts of print sets across 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 is completed.

❖ **Complete Paper Handling Option**
With the optional finisher installed, you can collate, staple and punch. Also with the optional mailbox tray installed, you can print and separate output destinations.

❖ **Using the Document Server**
The document server stores files sent from the computer on the hard disk of the machine. Later, the printer settings can be configured and the files printed. Even when this machine is used as a network printer, passwords can be assigned to each file, providing a high level of security. Also, you can combine and print files scanned by this machine.

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.

Printer Language / Operating system	PCL 6	PCL 5e	RPCS™	PostScript 3
Windows 95 [*1]	√	√	√	√ [*11]
Windows 98 [*2]	√	√	√	√ [*11]
Windows Me [*3]	√	√	√	√ [*11]
Windows 2000 [*4]	√	√	√	√ [*12]
Windows XP [*5]	√	√	√	√ [*12]
Windows NT 4.0 [*6]	√ [*9]	√ [*9]	√ [*9]	√ [*10] [*11]
Mac OS [*7]				√ [*11]
Mac OS X [*8]				√ [*13]

[*1] Microsoft Windows 95 operating system

[*2] Microsoft Windows 98 operating system

[*3] Microsoft Windows Millennium Edition

[*4] Microsoft Windows 2000 Advanced Server
Microsoft Windows 2000 Server
Microsoft Windows 2000 Professional

[*5] Microsoft Windows XP Professional
Microsoft Windows XP Home Edition

[*6] Microsoft Windows NT Server operating system version 4.0, Microsoft Windows NT Workstation operating system version 4.0 in a computer using x86 processors.

[*7] Versions 8.6 to 9.2 of the Mac OS (Mac OS X Classic mode is supported.)

[*8] Mac OS X 10.1 or later (Native mode)

[*9] Requires Service Pack 4 or later.

[*10] Requires Service Pack 6 or later.

[*11] The Adobe PostScript 3 printer drivers and PostScript Printer Description (PPD) files are included on the CD-ROM labeled "Printer Drivers and Utilities".

[*12] The PostScript Printer Description (PPD) files are included on the CD-ROM labeled "Printer Drivers and Utilities".

[*13] The Adobe PostScript Printer Description (PPD) installer is included on the CD-ROM labeled "Printer Drivers and Utilities".

❖ **PCL printer drivers**

Two kinds of PCL printer drivers: PCL 6 and PCL 5e, are included on the CD-ROM that comes with this machine. These drivers allow the computer to communicate with the machine via a printer language. We recommend PCL 6 as your first choice.

📝 **Note**

❒ Some applications may require installation of the PCL 5e printer driver. In this case, you can install PCL 5e without having to install PCL 6.

⇒

❖ **RPCS™ printer driver**
The RPCS™ printer drivers are included on the CD-ROM that comes with this machine. This printer driver allows the computer to communicate with the machine via a printer language. The preset type user interface is provided in addition to the conventional one.
⇒ p.27 "Installing the PCL 6/5e and 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 this machine. This 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.31 "Installing the PostScript 3 Printer Driver"

Software and Utilities Included on the CD-ROM

There are three CD-ROMs that come with the printer option or printer/scanner option of this machine. These are labeled differently according to the option.

🖉 **Note**

❒ The Printer Kit Type 1075 package contains the following CD-ROMs:
  - Printer Drivers and Utilities
  - Document Management Utility
  - Operating Instructions

❒ The Printer/Scanner Kit Type 1075 package contains the following CD-ROMs:
  - Printer Drivers and Utilities
  - Scanner Driver and Document Management Utilities
  - Operating Instructions

The CD-ROM labeled "Printer Drivers and Utilities" is mainly used for machine printer functions. In this manual, "CD-ROM" refers to the "Printer Drivers and Utilities" CD-ROM unless specified otherwise.

❖ **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.

❖ **Agfa Monotype Font Manager 2000**
  This utility helps you to install new screen fonts, or organize and manage fonts already installed on the system.

❖ **1394 Utility**
  This utility is for the IEEE 1394 Interface Board. For more information, see the Readme file or the manual that comes with the IEEE 1394 Interface Board option.

❖ **USB Printing Support**

This utility is for the USB2.0 Interface Board. Install this utility to use the USB connection on computers running Windows 98SE/Me. For information about installing, see p.43 "Installing the Printer Driver Using USB".

❖ **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 *Post-Script 3 Board Type 1075 Operating Instructions Supplement* which is provided as a PDF file on the CD-ROM labeled "Operating Instructions".

⚠️**Important**

❒ Software and utilities must be uninstalled before installing newer versions of Windows. Reinstall software and utilities after upgrading Windows.

Guide to This Machine

Control Panel
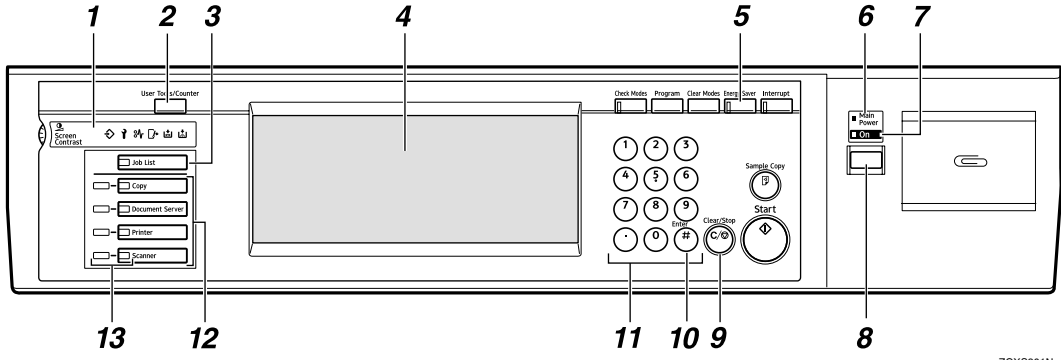
ZGXS301N

1. **Shows errors and machine status.**

◇: Data In indicator

The Data In indicator shows the status of data reception from a computer.

- This indicator blinks when data is being received.
- This indicator goes on when there is data remaining to be printed.

↑: Service call indicator

⊗↑: Misfeed indicator

◻: Cover indicator

☷: Staple indicator

☶: Toner indicator

2. 【**User Tools/Counter**】**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.

3. 【**Job List**】**key**

Shows the job list. See "Job List", *General Settings Guide*.

4. **Display panel**

Shows operation status, error messages, and function menus. ⇒ p.9 "Display Panel"

5. 【**Energy Saver**】**key**

Press to switch to and from the Energy Saver mode. See "ENERGY STAR Program", *General Settings Guide* .

Note

❒ This key is ineffective during system setting (User Tools) operations.

6. **Main power indicator**

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

Important

❒ Do not turn off the main power while the On indicator is blinking. Doing so may damage the hard disk.

7. **On indicator**

This indicator goes on when the operation switch is turned on.

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).

9. 【**Clear/Stop**】 **key**

- Clear
  Deletes one character or digit.
- Stop
  Interrupts the current print job in progress.

10. 【**#**】 **key**

Press to enter a value.

11. **Number keys**

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

12. **Function keys**

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

- Copy
- Document Server
- Printer
- Scanner

13. **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 [*1] (about 3 kgf [*2]) or more to the display panel. Otherwise, the display can get damaged.

[*1] N = Newton
[*2] kgf = Kilogram force (1kgf ≒ 9.8N)

🖉 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 dimmed (ex. OK) cannot be used.

Displays and Key Operations

Note

❒ The screen displayed when the power is turned on is the copier screen which is the factory set default. This initial setting can be changed. See "User Tools (System Settings)", *General Settings Guide.*

❒ The following illustrations are examples for the machine with the options installed. See "External Options", *General Settings Guide.*

❖ Initial print display
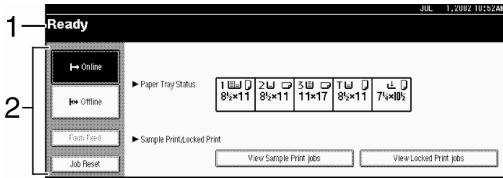
1. **Operational status or messages**

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.
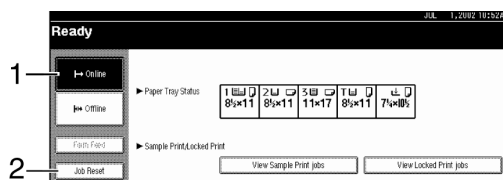
1. **[Online] key**

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.
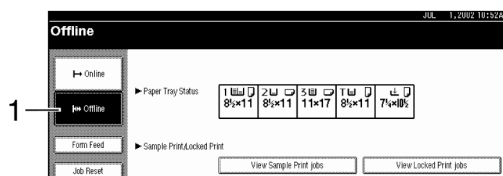
1. **[Offline] key**

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)", *General Settings Guide*.

❒ When "Job acceptance priority" is set for the system setting of **[Signal Control]**, the machine accepts print jobs from computers even when the offline status is indicated. For details about the setting, see "User Tools (System Settings)", *General Settings Guide*.

Connecting the Machine

This section gives instructions for connecting the machine and computer using the parallel port and the optional USB port.

$\mathcal{P}$Reference

For Ethernet and IEEE 1394 interface connections, see "Connecting the Machine (Network Connections)", *General Settings Guide*.

Requirements

Before using this machine, make sure all environmental and electrical requirements met. Connect the machine to the host computer using the parallel port, network interface unit, or both.

Make sure all cables, connectors, and electrical outlets necessary to attach the machine to the host computer or network are present.

Connecting the Machine to the Host Using the Parallel Cable

Connect the machine to the host computer using the parallel port. This machine does not come with a parallel cable to connect the machine to the host computer.

The machine's parallel interface is a standard bidirectional interface. It requires a standard IEEE 1284 compliant 36-pin parallel cable and a parallel port on the host computer. Make sure to purchase the appropriate cable for the machine and your computer.

$\mathscr{D}$ Note

❒ Do not use a parallel cable that is longer than 3 meters (10 feet).

❒ Rating voltage of the interface connector: Max. DC 5V

Follow the procedures below to connect the machine to the host computer using a parallel cable.

⚙️Important

❒ Before connecting the machine and a computer using an interface cable, make sure that the machine is not operating, and then turn off the main power switches of the machine and computer.

❒ Be sure to use the designated interface cable. Other cables may cause radio interference.

A **Turn off the main power switch.**

⚙️Important

❒ Before turning off the main power switch, see "Turning Off the Power", *General Settings Guide*.

B **Plug the 36-pin end of the parallel cable into the parallel port at the right side of the back cover of the machine.**

ZGWH050E
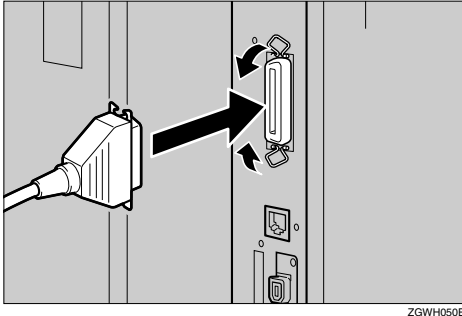
C **Squeeze the wire clips on each side of the connector together until they snap into place. The clips hold the cable securely in place.**

D **Plug the other end of the parallel cable into the computer's parallel port.**

Connecting the Machine to the Host Using the USB Cable

You can connect the machine to the host computer using a USB interface cable when the optional USB2.0 Interface Board is installed in the machine.

This machine does not come with a USB interface cable. Make sure to purchase the appropriate cable for the machine and your computer.

Follow the procedures below to connect the machine to the host computer using a USB interface cable.

A **Connect the USB2.0 interface cable to the USB2.0 port at the right side of the back cover of the machine.**

ZGUH493E
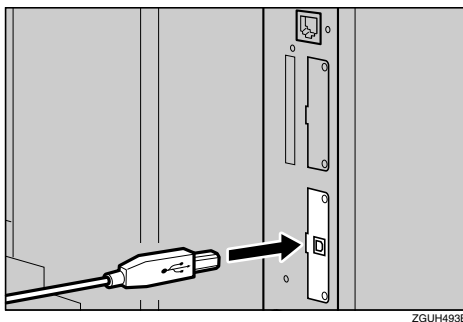
B **Connect the other end to the USB port on the host computer.**

Note

❒ The optional USB2.0 Interface Board is supported by Windows 98SE/Me, Windows 2000/XP, Mac OS 9.x and Mac OS X Classic mode.

- For Windows 98SE/Me:
  Make sure to install "USB Printing Support". When USB2.0 is used with Windows 98SE/Me, only a speed equal to that of USB1.1 is possible.
- Macintosh supports only the standard USB port.

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Setting Paper on the Bypass Tray

This section gives instructions for setting paper on the bypass tray. Use the bypass tray to print onto OHP transparencies, labels, thick paper, letterheads and envelopes that cannot be loaded in the paper tray.

⚲Reference

For setting paper into the regular paper tray, see the *General Settings Guide*.

✎ Note

❐ Paper within the following dimensions can be set in the bypass tray:

- Vertical: 100.0 - 305.0 mm (3.93 in. - 12.00 in.)
- Horizontal: 139.7 - 600.0 mm (5.50 in. - 23.62 in.)

❐ Be sure to set the paper with the side you want to print facing up in ▱ orientation in the bypass tray.

❐ OHP transparencies, thick paper, labels, or envelopes fed from the bypass tray are delivered face up onto the output tray.

❣ Limitation

❐ The following functions are disabled when printing from the bypass tray:

- Duplex Printing
- Auto Tray Select
- Auto Tray Switching
- Staple (when the optional unit is installed)
- Punch (when the optional unit is installed)

❄Important

❐ When printing using the printer function, original images are always rotated by 180 degrees (the orientation of images to be printed is opposite to that of the copier function). When printing onto paper with specific orientation requirements, such as envelopes and letterheads, make sure to rotate the paper feed direction to 180 degrees.

❐ Make sure to set the paper size using the printer driver when printing data from the computer. The paper size set using the printer driver has priority over the one set using the display panel.

A Open the bypass tray.
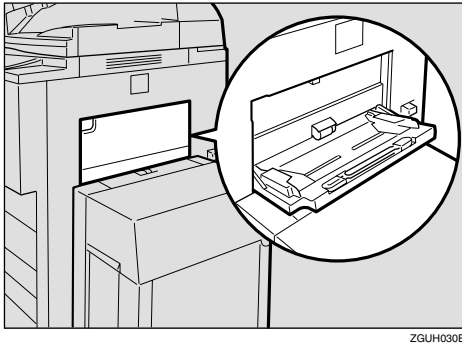
ZGUH030E

B Adjust the paper guides to the paper size.

⚠️Important

❒ If the paper guides are not flush against the paper, skewed images or paper misfeeds might occur.

C Gently insert the paper face up in the bypass tray until the beeper sounds.
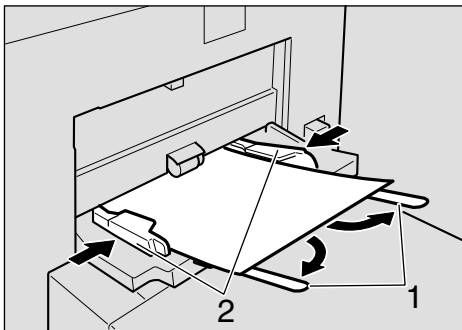
ZGWH071E

1. **Extender**

2. **Paper guides**

📝 Note

❒ Be sure to set paper in ⊏ orientation as shown in the illustration above.

❒ The beeper will not sound if it is turned off. Gently insert the paper until it stops.

❒ Do not stack paper over the limit mark, otherwise a skewed image or paper misfeeds might occur.

❒ Open out the extender to support paper sizes larger than A4 ⊏ , $8^1/_2$"×11" ⊏ .

❒ Fan the paper to get air between the sheets to avoid a multi-sheet feed.

❒ When setting an OHP transparency, make sure that its front and back sides are properly positioned.

❒ Select the paper type when printing on OHP transparencies or thick paper (over $105g/m^2$). For details, see p.18 "Setting thick paper or OHP transparencies".

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D Select the paper size.

✐ Note

❒ You can set paper size using the printer driver. The following procedures are not necessary when setting paper size using the printer driver.

❒ The paper size set using the printer driver has priority over that set using the display panel.

❒ When the printer driver is not used, make settings using the display panel.

↗ Reference

For printer driver settings, see the printer driver's Help.

For setting custom sizes, see p.17 "Setting custom size paper".

.

Setting the Paper Size on the Display Panel
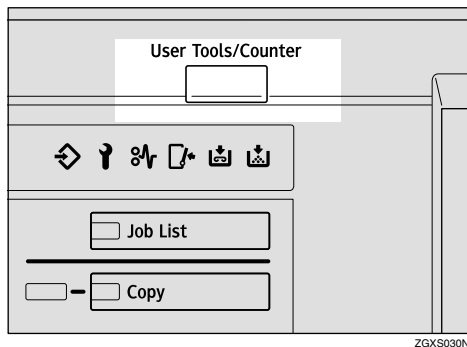
A Press the 【User Tools/Counter】 key on the control panel.

ZGXS030N

B Press [Printer Features].
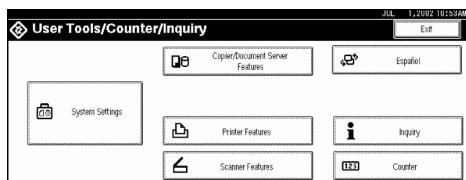
C Press the [Paper Input] tab.
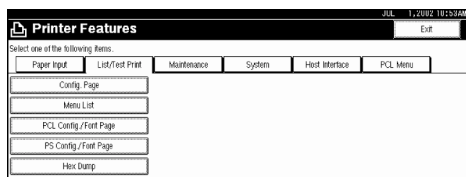
D Press [Bypass Paper Size].

E **Select the paper size.**
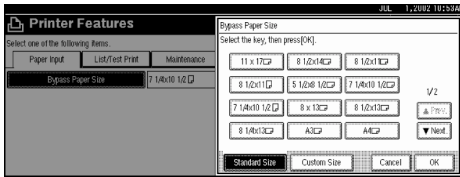
✎ Note
❒ Press **[▲Prev.]** or **[▼Next]** to scroll through the list.

❒ When printing onto thick paper or OHP transparencies, select the paper type. For details, see p.18 "Setting thick paper or OHP transparencies".

F **Press [OK].**

G **Press the 【User Tools/Counter】 key.**

Setting custom size paper

✎ Note
❒ Custom sizes can also be set using the printer driver. The following procedures are not necessary when setting custom sizes using the printer driver.

❒ Custom size settings set using the printer driver have priority over those in the display panel on the machine.

❒ When the printer driver is not used, make settings using the display panel.

🔎 Reference
For printer driver settings, see the printer driver's Help.

A **Press the 【User Tools/Counter】 key on the control panel.**

B **Press [Printer Features].**

C **Press the [Paper Input] tab.**

D **Press [Bypass Paper Size].**

E **Press [Custom Size].**

17
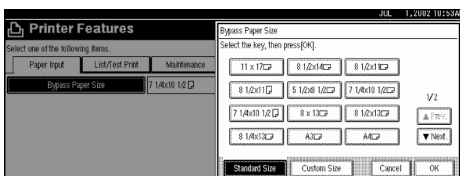
F **Enter the vertical size of the paper with the number keys, and then press [#].**

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

H **Press [OK].**

The paper sizes you entered are displayed.

I **Press the 【User Tools/Counter】 key.**

Setting thick paper or OHP transparencies

⚙ Note

❒ Paper settings can also be set using the printer driver. The following procedures are not necessary when setting paper sizes using the printer driver.

❒ Paper size settings set using the printer driver have priority over those using the display panel on the machine.

❒ When the printer driver is not used, make settings using the display panel.

₽ Reference

For printer driver settings, see the printer driver's Help.

A **Press the 【User Tools/Counter】 key on the control panel.**

B **Press [System Settings].**
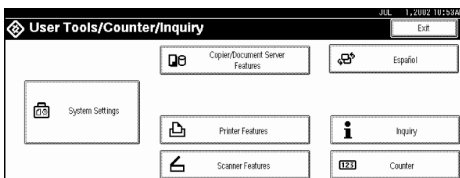
C **Press the [Tray Paper Settings] tab.**

D **Press [▼Next] to scroll the list.**

E **Press [Paper Type : Bypass tray].**
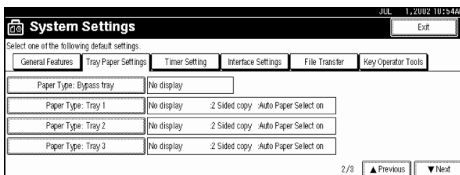
F Select [OHP] or [Thick Paper.]

G Press [OK].

The paper type you selected is displayed.

H Press the 【User Tools/Counter】 key.

✐ Note

❒ The settings made will remain valid until they are reset again. After printing on OHP transparencies or thick paper, make sure to reset the settings for the next person.

1

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.

Installation Method

❖ **Installing using Auto Run**

Inserting the CD-ROM into the CD-ROM drive starts the installer automatically. The installer helps you install the following printer drivers and software easily.

The following table shows the printer drivers and software that can be installed using Auto Run.

	Auto Run [1]		
	Quick Install		Add Printer and Utility Wizard
	Network connection with TCP/IP	Parallel connection	
PCL 6 printer driver	❍	❍	❍
PCL 5e printer driver			❍
RPCS™ printer driver	❍	❍	❍
PostScript 3 printer driver			❍
Agfa Monotype Font Manager 2000			❍
SmartNetMonitor for Admin			❍
SmartNetMonitor for Client	❍		❍

[1] Available operating systems are as follows: Windows 95/98/Me, Windows 2000/XP, Windows NT 4.0. Auto Run is unavailable with Macintosh.

🔍 **Reference**

When the machine is connected to the computer using the IEEE 1394 interface or the USB2.0 interface, install the printer drivers separately.

⇒ p.43 "Installing the Printer Driver Using USB"

⇒ p.46 "Installing the Printer Driver Using IEEE 1394"

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❖ **Installing manually**

The following printer drivers and software cannot be installed using Auto Run.

For Macintosh

- **PostScript 3 Printer Driver for Macintosh**
  ⇒ p.39 "Mac OS - Installing the PostScript 3 Printer Driver and Utilities"

- **PostScript Printer Descriptions Files (PPD)**
  The PPD files for Mac OS 8.6 to 9.2, and Mac OS X are different.
  ⇒ p.39 "Mac OS - Installing the PostScript 3 Printer Driver and Utilities"
  ⇒ p.42 "Mac OS X - Installing the PostScript 3 Printer Driver"

- **Adobe Type Manager (ATM)**
  ⇒ p.41 "Installing Adobe Type Manager (ATM)"

- **Screen Fonts**
  ⇒ p.41 "Installing screen fonts"

- **Printer Utility for Mac**
  For installing the software, see the *PostScript 3 Board Type 1075 Operating Instructions Supplement*.

For Windows

- **1394 Utility**
  For installing the utility, see the Readme file or the manual that comes with the IEEE 1394 Interface Board option.

- **USB Printing Support**
  For installing this utility, see p.43 "Installing the Printer Driver Using USB"

🖐**Important**

❐ Before starting the installation, close all documents and applications.

❐ 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, Windows 2000/XP.

2

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☼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 PCL 6/5e or PostScript 3 printer drivers, enter the user code on the **[Statistics]** tab in the Printer Properties dialog box.

- For the RPCS™ printer driver, click the **[Printer Configuration]** button on the **[Print 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

❒ When using the RPCS™ printer driver on Windows 95/98/Me, the user code cannot be changed once entered. To change an entered user code, uninstall the printer driver, reinstall it, and then enter a new user code.

⌕ Reference

For more information about user codes, see "User Codes", *General Settings Guide*.

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☼Additional Drivers (Alternate Drivers)

If you want to share the machine on a Windows 2000/XP, Windows NT 4.0 platform, install the printer drivers of other versions of Windows as additional drivers, so that users running different versions of Windows can download them automatically when they connect.

✐ Note

❒ When using the "additional driver" function in the PostScript 3 printer driver with the Windows NT 4.0, Windows NT 4.0 Service Pack 6 or later is required. For the PCL 6/5e and RPCS™ printer drivers with Windows NT 4.0, Service Pack 4 or later is required.

For more information about installing the printer driver as an additional driver, see p.27 "Installing the PCL 6/5e and RPCS™ Printer Driver", p.33 "Windows 2000/XP - Installing the PostScript 3 Printer Driver", p.35 "Windows NT 4.0 - Installing the PostScript 3 Printer Driver"

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Quick Install

Auto Run will start the installer automatically when you load the CD-ROM into the CD-ROM drive. By selecting Quick Install, you can easily install the PCL 6 printer driver and the RPCS™ printer driver. The SmartNetMonitor for Client can also be installed provided the machine and the computer are connected via the network.

The following conditions are required:

- Windows 95/98/Me, Windows 2000/XP or Windows NT 4.0

For Ethernet connections:

- The machine must be connected to the network using an Ethernet cable.
- TCP/IP protocol must be configured.
- The IP address must be assigned to both machine and computer.

For parallel connections:

- The machine must be connected to the computer using a parallel cable.
- Bidirectional transmission must be enabled.

Limitation

❒ If your operating system is Windows 2000/XP or Windows NT 4.0, installing a printer driver using Auto Run requires Administrators permission. When you install a printer driver using Auto Run, log on using an account that has Administrators permission.

❒ When the machine is connected to the computer using the IEEE 1394 interface or the USB2.0 interface, Quick Install cannot be used. See p.43 "Installing the Printer Driver Using USB", p.46 "Installing the Printer Driver Using IEEE 1394".

Important

❒ If your system is Windows NT 4.0, we recommend that you upgrade the Windows NT 4.0 operating system to Service Pack 4 or later before installing the PCL 6/5e or RPCS™ printer drivers. Contact your Windows retailer for more information about the latest version available.

Note

❒ If you want to cancel Auto Run, hold down the 【SHIFT】 key (when your operating system is Windows 2000/XP, hold down the left 【SHIFT】 key) while inserting the CD-ROM. Keep the 【SHIFT】 key held down until the computer has finished accessing the CD-ROM.

A Close all applications that are running.

B Insert the CD-ROM into the CD-ROM drive.

Auto Run will start the installer.

C **Select a language for the interface language, and then click [OK].**

The following languages are available: Cestina (Czech), Dansk (Danish), Deutsch (German), English (English), Espanol (Spanish), Francais (French), Italiano (Italian), Magyar (Hungarian), Nederlands (Dutch), Norsk (Norwegian), Polski (Polish), Portugues (Portuguese), Suomi (Finnish), Svenska (Swedish)

The default interface language is English.

D **Click [Quick Install].**

The software license agreement appears in the **[License Agreement]** dialog box.

E **After reading through all of the contents, click [I accept the agreement] to agree with the license agreement, and then click [Next].**

F **Click a model name of the machine you are using when the [Select Printer] dialog box appears.**

✐ Note

❒ For a network connection with TCP/IP, select the machine whose IP address is displayed in **[Connect To]**.

❒ For parallel connection, select the machine whose printer port is displayed in **[Connect To]**.

G **Click [Install].**

H **Follow the instructions on the screen.**

✐ Note

❒ During installation in Windows 2000, the **[Digital Signature Not Found]** dialog box may appear. In this case, click **[Yes]** to continue the installation.

❒ During installation in Windows XP, the **[Hardware Installation]** dialog box may appear. In this case, click **[Continue Anyway]** to continue the installation.

A message prompting you to restart your computer may appear. To complete the installation, restart your computer.

❖Important

❒ If the machine is installed with the certain options, you should set the options using the printer driver. See p.29 "Setting Up Options"

✎ Note

❒ When you want to change the printer name, follow the procedure below.

- **Windows 95/98/Me, Windows 2000, Windows NT 4.0**
  Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**. The Printer window appears. Right-click the machine icon, and then select **[Rename]**.

- **Windows XP Professional**
  Click **[Start]** on the taskbar, and then **[Printers and Faxes]**. The Printers and Faxes window appears. Right-click the machine icon, and then select **[Rename]**.

- **Windows XP Home Edition**
  Click **[Start]** on the taskbar, and then **[Control Panel]**. Click **[Printers and Other Hardware]**, and then **[Printers and Faxes]**. The Printers and Faxes window appears. Right-click the machine icon, and then select **[Rename]**.

Installing the PCL 6/5e and RPCS™ Printer Driver

This section describes basic instructions for installing the PCL 6/5e printer driver and RPCS™ printer driver without using Quick Install. Also, procedures are described for setting up options installed on the machine using the printer driver. Follow the procedures below as appropriate.

℘Reference

See p.24 "Quick Install" for installing the PCL 6 printer driver or RPCS™ printer driver using Quick Install.

Installing the PCL 6/5e and RPCS™ Printer Driver

♥ Limitation

❒ If your system is Windows 2000/XP or Windows NT 4.0, installing a printer driver using Auto Run requires Administrators permission. When you install a printer driver using Auto Run, log on using an account that has Administrators permission.

✎Important

❒ When updating to the latest version of the printer driver, you should uninstall any earlier versions. See "Uninstalling the Printer Driver", *Printer Reference 2*.

❒ If your system is Windows NT 4.0, we recommend that you upgrade the Windows NT 4.0 operating system to Service Pack 4 or later before installing the printer drivers. Contact your Windows retailer for more information about the latest version available.

✐ Note

❒ If you want to share the machine on a Windows 2000/XP or Windows NT 4.0 platform, use the **[Sharing]** tab in the Printer Properties to specify the additional driver (alternate driver). For details, see the documentation that comes with Windows 2000/XP, or Windows NT 4.0.

❒ When prompted for the additional driver (alternate driver) location, select the following folders on the CD-ROM:

- **Windows 95/98/Me**
  PCL 6: \DRIVERS\PCL6\WIN9X_ME\(Language)\DISK1\
  PCL 5e: \DRIVERS\PCL5E\WIN9X_ME\(Language)\DISK1\
  RPCS™: \DRIVERS\RPCS\WIN9X_ME\(Language)\DISK1\

- **Windows 2000/XP**
  PCL 6: \DRIVERS\PCL6\WIN2K_XP\(Language)\DISK1\
  PCL 5e: \DRIVERS\PCL5E\WIN2K_XP\(Language)\DISK1\
  RPCS™: \DRIVERS\RPCS\WIN2K_XP\(Language)\DISK1\

- **Windows NT 4.0**
  PCL 6: \DRIVERS\PCL6\NT4\(Language)\DISK1\
  PCL 5e: \DRIVERS\PCL5E\NT4\(Language)\DISK1\
  RPCS™: \DRIVERS\RPCS\NT4\(Language)\DISK1\

A **Close all applications that are running.**

B **Insert the CD-ROM into the CD-ROM drive.**

Auto Run will start the installer.

C **Select a language for the interface language, and then click [OK].**

The following languages are available: Cestina (Czech), Dansk (Danish), Deutsch (German), English (English), Espanol (Spanish), Francais (French), Italiano (Italian), Magyar (Hungarian), Nederlands (Dutch), Norsk (Norwegian), Polski (Polish), Portugues (Portuguese), Suomi (Finnish), Svenska (Swedish)

The default interface language is English.

D **Click [PCL/RPCS Printer Drivers].**

The software license agreement appears in the **[License Agreement]** dialog box.

E **After reading through all of the contents, click [I accept the agreement] to agree with the license agreement, and then click [Next].**

F **Select the printer drivers you want to install when the [Select Program] dialog box appears, and then click [Next].**

G **Select the model of the machine you are using.**

To change the printer name, change it in the **[Change settings for 'Printer Name']** box.

H **Double-click the machine name to display the printer settings.**

Note

❒ The details shown for **[Comment:]**, **[Driver:]** and **[Port:]** vary depending on the operating system being used, the model of machine selected, and the port being used.

❒ Confirm that **[LPT1:]** is selected for **[Port:]**.

❒ Check **[Default Printer]** if you want to set the machine as the default printer.

❒ Check **[Shared]** if you want to share the machine. See the *Network Printing Guide* for information about setting up and using the machine in a network environment.

I **Click [Continue] to start printer driver installation.**

J **Follow the instructions on the screen.**

Note

❒ During installation in Windows 2000, the **[Digital Signature Not Found]** dialog box may appear. In this case, click **[Yes]** to continue the installation.

❒ During installation in Windows XP, the **[Hardware Installation]** dialog box may appear. In this case, click **[Continue Anyway]** to continue the installation.

Setting Up Options

If the machine is installed with certain options, you should set the options using the printer driver.

Limitation

❒ In Windows 2000/XP, changing the printer 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.

❒ In Windows NT 4.0, changing the setting of the printer requires Full Control 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.

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.

PCL 6/5e Printer Driver

A **Click [Start] on the taskbar, point to [Settings], and then click [Printers].**

The **[Printers]** window appears.

Note

❒ In Windows XP Professional, access the **[Printers and Faxes]** window from **[Start]** on the taskbar.

❒ In Windows XP Home Edition, access the **[Printers and Faxes]** window by clicking **[Start]** on the taskbar. Then click **[Control Panel]**, **[Printers and Other Hardware]** and then **[Printers and Faxes]**.

B **Click the icon of the machine you want to use.**

C **On the [File] menu, click [Properties].**

The Printer Properties window appears.

D **Click the [Accessories] tab.**

E **Select the options you have installed from the [Options] group.**

F **Click [OK] .**

RPCS™ Printer Driver

A **Click [Start] on the taskbar, point to [Settings], and then click [Printers].**

The **[Printers]** window appears.

Note
- ❒ In Windows XP Professional, access the **[Printers and Faxes]** window from **[Start]** on the taskbar.
- ❒ In Windows XP Home Edition, access the **[Printers and Faxes]** window by clicking **[Start]** on the taskbar. Then click **[Control Panel]**, **[Printers and Other Hardware]** and then **[Printers and Faxes]**.

B **Click the icon of the machine you want to use.**

C **On the [File] menu, click [Properties].**

The Printer Properties window appears.

Note
- ❒ If the following message appears "Configure installed accessories in the **[Accessories]** tab of **[Printer Configuration]**, which will open next.", click **[OK]** and then go to step E.

D **Click the [Change Accessories] tab.**

Note
- ❒ In Windows 95/98/Me, click **[Printer Configuration]** on the **[Print Settings]** tab, and then **[Change Accessories]**.

E **Select the options you have installed from the [Select printer options] group.**

F **Click [OK] .**

Installing the PostScript 3 Printer Driver

This section describes basic instructions for installing the PostScript 3 printer driver. Actual procedures may differ depending on the operating system. Follow the procedures below as appropriate.

℘Reference

To use the PostScript 3 printer driver, the optional PostScript 3 Board must be installed on the machine. See the *PostScript 3 Board Type 1075 Operating Instructions Supplement* for details.

🕮Important

❒ When updating to the latest version of the printer driver, you should uninstall any earlier versions. See "Uninstalling the Printer Driver", *Printer Reference 2.*

Windows 95/98/Me - Installing the PostScript 3 Printer Driver

Installing the printer driver

A **Close all applications that are running.**

B **Insert the CD-ROM into the CD-ROM drive.**

Auto Run will start the installer.

C **Select a language for the interface language, and then click [OK].**

The following languages are available: Cestina (Czech), Dansk (Danish), Deutsch (German), English (English), Espanol (Spanish), Francais (French), Italiano (Italian), Magyar (Hungarian), Nederlands (Dutch), Norsk (Norwegian), Polski (Polish), Portugues (Portuguese), Suomi (Finnish), Svenska (Swedish)

The default interface language is English.

✎ Note

❒ The printer driver with the selected language will be installed.

❒ The printer driver will be installed in English if you select the following languages: Cestina, Magyar, Polski, Portugues and Suomi.

D **Select [PostScript 3 Printer Driver].**

[Add Printer Wizard] starts.

E **Click [Next].**

F **Check [Local Printer], and then click [Next].**

A dialog box for selecting the printer appears.

G **Select the model of the machine you are using, and then click [Next].**

H **In the [Available ports:] box, click [Printer Port], and then click [Next].**

I **Change the name of the machine if you wish to, and then click [Next].**

Note

❒ Check **[Yes]** if you want to set the machine as the default printer.

J **Follow the instructions on the screen.**

Setting up options

If the machine is installed with certain options, you should set the options using the printer driver.

A **Click [Start] on the taskbar, point to [Settings], and then click [Printers].**

The **[Printers]** window appears.

B **Click the icon of the machine you want to use.**

C **On the [File] menu, click [Properties].**

The Printer Properties window appears.

D **Click the [Accessories] tab.**

E **Select the options you have installed from the [Options] group.**

F **Click [OK].**

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Windows 2000/XP - Installing the PostScript 3 Printer Driver

Installing the printer driver

♟ Limitation

❒ Installing a printer driver requires Administrators permission. When you install a printer driver, log on using an account that has Administrators permission.

🖉 Note

❒ If you want to share the machine on a Windows 2000/XP platform, use the **[Sharing]** tab in the Printer Properties to specify the additional driver (alternate driver). For details, see the documentation that comes with Windows 2000/XP.

❒ When prompted for the additional driver (alternate driver) location, select the following folders on the CD-ROM:

- **Windows 95/98/Me:** \DRIVERS\PS\WIN9X_ME\(Language)\DISK1\
- **Windows NT 4.0:** \DRIVERS\PS\NT4\(Language)\DISK1\

A **Close all applications that are running.**

B **Insert the CD-ROM into the CD-ROM drive.**

Auto Run will start the installer.

C **Select a language for the interface language, and then click [OK].**

The following languages are available: Cestina (Czech), Dansk (Danish), Deutsch (German), English (English), Espanol (Spanish), Francais (French), Italiano (Italian), Magyar (Hungarian), Nederlands (Dutch), Norsk (Norwegian), Polski (Polish), Portugues (Portuguese), Suomi (Finnish), Svenska (Swedish)

The default interface language is English.

🖉 Note

❒ The printer driver with the selected language will be installed.

❒ The printer driver will be installed in English if you select the following languages: Cestina, Magyar, Polski, Portugues and Suomi.

D **Select [PostScript 3 Printer Driver].**

[Add Printer Wizard] starts.

E **Click [Next].**

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F **Check [Local Printer], and then click [Next].**

✎ Note

❒ In Windows XP, check **[Local printer attached to this computer]**, and then click **[Next]**.

A dialog box for selecting the printer port appears.

G **Select the check box of the port you want to use, and then click [Next].**

A dialog box for selecting the printer appears.

H **Select the model of the machine you are using, and then click [Next].**

I **Change the name of the machine if you wish to, and then click [Next].**

✎ Note

❒ Check **[Yes]** if you want to set the machine as the default printer.

J **Select whether or not you want to share the machine, and then click [Next].**

$\mathcal{P}$ Reference

See the *Network Printing Guide* for information about setting up and using the machine in a network environment.

K **Follow the instructions on the screen.**

✎ Note

❒ During installation, the **[Digital Signature Not Found]** dialog box may appear. In this case, click **[Yes]** to continue the installation.

❒ During installation in Windows XP, the **[Hardware Installation]** dialog box may appear. In this case, click **[Continue Anyway]** to continue the installation.

Setting up options

If the machine is installed with certain options, you should set the options using the printer driver.

❖ Limitation

❒ Changing the printer 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.

A **Click [Start] on the taskbar, point to [Settings], and then click [Printers].**

The **[Printers]** window appears.

✍ Note

❒ In Windows XP Professional, access the **[Printers and Faxes]** window from **[Start]** on the taskbar.

❒ In Windows XP Home Edition, access the **[Printers and Faxes]** window by clicking **[Start]** on the taskbar. Then click **[Control Panel]**, **[Printers and Other Hardware]** and then **[Printers and Faxes]**.

2 **Click the icon of the machine you want to use.**

3 **On the [File] menu, click [Properties].**

The Printer Properties window appears.

4 **Click the [Device Settings] tab.**

5 **Select the options you have installed from the [Installable Options] group.**

6 **Click [OK].**

Windows NT 4.0 - Installing the PostScript 3 Printer Driver

Installing the printer driver

☞ Limitation

❒ Installing a printer driver requires Administrators permission. When you install a printer driver, log on using an account that has Administrators 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 6 or later before installing the printer driver. Contact your Windows retailer for more information about the latest version available.

✍ Note

❒ If you want to share the machine on Windows NT 4.0, use the **[Sharing]** tab in the Printer Properties to specify the additional driver (alternate driver). For details, see the documentation that comes with Windows NT 4.0.

❒ When prompted for the additional driver (alternate driver) location, select the following folders on the CD-ROM:

• **Windows 95/98/Me:** \DRIVERS\PS\WIN9X_ME\(Language)\DISK1\

1 **Close all applications that are running.**

B **Insert the CD-ROM into the CD-ROM drive.**

Auto Run will start the installer.

C **Select a language for the interface language, and then click [OK].**

The following languages are available: Cestina (Czech), Dansk (Danish), Deutsch (German), English (English), Espanol (Spanish), Francais (French), Italiano (Italian), Magyar (Hungarian), Nederlands (Dutch), Norsk (Norwegian), Polski (Polish), Portugues (Portuguese), Suomi (Finnish), Svenska (Swedish)

The default interface language is English.

⌀ **Note**

❒ The printer driver with the selected language will be installed.

❒ The printer driver will be installed in English if you select the following languages: Cestina, Magyar, Polski, Portugues and Suomi.

D **Select [PostScript 3 Printer Driver].**

[Add Printer Wizard] starts.

E **After confirming that the [My Computer] option is selected, click [Next].**

A dialog box for selecting the printer port appears.

F **Select the check box of the port you want to use, and then click [Next].**

A dialog box for selecting the printer appears.

G **Select the model of the machine you are using, and then click [Next].**

H **Change the name of the machine if you wish to, and then click [Next].**

⌀ **Note**

❒ Check **[Yes]** if you want to set the machine as the default printer.

I **Select whether or not you want to share the machine, and then click [Next].**

⌕ **Reference**

See the *Network Printing Guide* for information about setting up and using the machine in a network environment.

J **Follow the instructions on the screen.**

Setting up options

If the machine is installed with certain options, you should set the options using the printer driver.

❦ Limitation

❒ Changing the printer 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.

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.**

3 **On the [File] menu, click [Properties].**

The Printer Properties window appears.

4 **Click the [Device Settings] tab.**

5 **Select the options you have installed from the [Installable Options] group.**

6 **Click [OK].**

....

❦ Bidirectional transmission

When bidirectional transmission is enabled, information such as paper size and feed direction is automatically sent to the computer. You can also check the machine's status from your computer.

- Bidirectional transmissions are supported by Windows 95/98/Me, Windows 2000/XP and Windows NT 4.0.

- When bidirectional transmission is running, the machine status and information can be viewed by opening the printer driver screen.

To support bidirectional transmission, the following conditions are required:

❖ When connecting with a parallel cable

- The computer must support bidirectional transmission.

- The machine must be set to bidirectional transmission.

- The machine parallel port and computer parallel port are connected using a parallel interface cable that supports bidirectional transmission.

✎ Note

❒ In Windows 95/98/Me, **[Enable bi-directional support for this printer]** must be selected in **[Spool Settings]** on the **[Details]** tab in RPCS™ printer driver.

❒ In Windows 2000/XP, or Windows NT 4.0, **[Enable bidirectional support]** must be selected, and **[Enable printer pooling]** must not be selected on the **[Port]** tab in RPCS™ printer driver.

❖ **When connecting with the network**

- The machine must be set to bidirectional transmission.

- SmartNetMonitor for Client included on the CD-ROM must be installed.
One of the following conditions must also be satisfied besides the two requirements mentioned above.

  - The port for SmartNetMonitor for Client and the TCP/IP protocol must be used.

  - The standard TCP/IP port is used without changing the port name (Windows 2000/XP).

  - The IP address specified in the Microsoft TCP/IP Print is used (Windows NT 4.0).

  - The IP address is included in port name when using IPP protocol.

🖉 **Note**

❒ In Windows 95/98/Me, **[Enable bi-directional support for this printer]** must be selected in **[Spool Settings]** on the **[Details]** tab in RPCS™ printer driver.

❒ In Windows 2000/XP, or Windows NT 4.0, **[Enable bidirectional support]** must be selected, and **[Enable printer pooling]** must not be selected on the **[Port]** tab in RPCS™ printer driver.

❖ **When connecting with IEEE 1394**

- The port on the optional IEEE 1394 Interface Board and the IEEE 1394 port on the computer are connected using an interface cable (Windows Me, Windows 2000/XP).

🖉 **Note**

❒ **[SCSI print (SBP-2)]** must be set to "Active" and **[Bidirectional SCSI print]** must be set to "On" in **[IEEE 1394]** on the **[Interface Settings]** tab in the machine's System Settings.

❒ In Windows Me, **[Enable bi-directional support for this printer]** must be selected in **[Spool Settings]** on the **[Details]** tab in RPCS™ printer driver.

❒ In Windows 2000/XP, or Windows NT 4.0, **[Enable bidirectional support]** must be selected, and **[Enable printer pooling]** must not be selected on the **[Port]** tab in RPCS™ printer driver.

❖ **When connecting with USB2.0**

- The port on the optional USB2.0 Interface Board and the USB port on the computer are connected using a USB interface cable (Windows 98SE/Me, Windows 2000/XP).

🖉 **Note**

❒ In Windows 98SE/Me, **[Enable bi-directional support for this printer]** must be selected in **[Spool Settings]** on the **[Details]** tab in RPCS™ printer driver.

❒ In Windows 2000/XP, **[Enable bidirectional support]** must be selected, and **[Enable printer pooling]** must not be selected on the **[Port]** tab in RPCS™ printer driver.

Mac OS - Installing the PostScript 3 Printer Driver and Utilities

It is necessary to install a printer driver and a PPD file to print from a Macintosh.

Follow the procedures to install a printer driver and a PPD file on Macintosh running OS 8.6 or later versions up to 9.2, and Mac OS X Classic mode.

Note

❒ For installing the PostScript 3 printer driver in Mac OS X, see

A **Insert the CD-ROM into the CD-ROM drive.**

B **Double-click the CD-ROM icon.**

C **Double-click the [Mac OS 8 and 9] folder.**

D **Double-click the [PS Driver] folder.**

E **Double-click the folder of the language you use.**

F **Open [Disk 1] and double-click the installer icon.**

The PostScript 3 printer driver installer window appears.

G **Follow the instructions on the screen.**

H **Double-click [Extensions] in [System Folder].**

I **Double-click [Printer Descriptions].**

J **Double-click the CD-ROM icon on the desktop.**

K **Double-click the [Printer Descriptions] folder in the [Mac OS 8 and 9] folder.**

L **Double-click [Disk 1] in the folder of the language you use.**

M **Drag the PPD file into [Printer Descriptions] in [Extensions] in [System Folder].**

N **Drag the plugin file into [Printer Descriptions] in [Extensions] in [System Folder].**

O **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.

A On the Apple menu, select **[Chooser]**.

B Click the **[Adobe PS]** icon.

C In the **[Select a PostScript Printer:]** list, click the name of the machine you want to use.

D Click **[Setup]**.

E 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.40 "Setting up options" to make the option settings, or close the **[Chooser]** dialog box.

Setting up options

A On the Apple menu, select **[Chooser]**.

B Click the **[Adobe PS]** icon.

C In the **[Select the PostScript Printer:]** list, click the name of the machine you want to use, and then click **[Setup]**.

D Click **[Configure]**.

A list of options appears.

E Select the options 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.

F Click **[OK]**.

The list of options closes.

G Click **[OK]**.

The **[Chooser]** dialog box appears.

H Close the **[Chooser]** dialog box.

Installing Adobe Type Manager (ATM)

✐ Note
❒ Close all applications that are running before installation. Install after restarting.

A **Start the Macintosh.**

B **Insert the CD-ROM into the CD-ROM drive.**

C **Double-click the CD-ROM icon.**

D **Double-click the [Mac OS 8 and 9] folder.**

E **Double-click the [ATM] folder.**

F **Double-click the [ATM 4.6.2 installer] icon.**

G **Follow the instructions on screen.**

H **Restart the Macintosh.**

✐ Note
❒ Make sure to restart the computer. ATM will be completely installed only after restarting.

I **Select [Control Panel] from the Apple menu, and then select [ATM].**

J **Open the ATM control panel.**

✐ Note
❒ For more information about installation, see the User's Guide in the ATM folder.

Installing screen fonts

A **Start the Macintosh.**

B **Insert the CD-ROM into the CD-ROM drive.**

C **Double-click the CD-ROM icon.**

D **Double-click the [Mac OS 8 and 9] folder.**

E **Double-click the [Fonts] folder.**

F **Copy the fonts you want to install into the [System] folder.**

A confirmation dialog box appears.

G **Click [OK].**

The fonts are installed.

H Restart the Macintosh.

$\mathscr{P}$ Reference

For information about installing the Printer Utility for Mac, see the *Post-Script 3 Board Type 1075 Operating Instructions Supplement*.

Mac OS X - Installing the PostScript 3 Printer Driver

It is necessary to install a PPD file to print from a Macintosh. Follow the procedures to install a PPD file on Macintosh running Mac OS X.

$\boxed{=}$ Preparation

You need an administrator name and a password (phrase). For more information, consult your administrator.

A Insert the CD-ROM into the CD-ROM drive.

B Double-click the CD-ROM icon.

C Double-click the [Mac OS X] folder.

D Double-click the [PPD Installer] folder, and then double-click the installer icon.

E Follow the instructions on screen.

Setting Up the PPD File

A Run Print Center.

B Click [Add Printer].

$\mathscr{D}$ Note

❒ Select **[AppleTalk]** in the first pop-up menu.

❒ If the zone has been set, select the zone in the second pop-up menu.

C Select the PPD file for the model you are using from the "Printer Model:" pop-up menu.

D Click [Add].

Setting Up Options

$\clubsuit$ Limitation

❒ You cannot make printer option settings in Mac OS X. Do not make settings for options that have not been installed.

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Installing the Printer Driver Using USB

This section gives basic instructions for installing printer drivers using USB. The printer drivers can be installed from the CD-ROM that comes with this machine.

📔 **Preparation**

Be sure that all other applications are closed and the computer is not printing before installation.

Windows 98SE/Me - Installing the Printer Driver Using USB

The procedure below uses Windows 98 as an example. The procedure for Windows Me may be slightly different.

When the USB interface cable is used for the first time, the "plug and play" function starts and **[New Hardware Found]**, **[Device Driver Wizard]** or **[Found New Hardware Wizard]** dialog box appears, depending on the system used.

If printer drivers are already installed, the "plug and play" is displayed, and the printer with its port directed to the USB interface cable is added to the "Printers" folder.

A Click **[Next]**.

B Select **[Search for the best driver for your device. {Recommended}.]**, and then click **[Next]**.

C Check **[Specify a location:]**, and then click **[Browse...]**.

The **[Browse for Folder]** dialog box appears.

D Insert the CD-ROM provided into the CD-ROM drive.

📝 **Note**

❒ When Auto Run starts, click **[Exit]**.

❒ If you want to disable Auto Run, press **【Shift】** when inserting the CD-ROM into the drive and keep it pressed until the computer completes transmission to the drive.

E Select the drive where the printer driver is located according to the operating system used, and then click **[Next]**.

If the CD-ROM drive is D, the folder will be "D:\DRIVERS\USB-PRINT\WIN98ME".

F Confirm the printer driver location, and then click **[Next]**.

"USB Printing Support" will be installed.

G Click **[Finish]**.

H **Follow the "plug and play" on the screen to install the printer drivers.**

✐ Note

❒ Each printer driver is stored in the following folders on the CD-ROM:

- **PCL 6:** \DRIVERS\PCL6\WIN9X_ME\(Language)\DISK1
- **PCL 5e:** \DRIVERS\PCL5E\WIN9X_ME\(Language)\DISK1
- **RPCS™:** \DRIVERS\RPCS\WIN9X_ME\(Language)\DISK1
- **PostScript 3:** \DRIVERS\PS\WIN9X_ME\(Language)\DISK1

When installation is complete, the printer with its port directed to "USB00n" appears on the **[Printers]** folder. ("n" is the number of printers connected.)

Windows 2000/XP - Installing the Printer Driver Using USB

♦ Limitation

❒ Installing a printer driver requires the Administrators permission. When you install a printer driver, log on using an account that has the Administrators permission.

When the USB interface cable is used for the first time, the **[Found New Hardware Wizard]** dialog box appears, and Windows 2000/XP's "USB Printing Support" will be installed automatically.

If the printer driver is already installed, the "plug and play" is displayed, and the printer with its port directed to the USB interface cable is added to the **[Printers]** [1] folder.

✐ Note

❒ In Windows XP, even if the printer driver has already been installed, **[Found New Hardware Wizard]** may start when connecting the printer and the computer with the USB interface cable for the first time. In this case, install the printer driver by following the procedure below.

A **Install the printer driver by referring to the instructions for installing using a Parallel/Ethernet connection.**

✐ Note

❒ Each printer driver is stored in the following folders on the CD-ROM:

- **PCL 6:** \DRIVERS\PCL6\WIN2K_XP\(Language)\DISK1
- **PCL 5e:** \DRIVERS\PCL5E\WIN2K_XP\(Language)\DISK1
- **RPCS™:** \DRIVERS\RPCS\WIN2K_XP\(Language)\DISK1
- **PostScript 3:** \DRIVERS\PS\WIN2K_XP\(Language)\DISK1

When installation is complete, the printer with its port directed to "USB00n" appears on the **[Printers]** [1] folder. ("n" is the number of printers connected.)

[1] In Windows XP, the folder is **[Printers and Faxes]**.

Macintosh - Creating a Desktop Printer Icon

When you connect the machine and your computer using a USB2.0 connection, create a Desktop Printer icon.

❣ Limitation

❏ In Mac OS X Native mode, printing is disabled when connected to the machine using a USB connection.

A **Double-click [Desktop Printer Utility] in the [AdobePS Components] folder.**

B **Select [AdobePS] in [With:] and [Printer (USB)] in [Create Desktop], and then click [OK].**

C **Click [Change] in [USB Printer Selection].**

D **Select the model of the machine you are using in [Select a USB Printer:], and then click [OK].**

E **Click [Auto Setup] in [PostScript™ Printer Description (PPD) File].**

F **Click [Create].**

G **Enter the machine name, and then click [Save].**

The printer icon appears on the desktop.

H **Exit the Desktop Printer Utility.**

Installing the Printer Driver Using IEEE 1394

This section gives basic instructions for installing printer drivers using IEEE 1394. SCSI Print and IP over 1394 are available when printing via IEEE 1394. The printer drivers can be installed from the CD-ROM that comes with this machine.

📑 Preparation

Be sure that all other applications are closed and the computer is not printing before installation.

✏️ Important

❒ Do not connect new IEEE 1394 devices to the machine or turn on the machine while installing the printer driver.

❒ Before uninstalling the printer driver, be sure to disconnect the IEEE 1394 interface cable from the computer.

❒ The optional IEEE 1394 Interface Board is not supported by Windows 95/98 or Windows NT 4.0. If the "plug and play" function starts, click **[Cancel]** in the **[New Hardware Found]** or **[Device Driver Wizard]** dialog box.

Printing with SCSI Print

Printing using a SCSI print device with the optional 1394 Interface Unit is possible under Windows 2000 or Windows XP.

📑 Preparation

"SCSI print" must be enabled and "IP over 1394" must be disabled from the machine's display panel. For more information about how to make machine settings, see "Interface Settings/IEEE 1394 (Option)", *General Settings Guide*.

🖉 Note

❒ If **[Found New Hardware Wizard]** appears every time the computer is started or the cable is connected with Windows 2000 or Windows XP when the print function that uses SCSI print is not installed, disable the device. See p.49 "Disabling the Device" for more information.

Installing the Printer Driver

🖉 Note

❒ If you send data from your computer when data is being received from another client computer, your data will be printed after completing the print job from the other client computer.

❒ When the machine is connected to the computer properly via the 1394 Interface, the appearance of the icon in the printer window changes.

Windows 2000

Important

❒ In Windows 2000, the optional IEEE 1394 Interface Board can only be used with Service Pack 1 or later. If the Service Pack is not installed, the connectable number of devices in a IEEE 1394 bus is only one, and the client cannot access the IEEE 1394 Interface Board without using an account that has Administrators permission.

A Connect the machine and the computer using the IEEE 1394 interface cable.

The **[Found New Hardware Wizard]** dialog box appears.

B Click [Next].

The message **[This wizard will complete the installation for this Device: Unknown]** appears.

C Select [Optional search locations:], and then click [Next].

D When the [Locate Driver Files] message appears, check the [Optional search locations.] checkbox and the [Specify a location] checkbox, and then click [Next].

E Hold down the left 【SHIFT】 key on the keyboard and insert the CD-ROM into the CD-ROM drive.

Keep the left 【SHIFT】 key held down until the computer has finished accessing the CD-ROM.

If the Auto Run program starts, click **[Cancel]**, and then **[Exit]**.

F Click [Browse].

G Select the printer driver you want to install. Each printer driver is stored in the following folders:

- **PCL 6:** \DRIVERS\PCL6\WIN2K_XP\(Language)\DISK1
- **PCL 5e:** \DRIVERS\PCL5E\WIN2K_XP\(Language)\DISK1
- **RPCS™:** \DRIVERS\RPCS\WIN2K_XP\(Language)\DISK1
- **PostScript 3:** \DRIVERS\PS\WIN2K_XP\(Language)\DISK1

H Click [Open].

I Click [OK].

A printer model selection dialog box appears.

J Follow the instructions on the screen.

Note

❒ During installation, the **[Digital Signature Not Found]** dialog box may appear. In this case, click **[Yes]** to continue the installation.

❒ When the installation is complete, the printer with its port directed to "1394_00n" appears on the **[Printers]** folder. ("n" is the number of printers connected.)

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Windows XP

A **Connect the machine and the computer using the IEEE 1394 interface cable.**

The **[Found New Hardware Wizard]** dialog box appears.

B **Confirm that [This wizard helps you install software for: (printer name)] is displayed, and select [Install from a list on specific location (Advanced)], and then click [Next].**

The message **[Please choose your search and installation option.]** appears.

C **Check the [Search for the best driver in these locations.] check box, and the [Include this location in the search:] check box.**

D **Install the printer driver following the same procedures as steps E-J in Windows 2000.**

✎ Note

❒ During installation in Windows XP, the **[Hardware Installation]** dialog box may appear. In this case, click **[Continue Anyway]** to continue the installation.

❒ When the installation is complete, the printer with its port directed to "1394_00n" appears on the **[Printers and Faxes]** folder. ("n" is the number of printers connected.)

Printing with IP over 1394

You can print by setting the IP address for this machine and the computer on which Windows Me (SmartNetMonitor for Client) or Windows XP (SmartNet-Monitor for Client or Standard TCP/IP Port) is installed.

📖 Preparation

"IP over 1394" must be enabled on the machine's display panel and an IP address for the IEEE 1394 must be configured. For more information about how to make machine settings, see "Interface Settings/IEEE 1394 (Option)", *General Settings Guide*.

💡 Limitation

❒ When using the IEEE 1394 (IP over 1394) interface in a network, the Ethernet interface cannot be used in the same network.

✎ Note

❒ Make sure that the IEEE 1394 interface and Ethernet interface subnet mask range does not overlap.

❒ In Windows Me, if **[Found New Hardware Wizard]** appears every time the computer is started or the cable is connected, disable the device. See p.49 "Disabling the Device" for more information.

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⚡Disabling the Device

❖ **If [Add New Hardware Wizard] appears every time you restart the computer with an operating system that does not support SCSI print, or plug in/take out the cable, disable the device by the following procedures.**

- Windows Me

  ① In the **[Add New Hardware Wizard]** dialog box, confirm that **[Windows has found the following new Hardware: IEEE SBP-2 Device]** is displayed, and select **[Recommended search for a better driver [Recommended]]**, and then click **[Next]**.

  ② When the **[Windows was unable to locate the software for this device.]** message appears, click **[Finish]**.

❖ **If you do not want to install the printer when [Found New Hardware Wizard] starts with an operating system that supports SCSI print, disable the device by the following procedures.**

- Windows XP

  ① In the **[Found New Hardware Wizard]** dialog box, confirm that **[This wizard helps you install software for: Unknown]** is displayed, and select **[Install from a list on specific location (Advanced)]**, and then click **[Next]**.

  ② When the **[Please choose your search and installation option.]** message appears, remove all the selections from **[Search for the best driver in these locations.]**, and then click **[Next]**.

  ③ When the **[The wizard could not find the software on your computer for..]** message appears, click **[OK]**.

  ④ When the **[Cannot Install this Hardware]** message appears, select the **[Don't prompt again to install the software]** check box, and then click **[Finish]**.

- Windows 2000

  ① In the **[Found New Hardware Wizard]** dialog box, click **[Next]**.

  ② When the **[This wizard will complete the installation for this Device: Unknown]** message appears, select **[Search for a suitable driver for my device [recommended]]**, and then click **[Next]**.

  ③ When the **[Locate Driver Files]** message appears, remove all the selections from **[Optional search locations.]**, and then click **[Next]**.

  ④ When the **[Driver Files Search Results]** message appears, select the **[Disable the device. The Add/Remove Hardware Wizard in the control Panel can be able to complete the driver installations.]** check box, and then click **[Finish]**.

❖ **If [Found New Hardware Wizard] appears every time you restart the computer with an operating system that does not support IP over 1394 or plug in/take out the cable, disable the device with the following procedure.**

- Windows 2000

  ① In **[Found New Hardware Wizard]** dialog box, click **[Next]**.

  ② When the **[This wizard will complete the installation for this Device:]** message and "IP over 1394" appear, select **[Search for a suitable driver for my device [recommended]]**, and then click **[Next]**.

  ③ When the **[Locate Driver Files]** message appears, remove all the selections from **[Optional search locations.]**, and then click **[Next]**.

  ④ When the **[Driver Files Search Results]** message appears, select the **[Disable the device. The Add/Remove Hardware Wizard in the Control Panel can be able to complete the driver installations.]** check box, and then click **[Finish]**.

Installing the SmartNetMonitor for Client/Admin

❂ Limitation

❒ If your operating system is Windows 2000/XP or Windows NT 4.0, installing software using Auto Run requires Administrators permission. When you install a printer driver using Auto Run, log on using an account that has Administrators permission.

A **Close all applications that are running.**

B **Insert the CD-ROM into the CD-ROM drive.**

Auto Run will start the installer.

C **Select a language for the interface language, and then click [OK].**

The following languages are available: Cestina (Czech), Dansk (Danish), Deutsch (German), English (English), Espanol (Spanish), Francais (French), Italiano (Italian), Magyar (Hungarian), Nederlands (Dutch), Norsk (Norwegian), Polski (Polish), Portugues (Portuguese), Suomi (Finnish), Svenska (Swedish)

The default interface language is English.

D **Click [SmartNetMonitor for Client/Admin].**

The software license agreement appears in the **[License Agreement]** dialog box.

E **After reading through all of the contents, click [I accept the agreement] to agree with the license agreement, and then click [Next].**

F **Select the program you want to install when the [Select Program] dialog box appears.**

G **Follow the instructions on the screen.**

Installing the Agfa Monotype Font Manager 2000

❣ Limitation

❒ If your operating system is Windows 2000/XP or Windows NT 4.0, installing software using Auto Run requires Administrators permission. When you install a printer driver using Auto Run, log on using an account that has Administrators permission.

A **Close all applications that are running.**

B **Insert the CD-ROM into the CD-ROM drive.**

Auto Run will start the installer.

C **Select a language for the interface language, and then click [OK].**

The following languages are available: Cestina (Czech), Dansk (Danish), Deutsch (German), English (English), Espanol (Spanish), Francais (French), Italiano (Italian), Magyar (Hungarian), Nederlands (Dutch), Norsk (Norwegian), Polski (Polish), Portugues (Portuguese), Suomi (Finnish), Svenska (Swedish)

The default interface language is English.

D **Select [Agfa Monotype Font Manager 2000].**

E **Follow the instructions on the screen.**

Using Adobe PageMaker Version 6.0, 6.5 or 7.0

If you use the machine under Windows 95/98/Me, Windows 2000/XP or 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" in the folder "DRIVERS\PS\WIN9X_ME\(Language)\DISK1\" on the CD-ROM.

The "WIN9X_ME" folder, inside the "PS" folder is for Windows 95/98/Me. Use the folder at this level that is appropriate for the operating system you are currently using.

The third folder, "(Language)" may be substituted by an appropriate language name.

Copy the file with extension ".ppd" to the PageMaker folder.

- **For PageMaker 6.0 default installation**
  The directory is "C:\PM6\RSRC\PPD4".

- **For PageMaker 6.5 default installation**
  The directory is "C:\PM65\RSRC\USENGLISH\PPD4".
  The "USENGLISH" may vary depending on your language selection.

- **For PageMaker 7.0 default installation**
  The directory is "C:\PM7\RSRC\USENGLISH\PPD4".
  The "USENGLISH" may vary depending on your language selection.

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MEMO

MEMO

MEMO

Printer Kit Type 1075

Operating Instructions
Printer Reference 2

For safe and correct use of this machine, please be sure to read the Safety Information in the "General Settings Guide" before you use it.

Introduction

This manual describes detailed instructions on the operation and notes about the use of this machine. To get maximum versatility from this machine all operators are requested to read this manual carefully and follow the instructions. Please keep this manual in a handy place near the machine.

Important

Contents 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.

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The proper names of the Windows operating systems are as follows:

- 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)
- The product name of Windows® XP are as follows:
  Microsoft®Windows® XP Professional
  Microsoft®Windows® XP Home Edition
- The product name of Windows® 2000 are as follows:
  Microsoft® Windows® 2000 Advanced Server
  Microsoft® Windows® 2000 Server
  Microsoft® Windows® 2000 Professional
- The product name of Windows® NT are as follows:
  Microsoft® Windows NT® Server 4.0
  Microsoft® Windows NT® Workstation 4.0
- Microsoft® Windows NT® Workstation operating system Version 4.0

Notes:

Some illustrations in this manual might be slightly different from the machine.

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

TABLE OF CONTENTS

5. Using the Control Panel

6. Appendix

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.

❖ **General Settings Guide**

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.

❖ **Copy Reference**

Describes the procedures and functions for using the machine as a copier.

❖ **Printer Kit Type 1075 Printer Reference 1**

Describes system settings, procedures and functions for using the machine as a printer.

❖ **Printer Kit Type 1075 Printer Reference 2 (this manual)**

Describes procedures and provides information about using the machine as a printer. This manual is included as a PDF file on the CD-ROM labeled "Operating Instructions".

❖ **Network Printing Guide Operating Instructions**

Describes procedures and provides information about setting up and using the machine as a printer in a network environment. We recommend you read this manual first. It is included as a PDF file on the CD-ROM labeled "Operating Instructions" .

❖ **PostScript 3 Board Type 1075 Operating Instructions Supplement**

Describes menus and features you can set using the PostScript 3 printer driver. This manual is included as a PDF file on the CD-ROM labeled "Operating Instructions".

   Note
   ❒ Printing with the PostScript 3 printer driver is available when the PostScript 3 board option is installed on your machine.

❖ **UNIX Supplement**

Provides information about setting up and using the machine as a printer in a UNIX environment. For UNIX printing information, please visit our web site or consult your authorized dealer.

❖ **Scanner Reference**

Describes system settings, procedures and functions for using the machine as a scanner.

   Note
   ❒ Scanner function is available when the Printer/Scanner option is installed on your machine.

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 and buttons that appear on the computer's display.

Keys that appear on the machine's panel display.

【 】

Keys built into the machine's control panel.

Keys on the computer's keyboard.

2

1. Setting Up the Printer Driver and Cancelling a Print Job

Accessing the Printer Properties

Windows 95/98/Me - Accessing the Printer Properties

Changing the default machine settings

A **Click [Start] on the taskbar, point to [Settings], and then click [Printers].**

The **[Printers]** window appears.

B **Click the icon of the machine whose default settings you want to change.**

C **On the [File] menu, click [Properties].**

The **[Printer Properties]** dialog box appears.

D **Make any settings you require, and then click [OK].**

✐ **Note**
❒ With some applications, the printer driver's settings are not used, and the application's own 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.

A **On the [File] menu, click [Print].**

The **[Print]** dialog box appears.

B **Select the machine you want to use in the [Name] list box, and then click [Properties].**

The **[Printer Properties]** dialog box appears.

C **Make any settings you require, and then click [OK].**

D **Click [OK] to start printing.**

Windows 2000/XP - Accessing the Printer Properties

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.

A **Click [Start] on the taskbar, point to [Settings], and then click [Printers].**

The **[Printers]** window appears.

📝 Note

❒ In Windows XP Professional, access the **[Printers and Faxes]** window from **[Start]** on the taskbar.

❒ In Windows XP Home Edition, access the **[Printers and Faxes]** window by clicking **[Control Panel]** from **[Start]** on the taskbar. Then click **[Printers and Other Hardware]**, and then **[Printers and Faxes]**.

B **Click the icon of the machine whose default settings you want to change.**

C **On the [File] menu, click [Properties].**

The **[Printer Properties]** dialog box appears.

D **Make any settings you require, and then click [OK].**

📝 Note

❒ Normally you do not have to change the "Form to Tray Assignment" settings on the **[Device Settings]** tab in the PostScript 3 printer driver.

❒ Settings you make here are used as the default settings for all applications.

4

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.

🖉 Note

❒ In Windows XP Professional, access the **[Printers and Faxes]** window from **[Start]** on the taskbar.

❒ In Windows XP Home Edition, access the **[Printers and Faxes]** window by clicking **[Control Panel]** from **[Start]** on the taskbar. Then click **[Printers and Other Hardware]**, and then **[Printers and Faxes]**.

2 **Click 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 then 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/XP.

🖉 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.**

Click the tab that you want to change its print settings.

🖉 Note

❒ In Windows XP, click **[Preference]** to open the Printing Preference window.

C **Make any settings you require, and then click [OK].**

D **Click [OK] to start printing.**

✐ **Note**

❒ In Windows XP, click **[Print]** 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.

A **Click [Start] on the taskbar, point to [Settings], and then click [Printers].**

The **[Printers]** window appears.

B **Click the icon of the machine whose default settings you want to change.**

C **On the [File] menu, click [Properties].**

The **[Printer Properties]** dialog box appears.

D **Make any settings you require, and then click [OK].**

✐ **Note**

❒ Normally you do not have to change the "Form to Tray Assignment" settings on the **[Device Settings]** tab in the PostScript 3 printer driver.

❒ 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.

A **Click [Start] on the taskbar, point to [Settings], and then click [Printers].**

The **[Printers]** window appears.

B **Click the icon of the machine whose default settings you want to change.**

C **On the [File] menu, click [Document Defaults].**

The **[Default Document Properties]** dialog box appears.

D **Make any settings you require, and then 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.

A **On the [File] menu, click [Print].**

The **[Print]** dialog box appears.

B **Select the machine you want to use in the [Name] list box, and then click [Properties].**

The **[Printer Properties]** dialog box appears.

C **Make any settings you require, and then click [OK].**

D **Click [OK] to start printing.**

Macintosh - Setting Up for Printing

Making paper settings from an application

A **Open the file you want to print.**

B **On the [File] menu, click [Page Setup].**

The **[AdobePS Page Setup]** dialog box appears.

C **Make sure that the machine you want to use is shown in the [Format for:] box.**

🖉 Note

❒ In Mac OS X, this is called **[Paper Size]**.

❒ 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.

D **From the [Paper:] box, select the paper size.**

E **Make any settings you require, and then click [OK].**

Setting up for printing from an application

A **Open the file you want to print.**

B **On the [File] menu, click [Print].**

The **[Printer Features]** dialog box appears.

C **Make sure that the machine is selected in the [Printer:] box.**

D **Make any settings you require, and then click [Print] to start printing.**

Cancelling a Print Job

Windows - Cancelling a Print Job

A **Double-click the printer 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.

B **Select the name of the job you want to cancel.**

C **On the [Document] menu, click [Cancel Printing].**

Note

❒ In Windows XP, click **[cancel]** on the **[Document]** menu.

❒ In Windows 95/98/Me, 2000 or NT 4.0, you can also open the print job queue window by double-clicking the machine icon in the **[Printers]** window, and in Windows XP, the **[Printers and Faxes]** window.

D **Press the 【Printer】 key on the machine's control panel.**

E **Press [Job Reset] on the display panel.**

F **Press [Reset Current Job] or [Reset All Jobs].**

- **[Reset Current Job]**: cancels the print job that is being processed by the machine
- **[Reset All Jobs]**: cancels all the jobs in the print queue
- **[Resume Printing]**: resumes printing jobs

A confirmation screen appears.

G **Press [Yes] to cancel the print job.**

Note

❒ Press **[No]** to return to the previous screen.

♨Important

❒ When the machine is being shared by multiple computers, be careful not to accidentally cancel someone else's print job.

❒ When the machine is connected to the computer using a parallel cable, a print job sent from the computer may be also cancelled when cancelling the print jobs by pressing **[Reset All Jobs]** and while "Waiting..." is displayed on the display panel. After the interval set in "I/O Timeout" in "Printer Features" has passed, the next print job can be sent. A print job sent from a different client computer will not be cancelled in the above case.

✐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 - Cancelling a Print Job

A **Double-click the printer 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.

✐Note

❒ In Mac OS X, start Print Center.

B **Select the name of the job you want to cancel.**

C **Click the pause icon, and then click the trash icon.**

D **Press the 【Printer】 key on the machine's control panel.**

E **Press [Job Reset] on the display panel.**

F **Press [Reset Current Job] or [Reset All Jobs].**

- **[Reset Current Job]**: cancels the print job that is being processed by the machine
- **[Reset All Jobs]**: cancels all the jobs in the print queue
- **[Resume Printing]**: resumes printing jobs

A confirmation screen appears.

G **Press [Yes] to cancel the print job.**

Note

❒ Press **[No]** to return to the previous screen.

Important

❒ When the machine is being shared by multiple computers, be careful not to accidentally cancel someone else's print job.

❒ When the machine is connected to the computer using a parallel cable, a print job sent from the computer may be also cancelled when cancelling the print jobs by pressing **[Reset All Jobs]** and while "Waiting..." is displayed on the display panel. After the interval set in "I/O Timeout" in "Printer Features" has passed, the next print job can be sent. A print job sent from a different client computer will not be cancelled in the above case.

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.

1

2. Uninstalling the Printer Driver

Uninstalling the Printer Driver

This section describes how to uninstall the printer drivers. Actual procedures may vary depending on the operating system.

Follow the procedures below as appropriate.

Windows 95/98/Me - Uninstalling the Printer Driver

1 **Close all the applications that are currently running.**

2 **Click [Start] on the taskbar, point to [Settings], and then click [Printers].**

The **[Printers]** window appears.

3 **Click 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/XP - Uninstalling the 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 then click [Printers].**

The **[Printers]** window appears.

✎ **Note**

❒ In Windows XP Professional, access the **[Printers and Faxes]** window from **[Start]** on the taskbar.

❒ In Windows XP Home Edition, access the **[Printers and Faxes]** window by clicking **[Control Panel]** from **[Start]** on the taskbar. Then click **[Printers and Other Hardware]** and then **[Printers and Faxes]**.

3 **Click the icon of the machine you want to remove.**

D **On the [File] menu, click [Delete].**

A confirmation dialog box appears.

E **Click [Yes] to uninstall the printer driver.**

✎ Note

❒ You can also uninstall the printer driver using the following procedure.

- Windows 2000
  ① In the **[Printers]** window, click **[Server Properties]** on the **[File]** menu to display the **[Print Server Properties]** window.
  ② On the **[Drivers]** tab, click the driver you want to remove, and then click **[Remove]**.
  ③ Click **[Yes]**.
  ④ Click **[OK]**.
- Windows XP
  ① In the **[Printers and Faxes]** window, click **[Server Properties]** on the **[File]** menu to display the **[Print Server Properties]** window.
  ② On the **[Drivers]** tab, click the driver you want to remove, and then click **[Remove]**.
  ③ Click **[Yes]**.
  ④ Click **[Close]**.

Windows NT 4.0 - Uninstalling the 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.

A **Close all applications that are currently running.**

B **Click [Start] on the taskbar, point to [Settings], and then click [Printers].**

The **[Printers]** window appears.

C **Click the icon of the machine you want to remove.**

D **On the [File] menu, click [Delete].**

A confirmation dialog box appears.

E **Click [Yes] to uninstall the printer driver.**

Mac OS - Uninstalling the PostScript 3 Printer Driver

A **Drag the "AdobePS" file from the [Extensions] folder in [System Folder] to [Trash].**

B **Drag the PPD file and plug-in file from the [Printer Descriptions] folder in the [Extensions] folder in [System Folder] to [Trash].**

Mac OS X - Uninstalling the PostScript 3 Printer Driver

A **Run Print Center.**

B **Select the printer driver you want to uninstall in the Printer List window, and then click [Delete].**

2

3. Printing with the Control Panel

Sample Print

Use this function to print only the first set of a multiple-set print job. After you have checked the result, the remaining sets 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 print 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 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 including locked print files depending on data volume.
❒ 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 6/5e printer driver. For information about how to print a sample print file with the PostScript 3 printer driver, see the *PostScript3 Board Type 1075 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.

A **Configure the sample print in the properties of the printer driver.**

𝒫 Reference
For details on configuring the PCL 6/5e or RPCS™ printer driver, see the corresponding Help files.

B **Click [OK] in the application's print dialog box to start printing.**

✎ Note
❒ Make sure to set more than 2 copies.

The sample print job is sent to the machine and the first set is printed.

C **On the machine's control panel, press the 【Printer】key to display the Printer Screen.**

ZGXH302E
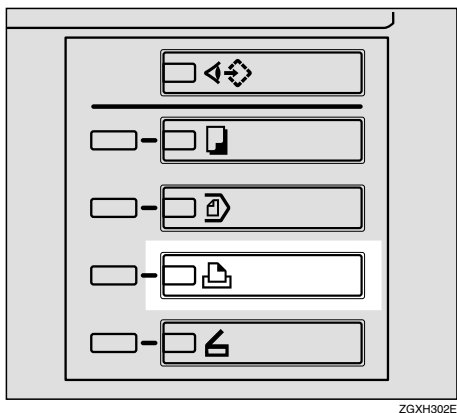
D **Press [View Sample Print jobs].**
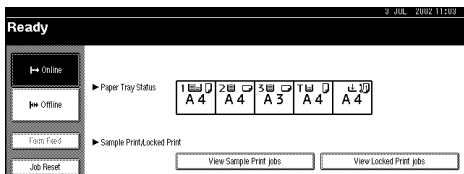
A list of the sample print files stored in the machine is displayed.
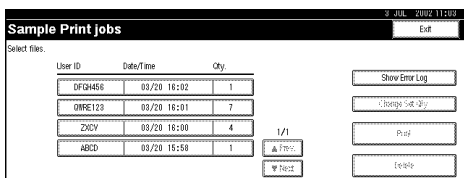
The following will also be displayed:

- 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.

E **Select the file you want to print by pressing on it.**

✐ Note

❒ Press **[▲Prev.]** or **[▼Next]** to scroll through the list.

❒ Only one file can be selected at a time.

F **Press [Change Set Qty.] to change the number of sets to be printed.**
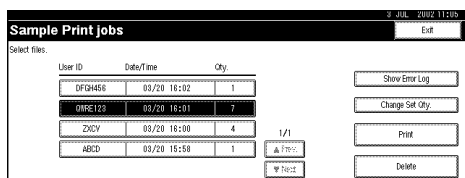
If you do not want to change the set quantity, proceed to step **H**.

G **Enter the new number of sets using the number keys and press [OK].**
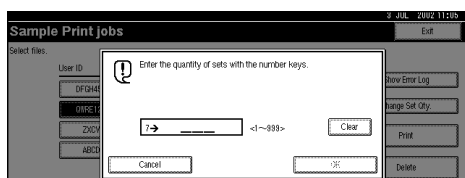
The screen returns to the file list screen.

✎ Note

❒ You can enter up to 999 sets.

❒ Press **[Clear]** to correct any entry mistakes.

❒ If you want to cancel changing the set quantity, press **[Cancel]**.

H **Press [Print].**

The print confirmation screen is displayed.

I **Press [Yes].**

The remaining sets are printed.

✎ Note

❒ Press **[No]** to cancel printing.

❒ When printing is completed, the stored file will be deleted.

❒ 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.
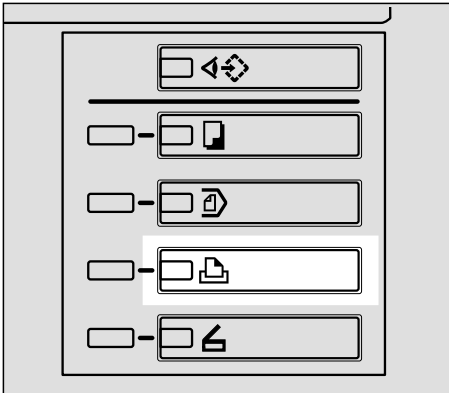
A Press the 【Printer】 key to display the Printer Screen.

ZGXH302E

B Press [View Sample Print jobs].
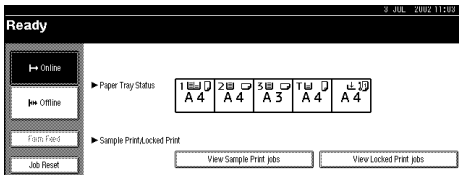
A list of the sample print files stored in the machine is displayed.

C Select the file you want to delete by pressing on it.

Note

❐ Press [▲Prev.] or [▼Next] to scroll through the list.

❐ Only one file can be selected at a time.

D Press [Delete].

The delete confirmation screen will be displayed.

E 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.

A **Press the 【Printer】 key to display the Printer Screen.**

B **Press [View Sample Print jobs].**
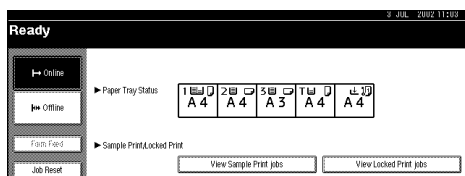
C **Press [Show Error Log].**
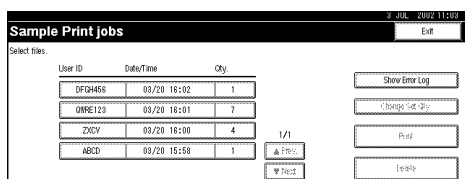
A list of the error log is displayed.
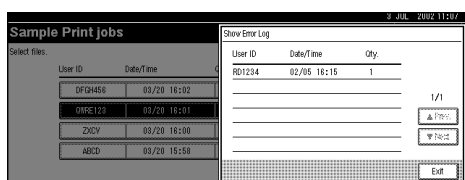
✐ Note

❒ Press **[▲Prev.]** or **[▼Next]** to scroll through the error files.

❒ Press **[Exit]** after checking the log.

❒ For printing files that appear in the error log, resend them after stored files in the machine have been printed or deleted.

21

Locked Print

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 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 including sample print files depending on data volume.

❒ After the locked print file is printed, the job in the machine is deleted automatically.

❒ Turning off the main power switch of the machine deletes the locked print file.

Printing a Locked Print File

The following procedure describes how to print a locked print file with the PCL 6/5e printer driver. For information about how to print a locked print file with the PostScript 3 printer driver, see the *PostScript 3 Board Type 1075 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.

A **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.

B **Click [OK] in the application's print dialog box to start printing.**

The locked print job is sent to the machine.

C **On the machine's control panel, press the 【Printer】 key to display the Printer Screen.**

ZGXH302E
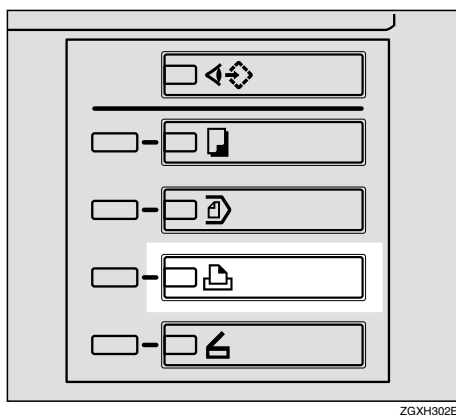
D **Press [View Locked Print jobs].**
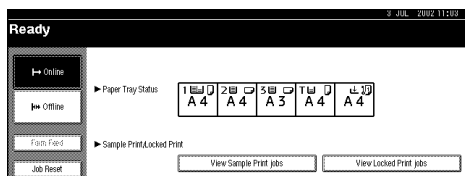
A list of the locked print files stored in the machine is displayed.
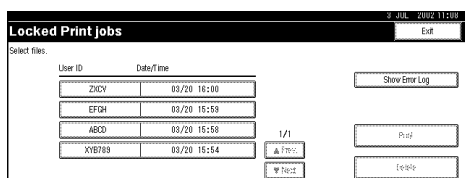
The following will be also be displayed:

- 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.

E **Select the file you want to print by pressing on it.**

✎ Note

❒ Press **[▲Prev.]** or **[▼Next]** to scroll through the list.

❒ Only one file can be selected at a time.

F **Press [Print].**

The password screen is displayed.

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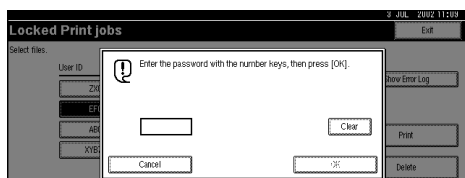
G Enter the password using the number keys and press [OK].

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.

H 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.

Deleting Locked Print Files

A Press the 【Printer】 key to display the Printer Screen.
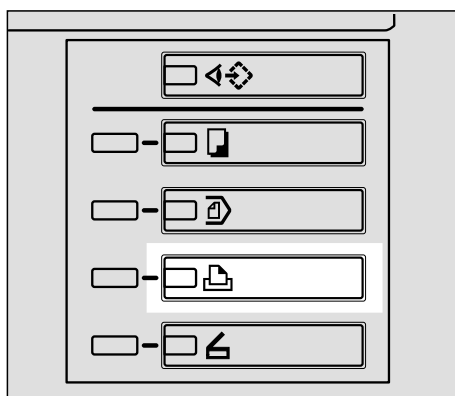
ZGXH302E

B Press [View Locked Print jobs].
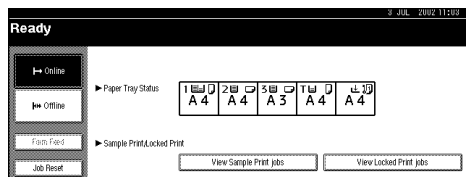
A list of the locked files stored in the machine is displayed.

C Select the file you want to delete by pressing on it.

Note

❒ Press **[▲Prev.]** or **[▼Next]** to scroll through the list.

❒ Only one file can be selected at a time.

D **Press [Delete].**

The password screen is displayed.
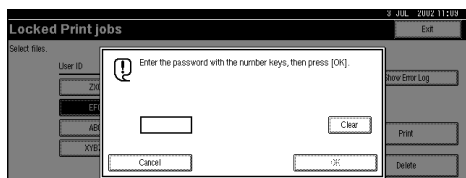
E **Enter the password using the number keys and press [OK].**

The delete confirmation screen is displayed.

F **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 *General Settings Guide*.

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.

A **Press the 【Printer】 key to display the Printer Screen.**

B **Select [View Locked Print jobs].**

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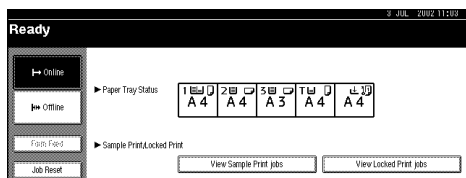
C Press [Show Error Log].
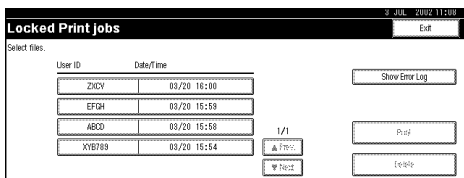
A list of error log is displayed.
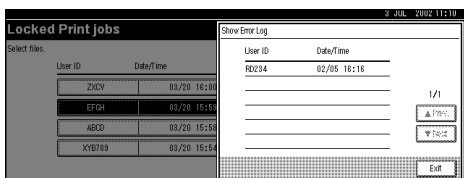
Note

❒ Press [▲Prev.] or [▼Next] to scroll the error files.

❒ Press [Exit] after checking the log.

❒ For printing files that appear in the error log, resend them after stored files in the machine have been printed or deleted.

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Accessing the Document Server

The Document Server enables you to save documents in the machine's built-in hard disk to edit and print as you want.

$\mathcal{P}$Reference

For more information about Document Server functions, see the *General Settings Guide*.

For information about how to access to Document Server from a client, see the printer driver's Help.

$\mathbb{Z}$ Note

❒ When you use the Document Server, the following can be selected using the machine's control panel:

- Copies
- Collate
- Duplex
- Staple
- Punch
- Paper selection: Paper source tray, Paper type, Paper output tray.
- Functions related to the paper selection: Cover sheets, Slip sheets, Chaptering.

❒ The above items are dimmed, so you cannot set them from the **[Printer Properties]** dialog box when the Document Server is selected.

❒ You must enter a User ID of 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 2,000 pages,
- the total number of pages contained in files saved exceeds 10,000,
- the hard disk is full.

❒ The Document Server also saves files that scanned via Automatic Document Feeder (ADF) or exposure glass. You should delete unnecessary saved files once in a while so as not to exceed the capacity of the hard disk. For how to delete saved files, see the *General Settings Guide*.

❒ When using the hard disk for functions other than Document Server functions, you may be unable to save new files on the Document Server even if there are less than 3,000 files saved.

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4. Troubleshooting

Error & Status Messages on the Display Panel

❖ **Status Messages**

Messages/Second messages	Status
Hex Dump Mode	The machine receives data in hexadecimal numbers in the Hex Dump mode. Turn off the machine after printing, and then turn back on.
Offline	The machine is offline. Set the machine online by pressing **[On-line]** on the display panel to start printing.
Please Wait	The machine is initializing the development unit. Wait for a while.
Printing...	The machine is printing. Wait for a while.
Ready	The default ready message. The machine is ready for use. No action is required.
Resetting Job...	The machine is resetting the print job. Wait until "Ready" appears on the display panel.
Waiting...	The machine is waiting for the next data to print. Wait for a while.

❖ **Alert Messages**

Messages/Second messages	Description	Solution
Hole punch receptacle is full. Open finisher cover and empty punch receptacle.	Hole punch receptacle is full.	Empty the punch receptacle.
⊡Staple (centre) is almost empty.	There are few staples remaining in the stapler.	Load more staples.
NV-RAM has a problem.	An error has occurred in the optional memory unit.	Turn the main power switch off, and on. If the message appears again, call your sales or service representative.
Parallel I/F board has a problem.	An error has occurred in the parallel interface board.	Contact your sales or service representative.
Paper in staple tray. Open finisher cover and remove paper.	There is paper remaining inside the finisher.	Remove the paper remaining inside the finisher.
Selected paper tray is in use for another function. Please wait.	The specified paper tray is in use by another function such as the copier function.	Wait until the other function has finished using the specified paper tray.
Shift tray has a problem. Call service representative.	A malfunction occurs when using the shift function.	Contact your sales or service representative.
⊡Staple is almost empty.	There are few staples remaining.	Load more staples.
Staple unit is in use for another function. Please wait.	The staple unit is in use by another function such as the copier function.	Wait until the other function has finished using the staple unit.
USB has a problem.	An error occurred in the USB interface board.	Contact your sales or service representative.

Machine Status and Configuration

You can check the machine status and configuration using telnet or UNIX.

❖ **telnet**
Use the info or status command.

❖ **UNIX**
Use the lpr or lpstat command, or stat or info parameter of rsh, rcp, or ftp.

⌕ **Reference**
For more information, see "Remote Maintenance by Telnet (mshell)", the *Network Printing Guide* provided as a PDF file on the CD-ROM labeled "Operating Instructions".

machine status

Status	Description
Ready	Normal operation
Panel Off Mode	Panel Off mode
Energy Saver Mode	Energy Saver mode
Warming Up	Warming up
Error: Parallel I/F	Parallel interface board error
Error: NVRAM	Contents of the memory unit are damaged.
Error: DIMM	DIMM has a problem.
Error: HDD	Hard disk drive has a problem.
Error: Ethernet	Ethernet board has a problem.
Error: IEEE1394	IEEE 1394 board has a problem.
Error: IEEE802.11b Card	IEEE802.11b card is not inserted when the machine is turned on or has been removed.
Error: IEEE802.11b Card or Board	IEEE802.11b card or board has a problem.
Error: USB I/F	USB interface board has a problem.
Low: Toner	Toner is almost empty.
Replace Cleaning Web	Clearing web is soon full.
Nearly Full: Waste Toner	Waste toner is soon full.
In Use: Staple Unit	Staple unit is in use.
In Use: Input Tray	Paper tray is in use.
Malfunction: Tray X	Paper cannot be fed from tray X. An error has occurred in tray X. (X is the number of the tray.)

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Status	Description
Malfunction: LargeCapacity Tray	Paper cannot be fed from the Large Capacity Tray. An error occurred in the Large Capacity Tray.
Malfunction: ExternalCharge Unit	External charge unit is faulty.
Malfunction: Staple Unit	Cannot staple. Staple unit is faulty.
Low: Staples	Cannot staple. Staples in the staple unit are few.
Punch Full	Cannot punch. Punch container is full.
Paper in Finisher	Finisher cannot be used. Paper in the finisher.
Key Counter not inserted	Waiting for key counter insertion.
Key Card not inserted	Waiting for key card insertion.
Prepaid Card not inserted	Waiting for prepaid card insertion.
Coin or amount not inserted	Waiting for coin insertion.
Key Card/Counter not inserted	Waiting for key card or key counter insertion.
Card/Counter not inserted	Waiting for prepaid card or key counter insertion.
Coin/Key Counter not inserted	Waiting for coin or key card insertion.
Empty: Staples	Cannot staple. No staples.
Tray Error: Duplex Printing	Cannot duplex print. A restricted tray has been selected.
Empty: Toner	No Toner
Full: Waste Toner	Waste toner container is full.
No Paper	No paper in the paper tray
Not Detected: Selected Tray	Paper tray is not set correctly.
Mismatch: Paper Type	Paper type set in paper tray is different from selected paper type.
Mismatch: Paper Size	Paper size set in paper tray is different from selected paper size.
Mismatch: Paper Size and Type	Paper size and type set in paper tray is different from selected paper size and type.
Full: Standard Tray	Copy tray is full.
Full: Mailbox Tray X	Mailbox tray X is full. (X is the number of the optional Mailbox tray.)
Full: Finisher Upper Tray	Finisher upper tray is full. (option: Finishier 3000M, 3000B, Booklet Finisher)
Full: Finisher Shift Tray 1	Finisher shift tray 1 is full. (option: Booklet Finisher)
Full: Finisher Shift Tray 2	Finisher shift tray 2 is full. (option: Booklet Finisher)

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Status	Description
Full: Finisher Shift Tray 1,2	Shift tray 1 and 2 are full with the Auto Tray Output function.
Paper on Finisher Shift Tray 1,2	Paper on the finisher shift tray 1 or 2 without the Auto Tray Select function.
Cover Open: Front Cover	Front cover is open.
Cover Open: Finisher	Finisher cover is open.
Cover Open: Mailbox	Right cover on the mailbox is open.
Not Detected: B2 Lever	B2 lever is not correctly set.
Paper Misfeed: Input Tray	Paper misfeed in paper feed area
Paper Misfeed: Internal/Output	Paper misfeed inside machine or in output tray area
Paper Misfeed: Finisher	Paper misfeed inside finisher
Paper Misfeed: Mailbox	Paper misfeed inside mailbox
Paper Misfeed: Interposer	Paper misfeed inside interposer.
Call Service Center	An error has occurred.

machine configuration

📎 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.)
LCT	Large Capacity Tray (LCT)
Bypass Tray	Bypass tray

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❖ *2 Input Tray: Paper Size

Paper Size	Description
A3 (297×420)	A3�R
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	DLT⊟
$8^1/_2 \times 14$	LG⊟
$8^1/_2 \times 11$	LT⊟
$11 \times 8^1/_2$	LT⊟
$5^1/_2 \times 8^1/_2$	HLT⊟
$8^1/_2 \times 5^1/_2$	HLT⊟
Custom Size	Custom Size
$10^1/_2 \times 7^1/_4$	Executive⊟
$7^1/_4 \times 10^1/_2$	Executive⊟
$8^1/_4 \times 13$	Folio⊟
$8^1/_2 \times 13$	Foolscap⊟
8×13	8"×13"⊟
8K (267×390)	8K⊟
16K (195×267)	16K⊟
16K (267×195)	16K⊟

❖ *3 Input Tray: Status

Status	Description
Normal	—
Not Detected	There is no paper tray
No Paper	There is no paper in the paper tray

❖ *4 Output Tray: Name

Name	Description
Copy Tray	Copy Tray
Finisher Upper Tray	Finisher Upper Tray (option: Finisher 3000M, 3000B, Booklet Finisher)
Finisher Shift Tray	Finisher Shift Tray (option: Finisher 3000M, 3000B)
Finisher Shift Tray 1	Finisher Shift Tray 1 (option: Booklet Finisher)
Finisher Shift Tray 2	Finisher Shift Tray 2 (option: Booklet Finisher)
Mailbox Tray X	Mailbox Tray X (option), (x is the number of the tray)

❖ *5 Output Tray: Status

Status	Description
Normal	----
Paper In	There is paper in the output tray
Full	Output tray is full of paper
Error	Other error

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Machine Does Not Print

Possible Cause	Solutions
Is the power on?	Confirm the cable is securely plugged into the power outlet and the machine.
	Turn on the main power switch.
Is the machine online?	If not, press **[Online]** on the display panel.
Does the printer function status indicator stay red?	If so, check the error message on the display panel and take the required action.
Is there a warning status or error message on the display panel?	If so, check the error message or warning status on the display panel and take the required action.
Can you print a configuration page?	If you cannot print a configuration page, there maybe a machine malfunction. Contact your sales or service representative.
	See p.55 "Machine Condition" for printing a configuration page.
Is the interface cable connected securely to the machine and the computer?	Connect the interface cable securely. If it has a fastener, fasten it securely as well.
	See "Connecting the Machine", *Printer Reference 1*.
Are you using the correct interface cable?	The type of interface cable you should use depends on the computer. Be sure to use the correct one. If the cable is damaged or worn, replace it.
	See "Connecting the Machine", *Printer Reference 1*.
Was the interface cable connected after the machine was turned on?	Connect the interface cable before turning on the machine.
Is the signal status satisfactory when using wireless LAN in Infrastructure mode ?	To check the signal status, press **【User Tools/Counter】** on the control panel, and then **[System Settings]** on the display panel. On the **[Interface Settings]** tab, select **[IEEE 802.11b]** and then press **[Wireless LAN Signal]**. If signal quality is bad, move the machine to a location where signals pass or remove any objects that block signals. 📎 **Note** ❒ You can check signal status only when using a wireless LAN in Infrastructure mode.
When using Wireless LAN, is the SSID correctly set?	Confirm on the machine's display panel that the SSID is correctly set.
	See "Interface Settings/IEEE 802.11b (Option)", *General Settings Guide*.
When using Wireless LAN, is the access point correctly set?	Confirm the access point settings when in Infrastructure mode. Depending on the access point, clients access may be limited by the MAC address.
	Also, confirm there are no problems in transmission between access point and wired clients, and between access point and wireless clients.

Possible Cause	Solutions
When using Wireless LAN, is the LED on the Wireless LAN card lit or blinking?	Confirm the orange LED is lit, and the green LED is lit or blinks during transmission.
Is the Wireless LAN being used in Ad Hoc mode?	In that case, turn the main power switch off and on. Also, changing some of the settings in **[Network]** on the **[Interface Settings]** tab in **[System Settings]** on the display panel may solve the problem.
Did you change the option settings on the machine?	When using the RPCS™ printer driver on Windows 2000 and connecting to the machine using the IEEE 1394 connection, an error may occur if you change the option settings on the machine. In this case, follow the procedure below. ① Unplug the IEEE 1394 interface cables connected to the computer. ② Run the utility tool for the IEEE 1394 Interface Board, which is stored in the following path on the CD-ROM labeled "Printer Drivers and Utilities". **\UTILITY\1394** 🔎**Reference** For more information about using the utility tool for IEEE 1394, see the README file in the same directory on the CD-ROM. ③ Restart the computer. ④ Connect the computer to the machine using the IEEE 1394 interface cables.

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Possible Cause	Solutions

Is the **Data In** indicator blinking or lit after starting the print job?	If not, the data is not being sent to the machine.
	
	❖ **When the machine is connected to the computer using the interface cable**
	Confirm that the machine port settings are correct. For a parallel port connection, port LPT1 or LPT2 should be set.
	
	  • **Windows 95/98/Me**
	    ① Click **[Start]**, point to **[Settings]**, and then click **[Printers]**.
	    ② Click the icon of the machine. On the **[File]** menu, click **[Properties]**.
	    ③ Click the **[Details]** tab.
	    ④ Check the **[Print to the following port]** box to confirm that the correct port is selected.
	
	  • **Windows 2000**
	    ① Click **[Start]**, point to **[Settings]**, and then click **[Printers]**.
	    ② Click the icon of the machine. On the **[File]** menu, click **[Properties]**.
	    ③ Click the **[Port]** tab.
	    ④ Check the **[Print to the following port]** box to confirm that the correct port is selected.
	
	  • **Windows XP Professional**
	    ① Click **[Start]**, and then click **[Printers and Faxes]**.
	    ② Click the icon of the machine. On the **[File]** menu, click **[Properties]**.
	    ③ Click the **[Ports]** tab.
	    ④ Check the **[Point to the following port(s)]** box to confirm that the correct port is selected.
	
	  • **Windows XP Home Edition**
	    ① Click **[Start]**, **[Control Panel]**, **[Printers and Other Hardware]**, and then **[Printers and Faxes]**.
	    ② Click the icon of the machine. On the **[File]** menu, click **[Properties]**.
	    ③ Click the **[Ports]** tab.
	    ④ Check the **[Point to the following port(s)]** box to confirm that the correct port is selected.
	
	  • **Windows NT 4.0**
	    ① Click **[Start]**, point to **[Settings]**, and then click **[Printers]**.
	    ② Click the icon of the machine. On the **[File]** menu, click **[Properties]**.
	    ③ Click the **[Port]** tab.
	    ④ Check the **[Print to the following port]** box to confirm that the correct port is selected.
	
	❖ **Network Connection**
	Contact your network administrator.

Other Printing Problems

Status	Possible Causes, Descriptions, and Solutions
The print on the entire page is faded.	If "Toner Saver" is selected in the **[Print Quality]** tab on the printer driver tab, the entire page will be faded when printed. See the printer driver's Help.
The print smudges.	The settings have not been set to thick paper when printing on thick paper. • PCL 6/5e and PostScript 3 Select "Thick" for **[Type]** on the printer driver's **[Paper]** tab. • RPCS™ Select "Thick" for **[Paper Type]** on the printer driver's **[Print Settings]** tab.
When printing graphic data, the output and the screen are different.	If the printer driver is configured to use the graphics command, the graphics 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. See the printer driver's Help.
Page layout is not as expected.	Print areas differ depending on the machine used. Information that fits on a single page on one machine may not fit on a single page of another machine. Adjust the **[Printable area]** setting in the **[Printer Configuration]** dialog box on the **[Print Settings]** tab in the RPCS™ printer driver. See the printer driver's Help.
Duplex printing is malfunctioning.	• Duplex printing cannot be done with paper set in the bypass tray. When using duplex printing, make settings to use paper from a tray other than the bypass 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 as "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 *General Settings Guide*.
When using Windows 95/98/Me, Windows 2000/XP, or Windows NT4.0, either combined printing or booklet print does not come out as expected.	Make sure the application's paper size and orientation settings match those of the printer driver. If a different paper size and orientation are set, select the same size and orientation.
When using Windows 95/98/Me, Windows 2000/XP, or Windows NT4.0, Auto Reduce/Enlarge print does not come out as expected.	

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Status	Possible Causes, Descriptions, and Solutions
A print instruction was issued from the computer, but printing did not start.	User code management may have been set. Ask the administrator about valid user codes. To print, the user code must be entered from the printer driver.
The print job is not cancelled even when the machine is switched to offline status.	Even when the machine is offline, printing is performed when **[Job Receive]** has been set in "Signal Control" in the System Settings menu. Change the system setting of "Signal Control" to "Printer priority". See "User Tools (System Settings)", *General Settings Guide*.
Photo images are coarse.	Some applications lower print resolution.
Fine dot pattern does not print.	Make the following settings with the printer driver. • Change the **[Dithering]** setting on the **[Image Adjustments]** tab in the **[Change User Settings]** dialog box on the **[Print Quality]** tab in the RPCS™ printer driver's dialog box. See the printer driver's Help.
Images are cut off, or excess is printed.	You may be using paper smaller than the size selected in the application. Use the same size paper as that selected in the application. If you cannot load paper of the correct size, use the reduction function to reduce the image, and then print. See the printer driver's Help.
It takes too much time to complete print job.	Photographs and other data intensive pages take a long time for the machine to process, so simply wait when printing such data. Changing the following settings with the printer driver may help to speed up printing. • PCL 6/5e Select the lowest value for **[Resolution]** on the **[Print Quality]** tab in the printer driver's dialog box. • PostScript 3 Select the lowest value for **[Gradation]** on the **[Print Quality]** tab in the printer driver's dialog box. Select "PostScript (optimize for speed)" for PostScript output format on the **[PostScript]** tab in the printer driver's dialog box. • RPCS™ Select the lowest value for **[Resolution]** on the **[Image Adjustments]** tab in the **[Change User Settings]** dialog box on the **[Print Quality]** tab in the printer driver's dialog box. Select "Speed" for **[Print priority]** on **[Print Quality]** tab in the printer driver's dialog box. See the printer driver's Help.
	The data is so large or complex that it takes time to process. If the **Data In** indicator is blinking, data is being processed. Just wait until printing resumes.
	If "Warming Up..." appears on the display panel, the machine is warming up. Wait for a while.

Status	Possible Causes, Descriptions, and Solutions
It takes too much time to resume printing.	The data is so large or complex that it takes time to process. If the **Data In** indicator is blinking, data is being processed. Just wait until printing resumes.
	The machine was in Energy Saver mode. To resume from Energy Saver mode, it has to warm up, and this takes time. To disable Energy Saver mode, select "Off" for "Energy Saver 1" in the System Settings menu. See the *General Settings Guide*.
Paper is not fed from the selected tray.	When you are using a Windows operating system, printer driver settings override those set using the display panel. Set the desired input tray using the printer driver. See the printer driver's Help.
Solid lines are printed as broken lines.	Make the following settings with the printer driver. • Change the **[Dithering]** setting under the **[Image Adjustments]** tab in the **[Change User Settings]** dialog box, under the **[Print Quality]** tab in the RPCS™ printer driver's dialog box. See the printer driver's Help.
Optional components connected to the machine are not recognized when using Windows 95/98/Me, Windows 2000/XP, and Windows NT 4.0.	You have to configure the option setup in printer properties when bidirectional transmission is not enabled. See the printer driver's Help.
Images are printed in the wrong orientation.	The feed direction you selected and the feed direction selected in the printer driver's Option Setup might not be the same. Set the machine's feed direction and the printer driver's feed direction same. See the printer driver's Help.
The printed image is different from the image on the computer's display.	With certain functions, such as enlargement and reduction, the layout of the image might be different to that on the computer display.
	You might have selected to replace True Type fonts with machine fonts in the printing process. To print an image similar to the image on the computer display, make settings to print True Type fonts as an image. See the printer driver's Help.

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Status	Possible Causes, Descriptions, and Solutions
No transmission when you use 1394 interface connection	Check using the following procedure. ① Confirm the IEEE 1394 interface cable is connected securely. ② Restart the computer. If the error occurs even after executing the above operation, go to the following steps. ③ Unplug the IEEE 1394 interface cable connected to the computer. ④ Run the utility tool for the IEEE 1394 Interface Board, which is stored in the following path on the CD-ROM labeled "Printer Drivers and Utilities". **\UTILITY\1394** $\mathcal{P}$ **Reference** For more information about using the utility tool for IEEE 1394, see the README file in the same directory on the CD-ROM. ⑤ Restart the computer.
Printing stops and a paper error is displayed if the custom size paper in the paper feed tray is specified when printing with the PostScript 3 printer driver.	Follow the one of the procedures below. • Press **[Job Reset]** on the display panel to stop printing. Set the custom size paper in the bypass tray, and then start printing. • Select the paper feed tray with custom size paper, and then press **[Continue]** to force printing.
When connecting the machine using the USB2.0 interface, the first page of a print job that contains a large volume of data is printed, and the rest of the pages are not printed.	Confirm that "USB Printing Support" is installed on your computer. $\mathcal{P}$ **Reference** See "Installing the Printer Driver Using USB", *Printer Reference 1*.

$\mathscr{D}$ **Note**

❒ If the problem cannot be solved, contact your sales or service representative.

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. The "Printer Features" settings you make are retained even when you turn off the machine.

↔Reference

For more information about the copier features and the system settings, see the *Copy Reference* and the *General Settings Guide*.

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 Menu

You can select functions in the following table.

Category	Function menu
Paper Input ⇒ p.46	Bypass Paper Size
List/Test Print ⇒ p.46	Config. Page
	Menu List
	PCL Config./Font Page
	PS Config./Font Page
	Hex Dump
Maintenance ⇒ p.47	Menu Protect

Category	Function menu	
System⇒ p.48	Print Error Report	
	Auto Continue	
	Memory Overflow	
	Job Separation	
	Memory Usage	
	Duplex	
	Edge Smoothing	
	Spool Image	
	Resolution	PCL
		PS
	Toner Saving	
	Reserved Job Waiting Time	
	Printer Language	
	Sub Paper Size	
	Page Size	
	Letterhead Setting	
	Edge to Edge Print	
	Quantity of Print Sets	
Host Interface ⇒ p.52	I/O Buffer	
	I/O Timeout	
PCL Menu⇒ p.53	Orientation	
	Form Lines	
	Font Source	
	Font Number	
	Point Size	
	Font Pitch	
	Symbol Set	
	Extend A4 Width	
	Append CR to LF	

Accessing the Printer Features

A **Press the 【User Tools/Counter】 key on the control panel.**

B **Press [Printer Features].**

C **Select the desired item by pressing the tab, and then 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

A **After changing the Printer Features, press [Exit] to return to the User Tools/Counter/Inquiry menu.**

B **Press [Exit].**

⊘ Note

❒ You can also exit from the User Tools/Counter/Inquiry menu by pressing the 【User Tools/Counter】 key.

Printer Features Parameters

Paper Input

Menu	Description
Bypass Paper Size	The paper size for the bypass tray. 🔎**Reference** For more information about paper sizes that can be set in the bypass tray, see the *General Settings Guide*. For information about setting paper in the bypass tray, see the *Printer Reference 1*. 📝 **Note** ❒ Default: • Metric version: A4 • Inch version: $11 \times 8\frac{1}{2}$

List/Test Print

Menu	Description
Config. Page	You can print the current configuration of the machine. 🔎**Reference** See p.55 "Machine Condition" for printing a configuration page.
Menu List	You can print the Menu List which shows the function menus of the machine.
PCL Config./Font Page	You can print the current configuration of the installed PCL fonts
PS Config./Font Page	You can print the current configuration of the installed PostScript fonts. 📝 **Note** ❒ This menu can be selected only when the optional PostScript 3 board is installed in the machine.
Hex Dump	You can print the Hex Dump.

Maintenance

Menu	Description
Menu Protect	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. • Level 1 • Level 2 • Off ⊘ **Note** ❐ Default: Off

The table below lists the menus that can be protected at level 1 or 2.

Menu	Level 1	Level 2
Paper Size Settings	✕	❍
Maintenance	❍	❍
System Settings	❍	❍
Interface Settings	❍	❍
PCL Menu	❍	❍

❍: 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.

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System

Menu	Description
Print Error Report	You can select whether or not to have an error report printed when a printer error or memory error occurs. • Off • On ✎ **Note** ❒ Default: Off
Auto Continue	You can select whether or not to enable Auto Continue. When it is "On", printing continues after a system error occurs. • Off • 0 minute • 1 minute • 5 minutes • 10 minutes • 15 minutes ✎ **Note** ❒ Default: Off
Memory Overflow	You can select whether the memory overflow error report should be printed. • Not Print • Error Report ✎ **Note** ❒ Default: Not Print
Job Separation	You can enable "Job Separation". • Off • On ✎ **Note** ❒ Default: Off ❒ This menu appears only when the optional finisher is installed.
Memory Usage	You can select the amount of memory to be used in "Font Priority" or "Frame Priority", according to the paper size or resolution. • Font Priority This setting uses memory for registering fonts. • Frame Priority This setting uses frame memory for high speed printing. ✎ **Note** ❒ Default: Frame Priority

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Menu	Description
Duplex	You can select whether you want to print on both sides of each page. • Off • Short Edge Bind • Long Edge Bind ✎ **Note** ❏ Default: Off
Edge Smoothing	You can set whether or not to enable "Edge Smoothing". • On • Off ✎ **Note** ❏ Default: On ❏ If "Toner Saving" is set to "On", "Edge Smoothing" is ignored even if it is set to "On".
Spool Image	You can set whether or not to spool printing data. When set to "On", all the data from the computer will be stored as images in a folder in the hard disk , and then printing will start. This shortens printing time. • On • Off ✎ **Note** ❏ Default: Off
Resolution	You can set the print resolution in dots per inch. ❖ **PCL** 300 dpi, 600 dpi ❖ **PS** 300 dpi, 600 dpi, 1200 dpi ✎ **Note** ❏ Default: 600 dpi ❏ "PS" can be selected only when the optional PostScript 3 board is installed in the machine.
Toner Saving	You can select whether or not to enable "Toner Saving". • Off • On ✎ **Note** ❏ Default: Off

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Menu	Description
Reserved Job Waiting Time	You can set waiting time until the next reserved job starts. • Long wait • Medium wait • Short wait • In reserved job order ✐ **Note** ❒ Default: Short Wait ❒ This function is available when "Print Priority" is set to "Job Order" in the System Settings. For details, see the *General Settings Guide*.
Printer Language	You can set the default printer driver language. • Auto • PCL • PS ✐ **Note** ❒ Default: Auto ❒ "PS" appears only when the optional PostScript 3 board is installed in the machine.
Sub Paper Size	You can enable the "Auto Substitute Paper Size (A4↔LT)" feature. • Auto • Off ✐ **Note** ❒ Default: Off

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Menu	Description

Paper Size	You can select the default paper size.
	• 11×17
	• $8\frac{1}{2} \times 14$
	• $8\frac{1}{2} \times 11$
	• $5\frac{1}{2} \times 8\frac{1}{2}$
	• $7^1/_4 \times 10\frac{1}{2}$
	• 8×13
	• $8\frac{1}{2} \times 13$
	• $8^1/_4 \times 13$
	• A3
	• B4JIS
	• A4
	• B5JIS
	• A5
	• A6
	• 8K
	• 16K
	• Custom Size
	
	✍ **Note**
	❒ Default:
	   • Metric version: A4
	   • Inch version: $8\frac{1}{2} \times 11$

Letterhead Setting	You can select whether or not to rotate original images when printing. When printing, original images are always rotated by 180 degrees. Therefore, output might not be as expected when printing onto a letterhead or preprinted paper that requires orientation. Using this function, you can specify image rotation. • Off • Auto Detect • On (Always) ✍ **Note** ❒ Default: Off ❒ When set to "Off", original images are rotated by 180 degrees. ❒ When set to "Auto Detect", the machine detects a letterhead or preprinted paper automatically, and does not rotate original images. ❒ When set to "On (Always)", the machine does not rotate original images. ❒ This function reduces the printing speed.

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Menu	Description
Edge to Edge Print	You can select whether or not to leave margins on the paper. • On • Off **✐ Note** ❐ Default: Off
Quantity of Print Sets	You can set the number of print sets when you use the PCL or RPCS™ printer driver. • 1 to 999 by 1 **✐ Note** ❐ Default: 1

Host Interface

Menu	Description
I/O Buffer	You can set the size of the I/O Buffer. Normally it is not necessary to change this setting. • 128 KB • 256 KB • 1 MB **✐ Note** ❐ Default: 128 KB
I/O Timeout	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. • 10 seconds • 15 seconds • 20 seconds • 25 seconds • 60 seconds **✐ Note** ❐ Default: 15 seconds

PCL Menu

Menu	Description
Orientation	You can set the page orientation. • Portrait • Landscape **✐ Note** ❐ Default: Portrait

Form Lines	You can set the number of lines per page.
	
	• 5 to 128 by 1
	
	✐ Note
	❐ Default:
	  • Metric version: 64
	  • Inch version: 60

Font Source	You can set the location of the default font. • Resident • RAM • HDD **✐ Note** ❐ Default: Resident ❐ "RAM" and "HDD" can be selected only when fonts have been downloaded to the machine.
Font Number	You can set the ID of the default font you want to use. • 0 to 50 by 1 **✐ Note** ❐ Default: 0
Point Size	You can set the point size you want to use for the selected font. • 4.00 to 999.75 by 0.25 **✐ Note** ❐ Default: 12.00 ❐ This setting is effective only for a variable-space font.
Font Pitch	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 **✐ Note** ❐ Default: 10.00 ❐ This setting is effective only for a fixed-space font.

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Menu	Description
Symbol Set	You can specify the set of print characters for the selected font. The available options are as follows. 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 Publ, 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 ✐ **Note** ❒ Default: Roman-8
Extend A4 Width	You can extend printing area width, when printing on A4 sheet with PCL. • Off • On ✐ **Note** ❒ Default: Off ❒ When the setting is "On", the width will be 8½ inches.
Append CR to LF	When set to "On", a carriage return will be appended to each line feed: CR=CR, LF=CR–LF, FF=CR–FF. • Off • On ✐ **Note** ❒ Default: Off

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Machine Condition

Machine Condition

We recommend that you print the configuration page and check the machine's settings before changing them.

Printing the Configuration Page

A **Press the 【User Tools/Counter】 key on the control panel.**

The User Tools/Counter/Inquiry menu appears.

B **Press [Printer Features].**

The Printer Features menu appears.
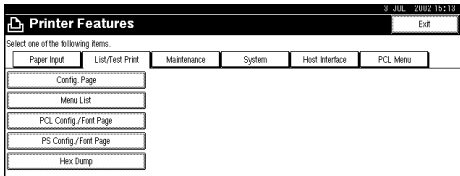
C **Press [Config. Page] on the [List/Test Print] tab.**

The configuration page is printed.

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6. Appendix

Finisher

You can collate, staple or punch holes in printed paper by installing the optional finisher on this machine. Make sure to read the following precautions when using the optional finisher.

⌕ Reference

For information about optional finishers, see the *General Settings Guide*.

To use the staple function, see p.58 "Staple".

To use the punch function, see p.61 "Punch".

❖ **Make sure to set the options installed on the machine in the printer drivers.**

⌕ Reference

To set options in the printer drivers, see the *Printer Reference 1*.

❖ **Make sure to set the paper size and paper orientation in the printer driver when using duplex printing, combine (layout), staple and punch functions.**

⌕ Reference

For information about duplex printing and combine (layout), see the printer driver's Help.

To use the staple function, see p.58 "Staple" and the printer driver's Help.

To use the punch function, see p.61 "Punch" and the printer driver's Help.

✎ Note

❐ Depending on the application, print settings may not be enabled and the printed output may not be as expected.

❖ **When setting staple or collate in the printer driver, make sure that "Collate" check box is cleared in the print settings of the application.**
If "Collate" is enabled in the application, printing will not occur as intended.
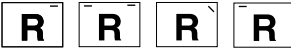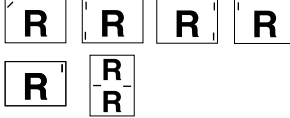
Staple

With optional finisher installed, printed sets can be stapled individually when printing multiple sets.

Staple Position

The specified staple position varies depends on paper size, type, quantity and feed direction. The following table shows staple positions.

Paper Orientation on the Machine	Print Data Direction	Staple Position	
		Finisher 3000M / 3000B	Booklet Finisher
	Vertical	R R R R R	R R R R R
	Horizontal	R R R R	R R R R
	Vertical	R R R R	R R R R R R
	Horizontal	R R R R R	R R R R R R R

ZGXH999E

$\mathcal{P}$Reference

- For paper sizes and maximum numbers of sheets available for stapling, see "Specification", *General Settings Guide*.
- For printing method, see the printer driver's Help.
- The stapling position will vary when using the PostScript 3 printer driver. For more information, see the PostScript 3 printer driver's Help.

Precaution on stapling

Limitation

❒ Stapling can be done only with the optional finisher installed.

❒ Stapling cannot be done when paper is fed from the bypass tray.

❒ Thick paper, OHP transparencies, and labeled paper cannot be stapled.

❒ You cannot interrupt the current job with a job for another function requiring stapling or collating.

Note

❒ When the finisher is installed, and when an output tray that cannot output using the staple function has been selected, the paper will be output according to the System Settings.

❒ If you cannot make staple settings even with the finisher installed, options may not be set up correctly in the printer driver. Correct option settings in the printer driver. For details, see the printer driver's Help.

❒ When duplex printing is selected, adjust staple positions to the binding direction.

❒ When the finisher is being used for another function's job (for example, a copy job), printing will start after the current job ends.

❒ When setting "Staple" in the printer driver settings, make sure that a collate option is not selected in the print settings of the application. If a collate option is selected in the application, printing will not occur as intended.

❒ Be sure to set the paper size and orientation in the printer driver when stapling.

- Depending on the software you are using, print settings may not be saved and the printed result may not be as expected.

❒ Do not pull out paper until stapling has completed as this may cause a paper jam. When paper jams occur, check the error message on the display panel of the machine and remove the paper. If a paper jam occurs, see the *General Settings Guide*.

❒ When printing restarts after removing the jammed paper, the printing position may be different depending on the location of the paper jam.

- If the paper jam occurred in the optional finisher, printing will restart from the top page of the data currently being printed, or from the page on which the paper jam occurred.

- If the paper jam occurred in the machine, printing will restart from the page on which the paper jam occurred.

❒ Even if the paper jam occurred in the machine, the error will not be cleared unless the cover of the finisher is opened and closed.

❒ Staple printing will be cancelled under the following conditions:

- If the number of staple jobs exceeds maximum number. For information about the maximum number, see "Specification", *General Settings Guide*.

- If a paper size that cannot be stapled is selected. For information about paper sizes that can be stapled, see "Specification", *General Settings Guide*.

- If a paper type that cannot be stapled is selected.
  The paper types that can be stapled are plain and recycled. Labels, thick paper and OHP transparencies cannot be stapled.

- If positions other than those fixed for stapling are specified.

- If there are inconsistencies between the duplex folding direction and the staple printing folding location during duplex printing.

- If paper sizes are mixed when a different paper size is specified during a print job.

- When staples have run out.

- When feeding paper from the bypass tray.

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Punch

With the optional finisher installed, holes can be punched into printed output.

Punch Position

The specified punch position varies depending on the paper feed direction and print data direction. The following table shows punch positions.

Paper Orientation on the Machine	Print Data Direction	Punch Position		
		2 holes	3 holes	4 holes
	Vertical	R R	R R	R R
	Horizontal	R	R	R
	Vertical	R	R	R
	Horizontal	R R	R R	R R

GAAY012E

Note

❒ Hole positions will vary from page to page as holes punched on each page.

Reference

For information about paper sizes that can be punched, see "Specification", *General Settings Guide*.

For printing methods, see the printer driver's Help.

The punch position will vary when using the PostScript 3 printer driver. For details, see the PostScript 3 printer driver's Help.

Precautions when punching

❖ Limitation

❒ Punching can be done only with the optional finisher installed.

❒ OHP transparencies cannot be punched.

❒ Punching cannot be done when paper is fed from the bypass tray.

✎ Note

❒ If you cannot make punch settings even with the finisher installed, options may not be set correctly in the printer driver. Correct option settings in the printer driver. For details, see the printer driver's Help.

❒ When duplex printing is selected, adjust punch positions to the binding direction.

❒ Be sure to set the punch position same as the staple position when using it together with the staple function.

❒ Be sure to set paper size and orientation in the printer driver when punching.

- Depending on the software you are using, print settings may not be enabled and the printed result may not be as expected.

❒ When setting "Punch" in the printer driver, make sure that a collate option is not selected in the print settings of the application. If a collate option is selected in the application, printing will not occur as intended.

❒ Punch will be cancelled under the following conditions:

- When a paper size that cannot be punched is selected. For information about paper sizes that can be punched, see "Specification", *General Settings Guide*.

- When a paper type that cannot be punched is selected. OHP transparencies cannot be punched.

- If positions other than those fixed for punching are specified.

- If there are inconsistencies between the duplex folding section and the punch position during duplex printing.

- When feeding paper from the bypass tray.

- When the punch receptacle has become full and when "Auto Continue" has been set, printing will continue without punching after the message has been displayed.

Collate

When printing multiple documents such as materials for meetings, you can separate sets into order. This function is known as "Collate". "Collate" stores data transmitted from a computer into the machine's memory. The following are the three types of collate:

❖ **Collate**

Printed output is assembled as sets in sequential order.
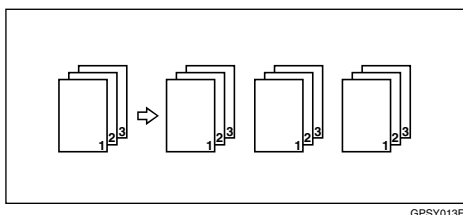
GPSY013E

❖ **Rotating Collate**

Every other print set is rotated by 90 degrees ▯▭.
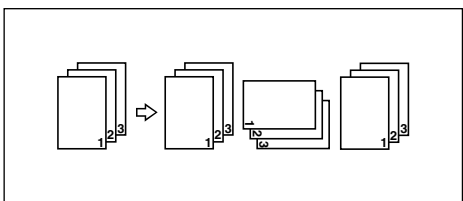
GPSY014E

❖ **Shift Collate**

The optional finisher is required for this function.
The finisher shift tray moves backward or forward a job or set is output, causing the next to shift so you can separate each set or job.
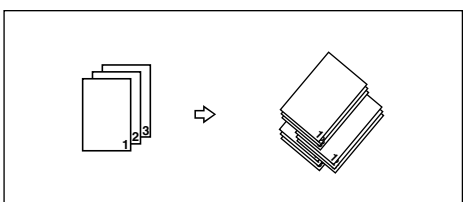
GPSY015E

⚐ **Limitation**

❏ The optional finisher is required for Shift Collate.

❏ Rotating Collate is not possible when feeding paper from the bypass tray.

❏ Shift Collate is not possible when printing on $8^1/_2" \times 5^1/_2"$▭.

❏ When jobs containing pages of various sizes have been set, Rotating Collate will not work.

❏ Rotating Collate, staple and punch functions cannot be combined.

Note

❒ You can set collate or rotate in the RPCS™ printer driver.

- If you cannot make Shift Collate even with the optional finisher installed, options may not be set up correctly in the printer driver. Correct option settings in the printer driver. For details, see the printer driver's Help.

❒ If "Auto Continue" occurs on the first set, Collate will be cancelled.

❒ If forced printing occurs on the first set, Collate will be cancelled.

❒ When a document with mixed paper sizes or sizes larger than A4, $8^1/_2$ "× 11" have been set, it will only be collated, even if Rotating Collate has been selected.

❒ If tab sheets are used, Rotating Collate will not work.

❒ When Cover/Slip Sheet or Chaptering has been selected, Collate or Shift Collate will occur even if Rotating Collate has been selected.

❒ When Rotating Collate has been selected, printing speed will be slower than the other collate functions.

❒ When setting "Collate" in the printer driver settings, make sure that a collate option is not selected in the print settings of the application. If a collate option is selected, printing will not occur as intended.

Reference

For information about paper sizes and number of sets that can use Collate, Rotating Collate and Shift Collate in every option, see the *Copy Reference*.

For printing methods, see the printer driver's Help.

Covers

Using this function, you can insert cover and back sheets, feeding from a different tray from that of the paper for the body, and print on them as well.

$\mathcal{P}$Reference

For printing methods, see the printer driver's Help.

♟ Limitation

❒ To use this function, Collate must be set. Rotating Collate cannot be set.

$\mathscr{D}$Note

❒ The cover sheets should be the same size and orientation as the body of the paper.

❒ If "Auto Tray Select" has been set as the paper feed tray for the body paper, the paper will be delivered from a tray containing paper in ⤵ orientation. Therefore, when the cover paper has been set to ⤵ orientation, the orientation of the output cover paper and body paper will be different.

❒ The cover sheets will not be printed when the sheet for the cover page is fed from the optional interposer.

- For information about setting paper when using the optional interposer, see "Loading Paper in the Interposer", *General Settings Guide.*

❖ **Cover sheet**

Prints the first page of the document on the sheet for the cover page.

- Print on one side
  Prints on one side of the cover sheet only, even when duplex printing is selected.

GCPY016E
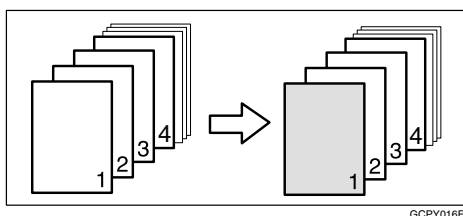
- Print on both sides
  Prints on both sides of the cover sheet when duplex printing is selected.

GCPY030E

- Blank

GCPY017E
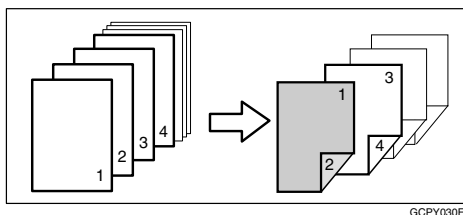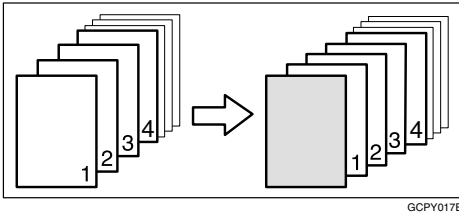
❖ **Front/Back Covers**

Prints the first and last page of the document on the sheet for the cover and back cover pages.

- Print on one side
  Prints on the one side of the cover sheets only, even when duplex printing is selected.

GCPY018E
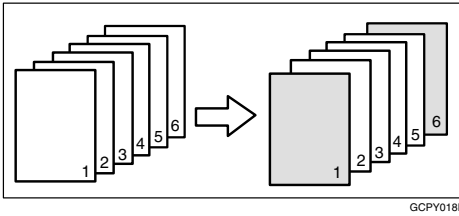
- Print on both sides
  Prints on both sides of the cover sheets when duplex printing is selected.

GCPY031E

- Blank

GCPY023E
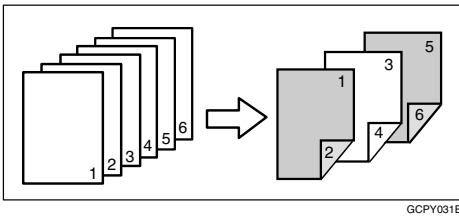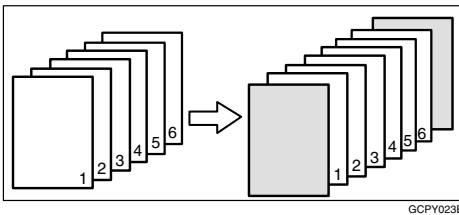
Chaptering

The specified page is printed on the same side as the first page, like a book. Also, you can insert chapter slip sheets before specified pages, and select whether or not to print on the slip sheets.

♥ Limitation

❒ This function is available in the RPCS™ printer driver only.

♪ Reference

For printing methods, see the printer driver's Help.

✎ Note

❒ Up to 20 pages can be specified as the front pages of chapters using the printer driver.

❖ No slip sheets
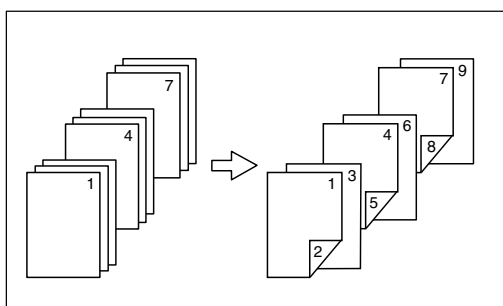
GCPY024E

✎ Note

❒ This function is only valid with duplex printing.

❒ This function can be used together with combine (layout) printing.

❖ Inserting chapter slip sheets

- Print
  Prints on the chapter slip sheets. When duplex printing is selected, both sides of the slip sheets are printed on.
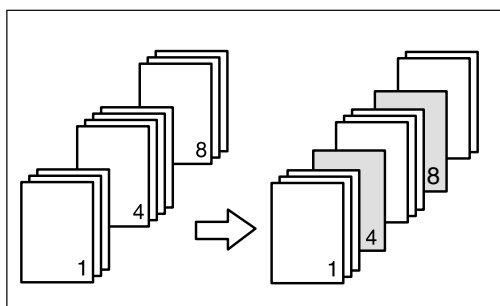
GCPY026E

- Print on front side only
  Prints on the front side of the chapter slip sheets even if duplex printing is selected.

GCPY032E

- Blank

GCPY027E
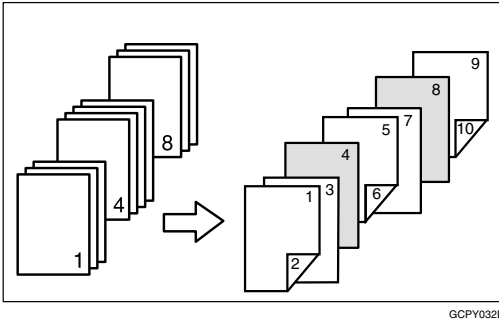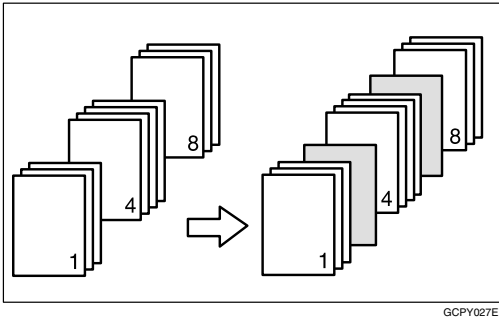
🖉 Note

❒ The slip sheet should be the same size and orientation as the body of the paper.

❒ If "Auto Tray Select" has been set as the paper feed tray for the body paper, the paper will be delivered from a tray containing paper in ▷ orientation. Therefore, when the cover paper has been set to ▷ orientation, the orientation of the output cover paper and body paper will be different.

❒ The same paper feed tray cannot be set for the body of the document and the slip sheet.

❒ Slip sheets cannot be printed on when paper is fed from the optional interposer.

- For information about setting paper when using the optional interposer, see "Loading Paper in the Interposer", *General Settings Guide*.

Slip Sheets

❖ **Inserting a slip sheet between each page**

- Print

GPAY019E
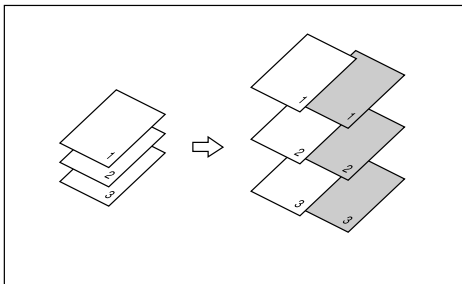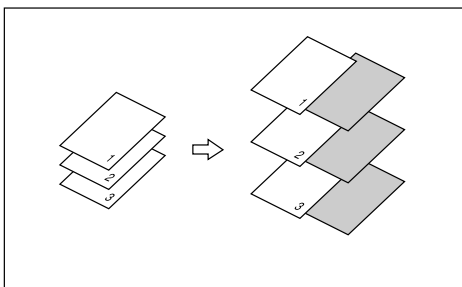
- Blank

GPAY020E

❖ **Inserting a slip sheet between OHP transparencies**

- Print
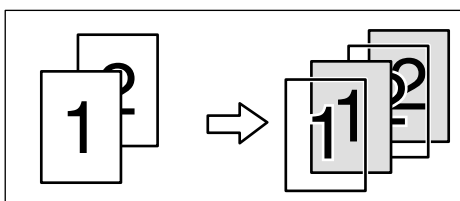
GCPY021E

- Blank
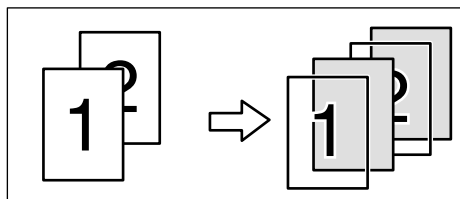
GCPY022E

🖉 **Note**

❒ Collate cannot be set.

❒ Slip sheets cannot be inserted while duplex printing.

❒ The slip sheet should be the same size and orientation as the body of the paper.

❒ If "Auto Tray Select" has been set as the paper feed tray for the body paper, the paper will be delivered from a tray containing paper in 🖵 orientation. Therefore, when the cover paper has been set to 🖵 orientation, the orientation of the output cover paper and body paper will be different.

❒ Slip sheets cannot be printed when paper for the slip sheet is fed from the optional interposer.

- For information about setting paper when using the optional interposer, see "Loading Paper in the Interposer", *General Settings Guide.*

❒ The same paper feed tray cannot be set for the body of the document and the slip sheet.

6

Tab Sheet

Prints on tab sheets.

GCPY025E
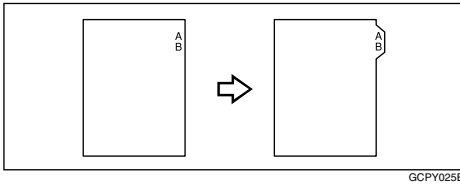
✽Important

❒ Make sure to install the optional tab sheet holder when setting tab sheets. Contact your service representative regarding the optional tab sheet holder installation.

🍒 Limitation

❒ Only tab sheets with the tab on the right (at the top part of the paper) can be printed on.

🔍Reference

For information about tab sheets size that can be printed, see the *General Settings Guide*.

For printing method, see the printer driver's Help.

📝 Note

❒ Make sure to check the position of the tab beforehand, so that images to be printed do not come out slanted. If there are any letters in a position where the tab is not present, toner may dirty the back of the paper.

❒ If there are any inconsistencies between the position of the tab, the staple and the punch hole, the tab position will be prioritized.

Spool Printing

Spool Printing allows print jobs transferred from a computer to be temporarily stored, and then prints them after they are transferred. This shortens printing time as it maximizes printer efficiency.

⚙Important

❒ During Spool Printing, the hard disk is accessed and the Data-In indicator blinks. Turning off the computer or machine during Spool Printing can damage the hard disk. Also, if the computer or machine is turned off during Spool Printing, spooled jobs will be deleted. Do not turn the power off to the computer or machine during Spool Printing.

♥ Limitation

❒ If data is sent to the machine using other protocols besides "LPD" or "IPP", spool printing cannot be performed.

❒ Up to a maximum of 150 jobs at once can be spool printed.

✒ Note

❒ Printing the first page using Spool Printing will be slow.

❒ The computer will be released quicker from print processing, when large amounts of data are spooled.

❒ Spool jobs stored in the machine can be viewed or deleted using a Web browser.

- -

✦Viewing/Deleting spool jobs in a Web browser

Launch the web browser and enter the machine's IP address in the address bar. This displays the top page.

Example : `http://192.168.155.160`

(In this example, the IP address of the machine is 192.168.155.160)

Click "Admin Info", and then "Spool Printing Job List (Printer)" to display the spool jobs. To delete, check the box next to the name of the file you want to delete. Enter the password [1] , and then click **[Delete]**. For more information, see the *Network Printing Guide*.

[1] The default password is "password".

- -

🔆Setting Spool Printing

Spool Printing can be set using telnet or a web browser.

- Using a web browser
  Click "Configuration", and then "General". Set "Spool Printing"to "Enable".
  See *Network Printing Guide* or Help for more information.

- Using telnet
  Enter "spoolsw spool on" to set Spool Printing.
  See *Network Printing Guide* for more information about telnet.

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Specifications

This section contains the electrical and hardware specifications for the machine including information about the options.

Component	Specification
Resolution	PCL 6 : 600 dpi, 1200 dpi
	PCL 5e: 300 dpi, 600 dpi
	RPCS™ : 600 dpi, 1200 dpi
	PostScript 3 : 300 dpi, 600 dpi, 1200 dpi
Printing Speed	60 ppm/75 ppm
	(A4 ⫐ , 8½" × 11" ⫐ plain paper)
	Note
	❒ The printing speed depends on the machine. Check which type of machine you have. See the *General Settings Guide*.
Interface	Standard:
	• IEEE 1284 Parallel Interface
	Note
	❒ Use a standard 36-pin printer cable that is not longer than 3 metres (10 feet).
	• Ethernet Interface (100 BASE-TX/10BASE-T)
	Option:
	• IEEE 1394 Interface
	• IEEE 802.11b Wireless LAN Interface
	• USB2.0 Interface
Network Protocol	TCP/IP, IPX/SPX, NetBEUI [*1] , AppleTalk
Printer Language	Standard: PCL 6, PCL 5e, RPCS™
	Option: PostScript 3
Fonts	PCL 6/5e :
	Afga Monotype Font Manager 35 Intellifonts, 10 TrueType fonts, and 1 Bitmap font Font Manager available.
	PostScript 3 :
	136 fonts (Type 2:24, Type 14:112)
Memory	Resident : 128 MB (Max.: 384 MB)
	Optional SDRAM : 128 MB, 256 MB
	Note
	❒ A minimum of 256 MB is necessary to use the printer feature (printer option).
Hard Disk	Storage capacity : 40 GB

Component	Specification
Operating Systems supported by this machine	Windows 95/98/Me
	Windows 2000
	Windows XP
	Windows NT 4.0
	Mac OS 8.6 to 9.2
	Mac OS X
Network Cable	100BASE-TX/10BASE-T shielded twisted-pair (STP, Category/Type5) cable.

[1] To use NetBEUI, use the SmartNetMonitor for Client port.

Options

❖ Limitation
❒ Only one optional interface board can be installed in the machine at a time. Therefore, the optional IEEE 1394 Interface Board, the optional 802.11b Interface Kit (Wireless LAN board) and the optional USB2.0 Interface board cannot be installed in the machine simultaneously.

IEEE 1394 Interface Board Type A

❖ **Transmission Spec.:**
IEEE 1394

❖ **Interface:**
IEEE std 1394-1995 compliant
IEEE std 1394a-2000 compliant

❖ **Device Class:**
SCSI print (Windows 2000, Windows XP)
IP over 1394 (Windows Me, Windows XP)

❖ **Protocol:**
SBP-2 (SCSI print)
TCP/IP (IP over 1394)

❖ **Interface Connector:**
IEEE 1394 (6 pin × 2)

❖ **Required cable:**
1394 interface cable (6 pin x 4 pin, 6 pin x 6 pin)

Important
❒ You cannot plug devices together so as to create loops.

❒ Do not use a cable more than 4.5 meters long.

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❖ **Data Transfer Speed:**
Maximum 400 Mbps

❖ **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)

IEEE 802.11b Interface Kit Type B

❖ **Transmission Spec.:**
Based on IEEE 802.11b (Wireless LAN)

❖ **Protocol:**
TCP/IP, NetBEUI, IPX/SPX, AppleTalk

📖 **Note**

❒ SmartNetMonitor and WebStatusMonitor are supported.

❖ **Data Transfer Speed:**
Auto select from below speed
1Mbps, 2Mbps, 5.5Mbps, 11Mbps

❖ **Frequency Range:**

- Inch version:
2400-2497 MHz (1-11 channels)

- Metric version:
2400-2497 MHz (1-13 channels)

❖ **Transmittable Distance:**
1Mbps 400m [1]
2Mbps 270m [1]
5.5Mbps 200m [1]
11Mbps 140m [1]

[1] These figures are a guideline for outdoor use. In general, the transmittable distance indoors is 10-100 m, depending on the environment.

❖ **Transmission Mode:**
Ad hoc mode and Infrastructure mode

USB2.0 Interface Board Type A

❖ **Transmission Spec:**
Based on USB2.0

❖ **Data Transfer Speed:**
High Speed: 480Mbps
Full Speed: 12Mbps

❖ **Supported Operating System:**
Windows 98SE/Me, Windows 2000/XP, Mac OS 9.x, Mac OS X Classic mode

Note

❒ This USB2.0 Interface Board is compatible with devices that support USB1.1.

❒ For Windows 98SE/Me, make sure to install "USB Printing Support" included on the CD-ROM that comes with this machine. When USB2.0 is used with Windows 98SE/Me, only a speed equal to that of USB1.1 is possible.

❒ Macintosh supports only the standard USB port.

PostScript 3 Board Type 1075

Reference

See the *PostScript 3 Board Type 1075 Operating Instructions Supplement* for information.

Memory Unit Type C 128MB/256MB

❖ **Module Type:**
SO-DIMM (Small Outline Dual-in-line Memory Module)

❖ **Memory Type:**
SDRAM (Synchronous Dynamic RAM)

❖ **Number of Pins:**
144 pins

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Network Printing Guide

For safe and correct use of this machine, please be sure to read the Safety Information in the "General Settings Guide" before you use it.

Introduction

This manual describes detailed instructions on the operation and notes about the use of this machine. To get maximum versatility from this machine all operators are requested to read this manual carefully and follow the instructions. Please keep this manual in a handy place near the machine.

Important

Contents 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.

Software Version Conventions Used in this Manual

- NetWare 3.x means NetWare 3.12 and 3.2.
- NetWare 4.x means NetWare 4.1, 4.11 and IntranetWare.

Trademarks

Apple, AppleTalk, EtherTalk, LaserWriter, Macintosh and Mac are registered trademarks of Apple Computer, Inc.

Ethernet is a registered trademark of Xerox Corporation.

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Novell, NetWare and NDS are registered trademarks of Novell, Inc.

PostScript is a registered trademark of Adobe Systems, Incorporated.

Sun is a registered trademark of Sun Microsystems, Inc.

SunOS is a trademark of Sun Microsystems, Inc.

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.

The proper names of the Windows operating systems are as follows:

- 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).
- The product names of Windows® XP are as follows:
  Microsoft® Windows® XP Professional
  Microsoft® Windows® XP Home Edition
- The product names of Windows® 2000 are as follows:
  Microsoft® Windows® 2000 Advanced Server
  Microsoft® Windows® 2000 Server
  Microsoft® Windows® 2000 Professional
- The product names of Windows NT® 4.0 are as follows:
  Microsoft® Windows NT® Server 4.0
- Microsoft® Windows NT® Workstation 4.0

TABLE OF CONTENTS

1. Windows 95/98/Me Configuration

2. Windows 2000 Configuration

3. Windows XP Configuration

4. Windows NT 4.0 Configuration

5. NetWare Configuration

6. Macintosh Configuration

7. Appendix

Manuals for This Machine

The following manuals describe the operational procedures and maintenance of this machine.

To enhance safe and efficient operation of the machine, all users should read and follow the instructions carefully.

❖ **General Settings Guide**
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.

❖ **Copy Reference**
Describes procedures and functions for using the machine as a copier.

❖ **Printer Kit Type 1075 Printer Reference 1**
Describes system settings, procedures and functions for using the machine as a printer.

❖ **Printer Kit Type 1075 Printer Reference 2**
Describes procedures and provides information about using the machine as a printer. This manual is included as a PDF file on the CD-ROM labeled "Operating Instructions".

❖ **Network Printing Guide Operating Instructions (this manual)**
Describes procedures and provides information about setting up and using the machine as a printer in a network environment. We recommend you read this manual first. It is included as a PDF file on the CD-ROM labeled "Operating Instructions".

❖ **PostScript 3 Board Type 1075 Operating Instructions Supplement**
Describes menus and features you can set using the PostScript 3 printer driver. This manual is included as a PDF file on the CD-ROM labeled "Operating Instructions".

  🖉 **Note**
  ❒ Printing with the PostScript 3 printer driver is available when the PostScript 3 board option is installed on your machine.

❖ **UNIX Supplement**
Provides information about setting up and using the machine as a printer in a UNIX environment. For UNIX printing information, please visit our web site or consult your authorized dealer.

❖ **Scanner Reference**
Describes system settings, procedures and functions for using the machine as a scanner.

  🖉 **Note**
  ❒ Scanner function is available when the Printer/Scanner option is installed on your machine.

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.

2

Introduction

This manual contains detailed instructions on configuring the machine as a network printer. Read the section appropriate to your network environment on how to configure the machine correctly.
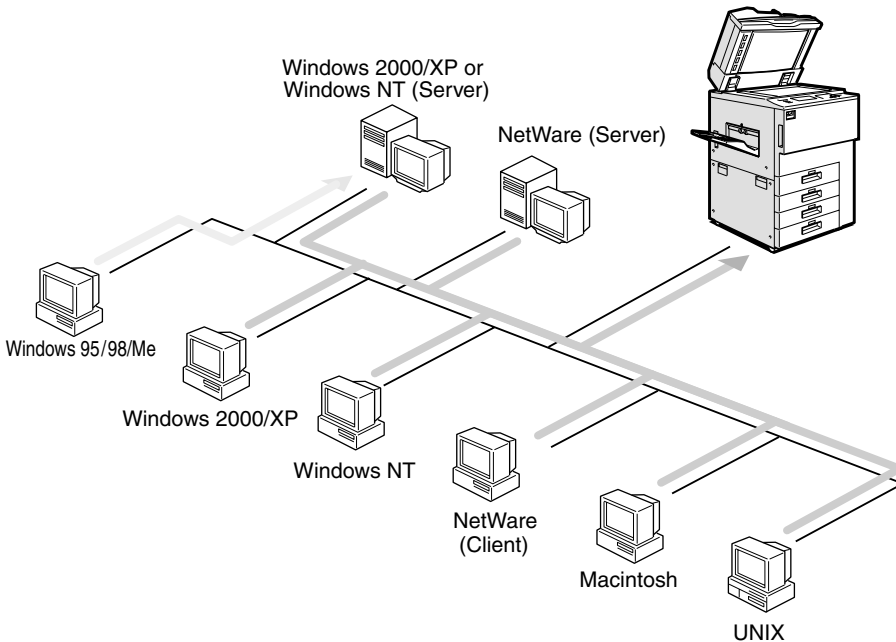
⚠️Important

❒ The procedures written in this manual assume that you are a network administrator. If you are not, be sure to consult your network administrator before configuration.

🔍Reference

For more information about configuring the Network Interface Board with the control panel, see the *General Settings Guide*.

❖ Features

- Support for 100BASE-TX, 10BASE-T, IEEE 1394 (IP over 1394) and IEEE 802.11b.

- The Network Interface Board is compatible with NetWare [*1] (IPX/SPX, TCP/IP), Windows NT 4.0 (TCP/IP, NetBEUI [*2], IPP [*3]), Windows 2000 (TCP/IP, NetBEUI [*2], IPP [*3]), Windows XP (TCP/IP, IPP [*3]), Windows 95/98/Me (TCP/IP, NetBEUI [*2], IPP [*3]), UNIX (TCP/IP) and Macintosh (AppleTalk) [*4] protocols. This allows you to use the machine in a network that uses different protocols and operating systems.

- A computer used as a dedicated print server is not required because the Network Interface Board can be configured as a NetWare print server.

- The Network Interface Board can connect the machine to the network without requiring its own power supply because the Network Interface Board is installed inside the machine.
- [*1] If the optional 802.11b Interface Kit has been installed, you cannot use the ad hoc mode.
- [*2] To use NetBEUI, use the SmartNetMonitor for Client port.
- [*3] IPP (Internet Printing Protocol) is a protocol for printing via the Internet.
- [*4] An optional multi-module is necessary.

❖ **Interface supported protocols**

		Interface		
		Ethernet	IEEE 802.11b	IEEE 1394 (IP over 1394)
Protocol	TCP/IP	❍	❍	❍
	NetBEUI	❍	❍	✕
	NetWare	❍	❍ [*1]	✕
	AppleTalk	❍	❍	✕

❍ means that the protocol is supported.

✕ means that the protocol is not supported.

[*1] If the optional 802.11b Interface Kit has been installed, you cannot use the ad hoc mode.

Setting Up the Machine on a Network

Windows 95/98/Me, Windows 2000/XP, Windows NT 4.0

For setting up the machine as a network printer in Windows 95/98/Me, Windows 2000/XP and Windows NT 4.0 environment;

See p.11 "Windows 95/98/Me Configuration".

See p.23 "Windows 2000 Configuration".

See p.35 "Windows XP Configuration".

See p.47 "Windows NT 4.0 Configuration".

❖ Printing Without a Print Server

TCP/IP	TCP/IP	TCP/IP	TCP/IP
NetBEUI	NetBEUI	IPP	NetBEUI
IPP	IPP	LPR	IPP
	LPR		LPR
Windows 95/98/Me	Windows 2000	Windows XP	Windows NT 4.0

❖ Printing With a Windows 2000/XP or Windows NT Print Server

Windows 2000/XP or
Windows NT Server (or Workstation)
Print Server

| Windows 95/98/Me | Windows 2000/XP | Windows NT 4.0 |

5
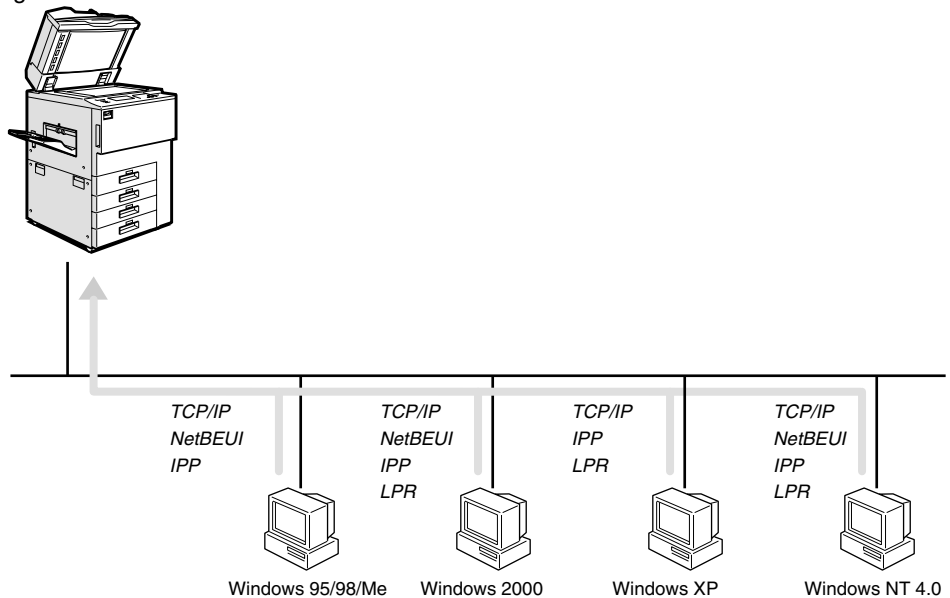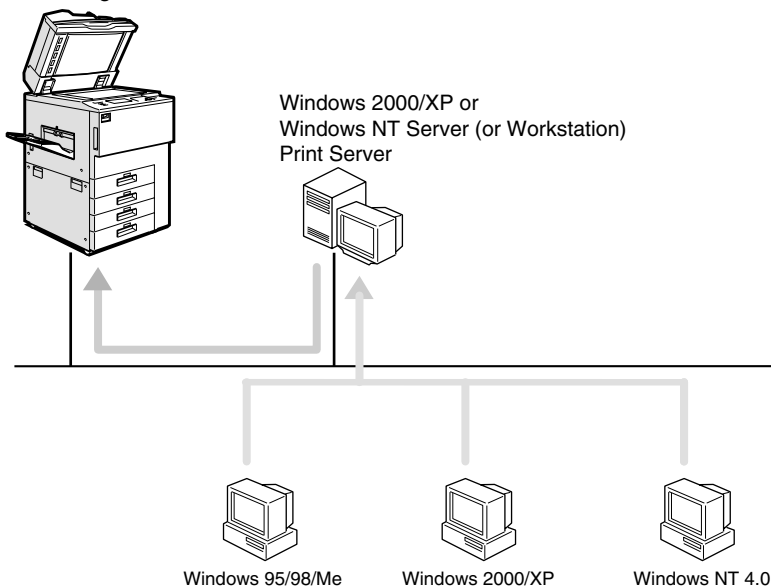
NetWare

For setting up the machine as a network printer in a NetWare environment, see p.59 "NetWare Configuration". The Network Interface Board allows you to use the machine as either a print server or a remote printer.

For more information about setting up the clients, see the following pages.

- See p.77 "Windows 95/98/Me" .
- See p.78 "Windows 2000/XP, Windows NT 4.0" .

Configuring the machine as a print server

A dedicated NetWare print server is not required because the machine can be configured as a print server.
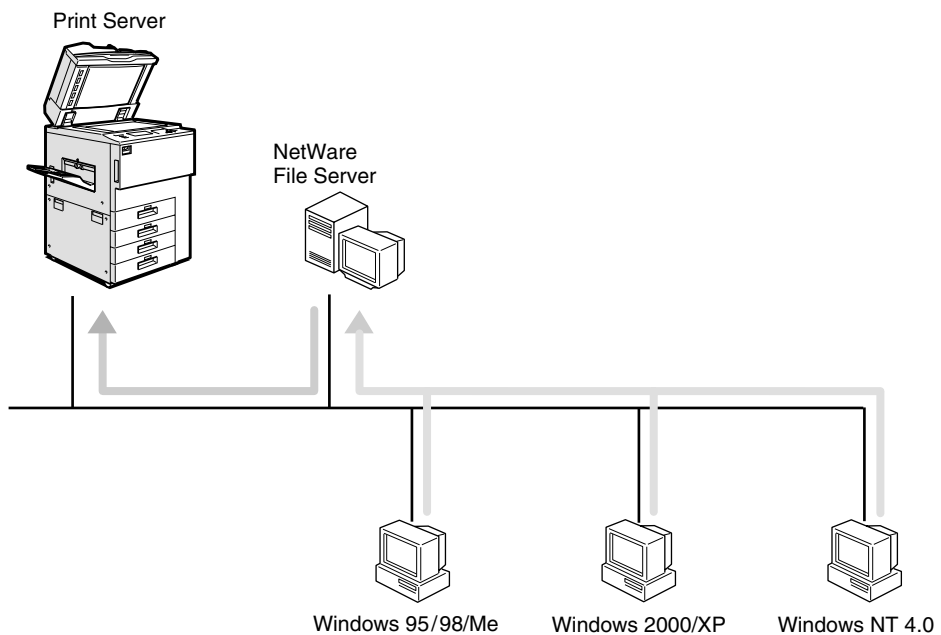
Actual procedures for configuring the machine depend on the NetWare version.

- NetWare 3.x, 4.x, 5/5.1
  See p.65 "Setting Up as a Print Server".

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Configuring the machine as a remote printer

If a dedicated NetWare print server is being used, the machine should be configured as a remote printer.
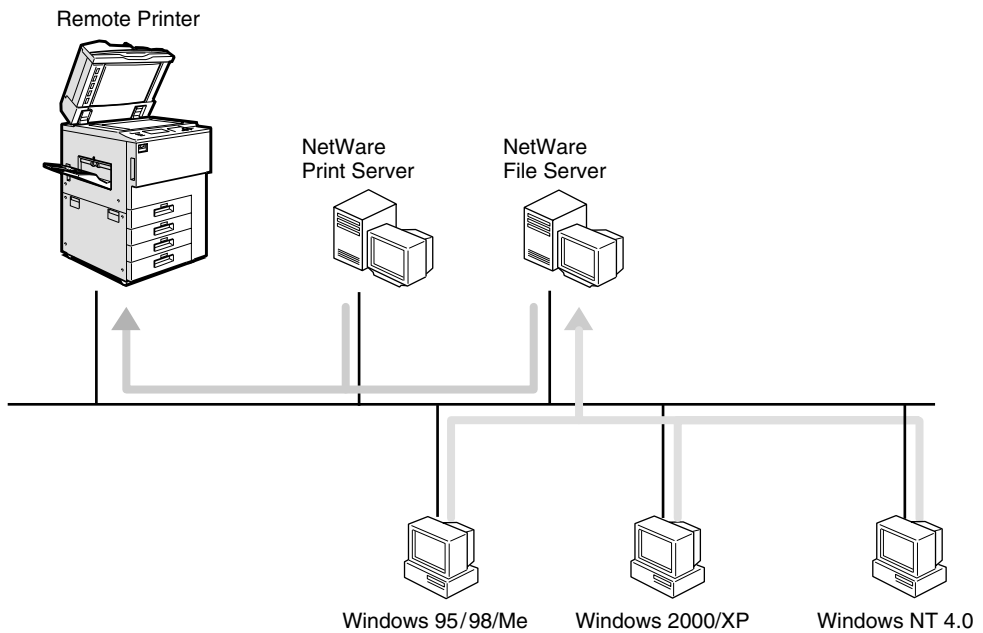
The actual procedures for configuring the machine depend on the NetWare version, see p.71 "Setting Up as a Remote Printer".

Macintosh

For setting up the machine as a network printer in a Macintosh environment, see p.81 "Macintosh Configuration".

AppleTalk

Macintosh
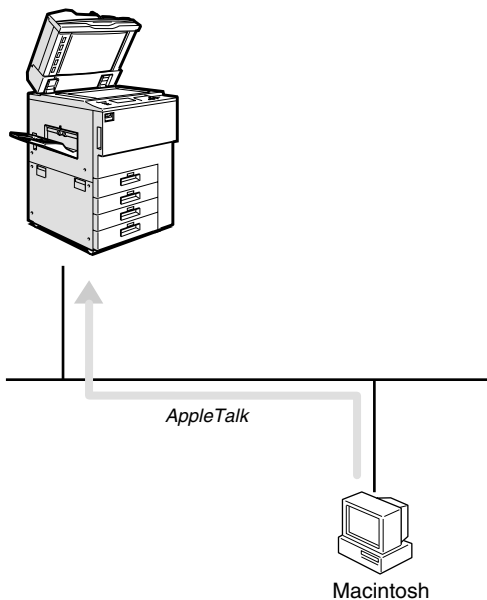
UNIX

For UNIX printing information, please visit our web site or consult your authorized dealer.

TCP/IP

UNIX
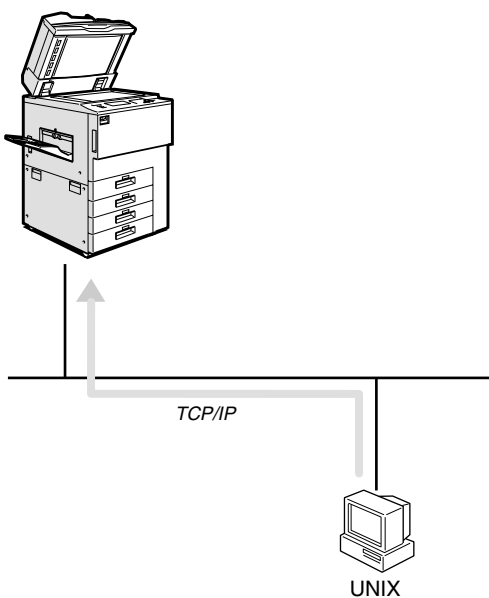
Printing using the IEEE 802.11b Interface

This section describes how to print after installing the optional 802.11b Interface Kit.

There are two methods of using this machine as a network printer with IEEE 802.11b.

✐ Note

❒ IEEE 802.11b (wireless LAN) is unavailable in some countries, or its use may be limited.

❖ **ad hoc mode (802.11 ad hoc mode/ad hoc mode)**

This is the mode for transmitting between each wireless LAN client. You must make the channels the same for each wireless LAN client to transmit using this basic transmitting method which does not require an access point. When using "802.11b ad hoc mode", the SSID must be set. The ad hoc mode settings can be made from telnet or a web browser. See p.102 "Using in Ad hoc Mode".

❖ **infrastructure mode**

This is the mode for transmitting via an access point. The SSID [1] must be the same as the access point. When setting WEP [2] , you must set the same values as an access point. By connecting the access point to Ethernet, you can transmit the current network environment. See p.102 "Using in Infrastructure Mode".

[1] This is called a Service Set ID and is used in the connection between the wireless LAN client and the access point. Only a wireless LAN client and an access point that have the same SSID can transmit to each other. (The character strings to be set are in the range ASCII 0x20-0x7e and the SSID is case-sensitive to 32 bytes.)

[2] This is used to protect coded wireless data transmission. When both the wireless LAN client and the transmission access point are coded using a 64-bit key, you must set the same WEP key as the printer. (You can set only 10 hexadecimal characters when using 64-bit or 26 hexadecimal characters when using 128-bit.)

❖ad hoc mode　　　　　❖infrastructure mode

access point
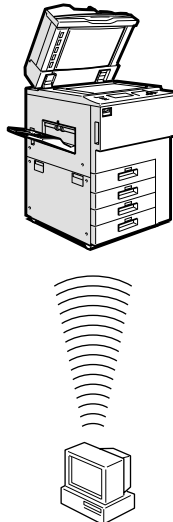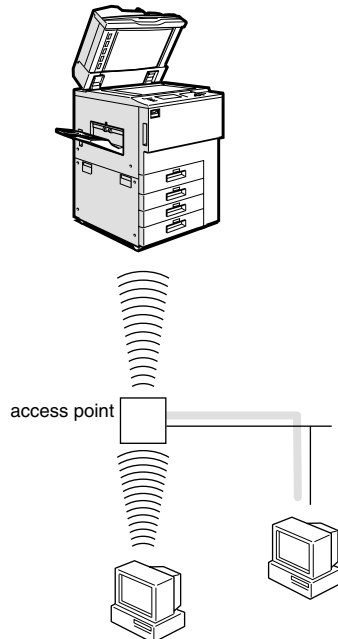
Printing using the IEEE 1394 Interface

This section describes how to print via the IEEE 1394 interface after installing the 1394 interface Board.

There are two methods of using the machine as a network printer with IEEE 1394.

❖ **SCSI print**

You can print using the SCSI print device provided by Windows 2000 and Windows XP. For more information, see "Printing with SCSI Print", *Printer Reference 1* and p.93 "Configuring the Network Interface Board Settings".

❖ **IP over 1394**

You can print by setting the IP address for this machine and the computer on which Windows Me or Windows XP is installed. For more information, see "Printing with IP over 1394", *Printer Reference 1* and p.35 "Printing with a Standard TCP/IP Port" in the Windows XP Configuration.

SCSI print
IP over 1394
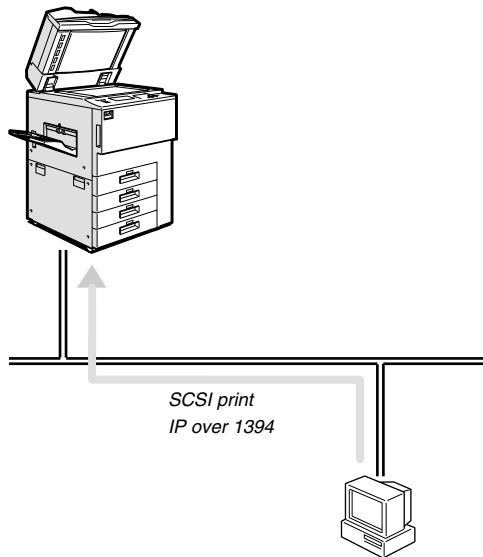
1. Windows 95/98/Me Configuration

Configuring Windows 95/98/Me

✎ Note
❒ Windows 95/98 does not support IP over 1394.

Printing without a Print Server

The following procedure describes how to configure Windows 95/98/Me to use the machine on a network without Windows 2000 Server, Windows 2000 Professional, Windows XP Professional, Windows XP Home Edition, Windows NT Server, Windows NT Workstation, or NetWare based print server.

◘ Specify the protocol to use.

Consult your network administrator about which of the three protocols is appropriate.

- TCP/IP
- IPP
- NetBEUI

◙ Configure the chosen protocol.

- See p.12 "Configuring TCP/IP and IPP for Printing".
- See p.13 "Configuring NetBEUI for Printing".

◚ Install the software and set the printer driver port.

- Install SmartNetMonitor for Client from the CD-ROM labeled "Printer Drivers and Utilities". For more information about how to install the software and how to specify the printer driver port, see the *Printer Reference 1*.

Printing with a Windows 2000/XP or Windows NT Print Server

See p.20 "Setting Up a Client Computer" for configuring Windows 95/98/Me with a Windows 2000/XP or Windows NT print server.

Configuring Protocols

Configuring TCP/IP and IPP for Printing

These instructions are for configuring the Network Interface Board and Windows 95/98/Me to use the TCP/IP protocol and IPP.

Configuring the machine

Configure the machine to use the TCP/IP protocol.

- Make sure that the TCP/IP protocol is set to active. (The default is active.)
- Assign an IP address and make other settings required for using the TCP/IP protocol.

$\mathcal{P}$ Reference

For more information about how to make the above settings, see the *General Settings Guide*.

If DHCP is used to assign IP addresses, see p.138 "Using DHCP".

$\mathscr{D}$ Note

❒ After setting the IP address, use the ping command to make sure that it has been set correctly.

A Enable the use of the command prompt as follows:

- On Windows 95 or Windows 98
  Click **[Start]**, point to **[Programs]**, and then click **[MS-DOS Prompt]**.

- On Windows Me
  Click **[Start]**, point to **[Programs]**, point to **[Accessories]**, and then click **[MS-DOS Prompt]**.

B Type the following: (Example IP address is 192.168.15.16)
`C:\> ping 192.168.15.16`
If the address has been configured correctly, the following message appears.
`Reply from 192.168.15.16 : bytes=32 time<10ms TTL=32`
If the address has been configured incorrectly, the following message appears.
`Request timed out.`

Configuring a Windows 95/98/Me computer

These steps are for configuring a Windows 95/98/Me computer to use the TCP/IP protocol.

A **Open [Control Panel] and then double-click the [Network] icon. Make sure that "TCP/IP" is listed in the [The following network components are installed] box on the [Configuration] tab.**

Note

❒ If the TCP/IP protocol is not installed, click **[Add]** on the **[Configuration]** tab to install it. For more information about installing the TCP/IP protocol, see Windows 95/98/Me Help.

B **Configure the TCP/IP protocol with the appropriate IP address, subnet mask and other settings.**

Check with the network administrator that the settings are correct.

Configuring NetBEUI for Printing

Follow these instructions to configure the Network Interface Board and Windows 95/98/Me to use the NetBEUI protocol.

Preparation

To use NetBEUI, use the SmartNetMonitor for Client port.

Configuring the machine

Configure the machine to use the NetBEUI protocol.

• Make sure that the NetBEUI protocol is set to active. (The default is active.)

Reference

For more information about how to make the above settings, see the *General Settings Guide*.

Configuring a Windows 95/98/Me computer

Install the NetBEUI protocol on the Windows 95/98/Me computer and set it as the default protocol.

A **Open [Control Panel], and then double-click the [Network] icon. Make sure that "NetBEUI" is listed in the [The following network components are installed] box on the [Configuration] tab.**

✎ **Note**

❒ If the NetBEUI protocol is not installed, click **[Add]** on the **[Configuration]** tab to install it. For more information about installing the NetBEUI protocol, see Windows 95/98/Me Help.

❒ If "NetBEUI →Dial-Up Adaptor" is listed in the **[The following network components are installed]** box, select it and click **[Remove]** to remove the binding.

B **Click [OK] to close the [Network] dialog box.**

Using SmartNetMonitor for Client

SmartNetMonitor for Client is a utility that helps you to use network printers effectively. It is useful in environments where two or more network printers are used. It is recommended that you install SmartNetMonitor for Client to use Parallel Printing and Recovery Printing. For more information about SmartNetMonitor for Client, see SmartNetMonitor for Client Help.

❖ **SmartNetMonitor for Client features**

- Sends a print job directly to the network printers without using a print server.
- Notifies when a printing error occurs.
- Prints documents using other printers in the printer group when the specified printer is busy (Recovery Printing).
- Notifies on print job (data sent) completion.
- Equally divides the number of copies to be printed among the selected printers in the printer group (Parallel Printing).

  ⚠️**Important**

  ❒ The following must be the same for the specified printer and the printers selected for Recovery Printing or Parallel Printing.

  - Printer models (for Parallel Printing only)
  - Installed options (e.g. Paper tray unit)
  - Size and orientation of paper in each paper tray unit
  - Total memory
  - Installed fonts (including the downloaded fonts)

  📝 **Note**

  ❒ Failure to meet any of the conditions above may result in unexpected print results.

Installing SmartNetMonitor for Client

Install SmartNetMonitor for Client from the CD-ROM labeled "Printer Drivers and Utilities". For more information about how to install, see the *Printer Reference 1*.

After the installation is complete, configure the printer port with SmartNetMonitor for Client. See p.17 "Setting Up the Printer Driver".

Deleting the port

The following procedure allows you to delete the printer port. If you want to delete the port which is currently used in Windows, switch the port to another such as "FILE", and then delete it. For more information about SmartNetMonitor for Client, see SmartNetMonitor for Client Help.

A **From the [Printers] window, click the icon of the printer which uses SmartNetMonitor for Client to print. On the [File] menu, click [Properties].**

B **Click the [Details] tab, and then make sure that the SmartNetMonitor for Client port is shown in the [Print to the following port] box.**

Remember the port name because this port should be deleted later.

C **From the [Print to the following port] box, select [FILE].**

D **Click [Delete Port].**

E **Click the SmartNetMonitor for Client port name as in step B, and then click [OK].**

The port is deleted.

F **Click [OK] to close the printer properties.**

Uninstalling SmartNetMonitor for Client

📄 **Preparation**

Before uninstalling SmartNetMonitor for Client, make sure that:

- The SmartNetMonitor for Client settings dialog box is closed.

- No printer is using the SmartNetMonitor for Client port as a printer port.

A **Open [Control Panel], and then double-click the [Add/Remove Programs] icon.**

B **On the [Install/Uninstall] tab, click [SmartNetMonitor for Client], and then click [Add/Remove].**

C **After the confirmation message appears, click [Yes].**

UninstallShield removes all of the components of SmartNetMonitor for Client.

4 **After the confirmation message, click [Yes].**

5 **Acknowledge the [Question] dialog box.**

6 **When the uninstallation is complete, click [OK].**

Setting Up the Printer Driver

The following procedure allows you to configure the printer port to use Smart-NetMonitor for Client.

📑 **Preparation**

The target printer must be turned on before starting the installation process.

1 **Install the printer driver for the printer you want to use.**

2 **From the [Printers] window, click the icon of the printer. On the [File] menu, click [Properties].**

3 **Click the [Details] tab and click [Add Port].**

4 **Click [Other], click [SmartNetMonitor] from the list, and then click [OK].**

The **[Add Port]** dialog box appears.

The displayed items are as follows:

Model Name: The model name of the printer.

Name: The name of the Network Interface Board.

Comment: Additional information about the Network Interface Board.

Address: The IP address of the printer.

5 **Select the printer.**

TCP/IP

---

❶ **Click the printer you want to use, and then click [OK].**

🖉 **Note**
❒ Printers that respond to an IP broadcast from the computer will be displayed. To print to a printer not listed here, click **[Specify Address]**, and then type the IP address or host name.
❒ You cannot add an address partially similar to that already used. For example, when "192.168.0.2" is already used, "192.168.0.2xx" cannot be used. Similarly, when "192.168.0.20" is already used, "192.168.0.2" cannot be used.

NetBEUI

---

❶ **Click [NetBEUI].**

A list of printers that can be printed to by the NetBEUI protocol appears.

B**Click the printer you want to use, and then click [OK].**

📝 **Note**

❒ Printers that respond to a broadcast from the computer will be displayed. To print to a printer not listed here, click **[Specify Address]**, and then type the NetBEUI address. Make sure that the NetBEUI address is on the configuration page. For more information about the printing of the configuration page, see "Printing a Configuration Page", *Printer Reference 2*. The NetBEUI address appears as "\\RNPxxxx\xxx" on the configuration page. Type the printer's network path name in the form of "%%Computer name\Share name". Do not type "\\" as head characters but "%%".

❒ You cannot print to printers beyond routers.

IPP

A**Click [IPP].**

The IPP setting dialog box appears.

B**To specify the IP address of the printer, type "http://(printer's-ip-address)/printer" or "ipp://(printer's-ip-address)/printer" in the [Printer URL] field.**

(Example IP address is 192.168.15.16)

```
http://192.168.15.16/printer
```

```
ipp://192.168.15.16/printer
```

C**As necessary, type the names to distinguish the printer in [IPP Port Name]. Type a name different from any existing port names.**

If you omit this, the address entered in **[Printer URL]** will be set as the IPP port name.

D**If using a proxy server and IPP user name, click [Detailed Settings] and configure the necessary settings.**

📝 **Note**

❒ For more information about these settings, see SmartNetMonitor for Client Help.

F**Click [OK].**

G**Make sure that the specified printing port is displayed in the [Print to the following Port] box, and then click [OK].**

This completes the settings.

To print, select the specified printer. SmartNetMonitor for Client will now direct print data to the printer automatically.

Changing Port Settings

Follow these steps to change SmartNetMonitor for Client settings, such as Parallel Printing, Recovery Printing, TCP/IP, the proxy server and IPP URL.

Note
❒ There are no settings for the NetBEUI protocol.

❒ You can configure Timeout Settings for the TCP/IP protocol.

1 **From the [Printers] window, click the icon of the printer you want to use. On the [File] menu, click [Properties].**

2 **Click the [Details] tab, and then click [Port Settings].**

The **[Port Settings]** dialog box appears.

- For IPP, you can configure User Settings, Proxy Settings and Timeout Settings.

Note
❒ For more information about these settings, see SmartNetMonitor for Client Help.

Setting Up a Client Computer

This section describes the procedures for setting up a client on a network that uses Windows 2000/XP, Windows NT Server or Windows NT Workstation as a print server.

When using a Windows 2000/XP or Windows NT print server, select a shared printer on Windows 2000/XP or Windows NT.

Windows 2000/XP or
Windows NT Print Server

Windows 95/98/Me
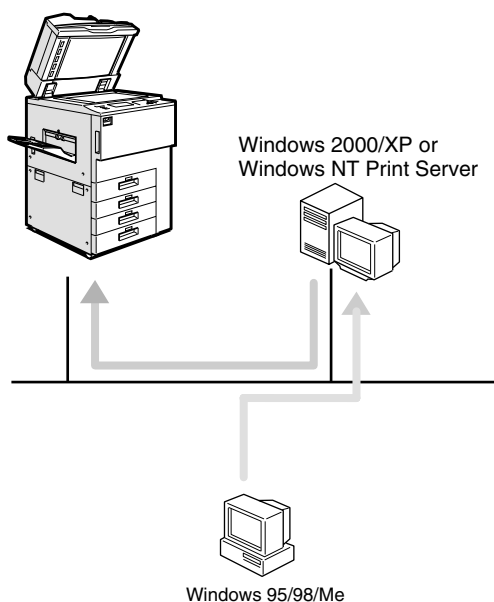
📍 Limitation

❒ When using a print server connected to the machine with SmartNetMonitor for Client, you cannot use Recovery Printing and Parallel Printing.

❒ When using Windows XP as a print server, the client computer cannot receive notification of print job completion.

✎ Note

❒ This section assumes that the client has already been configured to communicate with a Windows 2000/XP or Windows NT print server. Do not begin the following procedure until the client has been set up and configured correctly.

A **Install the printer driver as a local printer.**

🔍 Reference

For more information about installing the printer driver, see the *Printer Reference 1*.

✎ Note

❒ Any port can be selected during the installation, however, LPT1 is recommended.

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2 Click **[Start]**, point to **[Settings]**, and then click **[Printers]**.

3 Click the icon of the printer you want to use. On the **[File]** menu, click **[Properties]**.

4 Click the **[Details]** tab, and then click **[Add Port]**.

5 Click **[Network]**, and then click **[Browse]**.

6 On the network tree, double-click the name of a computer used as the print server.

The printers connected to the network are displayed.

7 Click the name of the printer you want to use, and then click **[OK]**.

8 Click **[OK]**.

9 Make sure that the port name is displayed in the **[Print to the following port]** box, and then click **[OK]**.

1

2. Windows 2000 Configuration

Configuring Windows 2000

Printing without a Print Server

The following procedure describes how to configure Windows 2000 to use the machine on a network without Windows 2000 Server, Windows 2000 Professional, Windows XP Professional, Windows XP Home Edition, Windows NT Server, Windows NT Workstation or NetWare based print server.

A **Specify the protocol to use.**

Consult your network administrator about which of the three protocols is appropriate.

- TCP/IP
- IPP
- NetBEUI

B **Configure the chosen protocol.**

- See p.25 "Configuring TCP/IP and IPP for Printing".
- See p.26 "Configuring NetBEUI for Printing".

C **Install the software and set the printer driver port.**

- Install SmartNetMonitor for Client from the CD-ROM labeled "Printer Drivers and Utilities". For more information about how to install the software and how to specify the printer driver port, see the *Printer Reference 1*.

Printing with a Standard TCP/IP Port

The standard TCP/IP port is standard to Windows 2000, enabling Peer-to-Peer printing in a network environment.

For more information about Standard TCP/IP port settings, see Windows 2000 Help.

Note

❒ If a device model selection dialog box appears during the procedure to add the standard TCP/IP port, select "RICOH Network Printer C Model".

Printing with a LPR Port

See p.32 "Configuring LPR Port Printing" for configuring a LPR port in Windows 2000.

Printing with a Windows 2000/XP or Windows NT Print Server

See p.33 "Setting Up a Client Computer" for configuring Windows 2000 with a Windows 2000/XP or Windows NT print server.

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Configuring Protocols

Configuring TCP/IP and IPP for Printing

These instructions are for configuring the Network Interface Board and Windows 2000 to use the TCP/IP protocol and IPP.

Configuring the machine

Configure the machine to use the TCP/IP protocol.

- Make sure that the TCP/IP protocol is set to active. (The default is active.)
- Assign an IP address and make other settings required for using the TCP/IP protocol.

✐ Reference

For more information about how to make the above settings, see the *General Settings Guide*.

If DHCP is used to assign IP addresses, see p.138 "Using DHCP".

To use the IP over 1394, see the *General Settings Guide*.

✐ Note

❒ After setting the IP address, use the ping command to make sure that it has been set correctly.

① Click **[Start]**, point to **[Programs]**, point to **[Accessories]**, and then click **[Command Prompt]**.

② Type the following: (Example IP address is 192.168.15.16)
C:\> ping 192.168.15.16
If the address has been configured correctly, the following message appears.
Reply from 192.168.15.16 : bytes=32 time<10ms TTL=32
If the address has been configured incorrectly, the following message appears.
Request timed out.

Configuring a Windows 2000 computer

These steps are for configuring a Windows 2000 computer to use the TCP/IP protocol.

A Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Network and Dial-up Connections]**.

B Double-click **[Local Area Connection]**. On the **[General]** tab, click **[Properties]**.

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C **Make sure that the "Internet Protocol (TCP/IP)" is selected in the [Components checked are used by this connection] box on the [General] tab.**

⬚ Note

❒ Select the TCP/IP protocol if it is not already selected.

❒ If the TCP/IP protocol is not installed, click **[Install]** on the **[General]** tab to install it. For more information about installing the TCP/IP protocol, see Windows 2000 Help.

D **Configure the TCP/IP protocol with the appropriate IP address, subnet mask and other settings.**

Check with the network administrator that the settings are correct.

Configuring NetBEUI for Printing

Follow these instructions to configure the Network Interface Board and Windows 2000 to use the NetBEUI protocol.

▤ Preparation

To use NetBEUI, use the SmartNetMonitor for Client port.

Configuring the machine

Configure the machine to use the NetBEUI protocol.

• Make sure that the NetBEUI protocol is set to active. (The default is active.)

⌕ Reference

For more information about how to make the above settings, see the *General Settings Guide*.

Configuring a Windows 2000 computer

Follow these steps to configure a Windows 2000 computer to use the NetBEUI protocol.

A **Click [Start] on the taskbar, point to [Settings], and then click [Network and Dial-up Connections].**

B **Double-click [Local Area Connection]. On the [General] tab, click [Properties].**

C **Make sure that the"NetBEUI Protocol" is selected in the [Components checked are used by this connection] box on the [General] tab.**

⬚ Note

❒ Select the NetBEUI protocol if it is not already selected.

❒ If the NetBEUI protocol is not installed, click **[Install]** on the **[General]** tab and install it. For more information about installing the NetBEUI protocol, see Windows 2000 Help.

Using SmartNetMonitor for Client

SmartNetMonitor for Client is a utility that helps you to use network printers effectively. It is useful in environments where two or more network printers are used. It is recommended that you install SmartNetMonitor for Client to use Parallel Printing and Recovery Printing. For more information about SmartNetMonitor for Client, see SmartNetMonitor for Client Help.

❖ **SmartNetMonitor for Client features**

- Sends a print job directly to the network printers without using a print server.
- Notifies when a printing error occurs.
- Prints documents using other printers in the printer group when the specified printer is busy (Recovery Printing).
- Notifies on print job (data sent) completion.
- Equally divides the number of copies to be printed among the selected printers in the printer group (Parallel Printing).

⚠️**Important**

❒ The following must be the same for the specified printer and the printers selected for Recovery Printing or Parallel Printing.

- Printer models (for Parallel Printing only)
- Installed options (e.g. Paper tray unit)
- Size and orientation of paper in each paper tray unit
- Total memory
- Installed fonts (including the downloaded fonts)

💡 **Limitation**

❒ When using a computer as a print server, do not use the notification of print completion function. For more information about how to set this function to off, see SmartNetMonitor for Client Help.

📝 **Note**

❒ Failure to meet any of the conditions above may result in unexpected print results.

Installing SmartNetMonitor for Client

Install SmartNetMonitor for Client from the CD-ROM labeled "Printer Drivers and Utilities". For more information about how to install, see the *Printer Reference 1*.

After the installation is complete, configure the printer port with SmartNetMonitor for Client. See p.29 "Setting Up the Printer Driver".

Deleting the port

The following procedure allows you to delete the printer port. If you want to delete the port which is currently used in Windows, switch the port to another such as "FILE", and then delete it. For more information about SmartNetMonitor for Client, see SmartNetMonitor for Client Help.

A **From the [Printers] window, click the icon of the printer which uses SmartNetMonitor for Client to print. On the [File] menu, click [Properties].**

B **Click the [Ports] tab, and then make sure that the SmartNetMonitor for Client port is shown in the [Print to the following port(s)] box.**

Remember the port name because this port should be deleted later.

C **Select the [FILE] check box in the [Port] column.**

D **Click [OK] to close the Printer Properties.**

The port which is currently in use is changed.

E **Open the Printer Properties of the same printer.**

F **Select the [Ports] tab.**

G **At the [Port] column in the [Print to the following port(s)] box, click the SmartNetMonitor for Client port name as in step B.**

H **Click [Delete Port].**

I **After the confirmation message appears, click [Yes].**

The port is deleted.

J **Click [Close] to close the Printer Properties.**

Uninstalling SmartNetMonitor for Client

📋 **Preparation**

Before uninstalling SmartNetMonitor for Client, make sure that:

- The port settings dialog box is closed.
- No printer is using the SmartNetMonitor for Client port as a printer port.
- You logged in with the same user authority as that used to install Smart-NetMonitor for Client.

A **Open [Control Panel], and then double-click the [Add/Remove Programs] icon.**

B **Click the [Change or Remove Programs] tab, click [SmartNetMonitor for Client], and then click [Change/Remove].**

C **After the confirmation message appears, click [Yes].**

UninstallShield removes all of the components of SmartNetMonitor for Client.

D **After the confirmation message appears, click [Yes].**

E **Acknowledge the [Remove Shared File?] dialog box.**

F **When the uninstallation is complete, click [OK].**

Setting Up the Printer Driver

The following procedure allows you to configure the printer port to use Smart-NetMonitor for Client.

📋 **Preparation**

The target printer must be turned on before starting the installation process.

A **Install the printer driver for the printer you want to use.**

B **From the [Printers] window, click the icon of the printer. On the [File] menu, click [Properties].**

C **Click the [Ports] tab and click [Add Port].**

D **Click [SmartNetMonitor for Client] in the [Available port types] box, and then click [New Port].**

The **[Select Printer]** dialog box appears and printers on the network are browsed.

The displayed items are as follows:

Model Name: The model name of the printer.

Name: The name of the Network Interface Board.

Comment: Additional information about the Network Interface Board.

Address: The IP address of the printer.

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E Select the printer.

TCP/IP

A **Click the printer you want to use, and then click [OK].**

🖉 Note

❒ Printers that respond to an IP broadcast from the computer will be displayed. To print to a printer not listed here, click **[Specify Address]**, and then type the IP address or host name.

NetBEUI

A **Click [NetBEUI].**

A list of printers that can be printed by the NetBEUI protocol appears.

B **Click the printer you want to use, and then click [OK].**

🖉 Note

❒ Printers that respond to a broadcast from the computer will be displayed. To print to a printer not listed here, click **[Specify Address]**, and then type the NetBEUI address. Make sure that the NetBEUI address is on the configuration page. For more information about the printing of the configuration page, see "Printing a Configuration Page", *Printer Reference 2*. The NetBEUI address appears as "\\RNPxxxx\xxx" on the configuration page. Type the printer's network path name in the form of "%%Computer name\Share name". Do not type "\\" as head characters but "%%".

❒ You cannot print to printers beyond routers.

IPP

A **Click [IPP].**

The IPP setting dialog box appears.

B **To specify the IP address of the printer, type "http://(printer's-ip-address)/printer" or "ipp://(printer's-ip-address)/printer" in the [Printer URL] field.**

(Example IP address is 192.168.15.16)

```
http://192.168.15.16/printer
```

```
ipp://192.168.15.16/printer
```

C **As necessary, type the names to distinguish the printer in [IPP Port Name]. Type a name different from any existing port names.**

If you omit this, the address entered in **[Printer URL]** will be set as the IPP port name.

D **If using a proxy server and IPP user name, click [Detailed Settings] and configure the necessary settings.**

Note

❒ For more information about these settings, see SmartNetMonitor for Client Help.

F **Click [OK].**

G **Make sure that the specified printing port is displayed in the [Print to the following Port(s)] box, and then click [Close].**

This completes the settings.

To print, select the specified printer. SmartNetMonitor for Client will now direct print data to the printer automatically.

Changing Port Settings

Follow these steps to change SmartNetMonitor for Client settings, such as Parallel Printing, Recovery Printing, TCP/IP, the proxy server and IPP URL.

Note

❒ There are no settings for the NetBEUI protocol.

A **From the [Printers] window, click the icon of the printer you want to use. On the [File] menu, click [Properties].**

B **Click the [Ports] tab, and then click [Configure Port].**

The **[Port Settings]** dialog box appears.

- For TCP/IP protocol, you can configure Parallel Printing, Recovery Printing and Timeout Settings.

- For IPP, you can configure User Settings, Proxy Settings and Timeout Settings.

Note

❒ For more information about these settings, see SmartNetMonitor for Client Help.

Configuring LPR Port Printing

This section explains the procedure for printing to a LPR port from Windows 2000.

✐ Note

❒ The TCP/IP protocols must be installed and configured correctly. For more information about configuring the protocols, see p.25 "Configuring TCP/IP and IPP for Printing".

A Click [Start], point to [Settings], and then click [Printers].

The [Printers] window appears.

B Click the icon of the printer you want to use. On the [File] menu, click [Properties].

C Click the [Ports] tab and click [Add Port].

D In the [Available port types] box, click "LPR Port", and then click [New Port].

✐ Note

❒ If "LPR Port" does not appear, "Print Services for Unix" has not been installed. For more information about how to install "Print Services for Unix", see Windows 2000 Help.

E Type the IP address of the Network Interface Board into the [Name or address of server providing lpd] box.

F Type "lp" into the [Name of printer or print queue on that server box], and then click [OK].

G Click [Close].

H Make sure that the port name is displayed in the [Print to the following port(s)] box and the check box is selected, and then click [OK].

Setting Up a Client Computer

This section describes the procedures for setting up a client in a network that uses Windows 2000/XP, Windows NT Server or Windows NT Workstation as a print server.

When using a Windows 2000/XP or Windows NT print server, select a shared printer on Windows 2000/XP or Windows NT.

Windows 2000/XP or
Windows NT Print Server

Windows 2000

📍 Limitation

❒ When using a print server connected to the machine with SmartNetMonitor for Client, you cannot use Recovery Printing and Parallel Printing.

🖉 Note

❒ This section assumes that the client has already been configured to communicate with a Windows 2000/XP or Windows NT print server. Do not begin the following procedure until the client has been set up and configured correctly.

❒ When using Windows NT 4.0 as the print server, make sure to install the Windows NT 4.0 printer driver before connecting the print server. There is a Windows NT 4.0 printer driver on the CD-ROM labeled "Printer Drivers and Utilities".

Use the **[Printers]** window to set up the printer.

A **Click [Start], point to [Settings], and then click [Printers].**

B **Double-click the [Add Printer] icon.**

This launches the Add Printer Wizard.

C **Click [Next >].**

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D **Click [Network printer], and then click [Next >].**

E **Click [Next >].**

F **In the [Shared printers] box, double-click the name of the computer used as the print server.**

The printers attached to the network are displayed.

G **Click the printer you want to use, and then click [Next >].**

H **Select if you want to use this printer as the default printer, and then click [Next >].**

I **After the installation is complete, click [Finish].**

The icon of the newly installed printer appears in the **[Printers]** window.

3. Windows XP Configuration

Configuring Windows XP

Printing without a Print Server

The following procedure describes how to configure Windows XP to use the machine on a network without Windows 2000 Server, Windows 2000 Professional, Windows XP Professional, Windows XP Home Edition, Windows NT Server, Windows NT Workstation or NetWare based print server.

A **Specify the protocol to use.**

Consult your network administrator about which of the two protocols is appropriate.

- TCP/IP
- IPP

B **Configure the protocol.**

- See p.37 "Configuring TCP/IP and IPP for Printing".

C **Install the software and set the printer driver port.**

- Install SmartNetMonitor for Client from the CD-ROM labeled "Printer Drivers and Utilities". For more information about how to install the software and how to specify the printer driver port, see the *Printer Reference 1*.

Printing with a Standard TCP/IP Port

Standard TCP/IP port is a standard port of Windows XP to enable Peer-to-Peer printing in a network environment.

For more information about Standard TCP/IP port settings, see Windows XP Help.

🖉 Note

❒ If a device model selection dialog box appears during the procedure to add the standard TCP/IP port, select "RICOH Network Printer C Model".

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Printing with a LPR Port

See p.44 "Configuring LPR Port Printing" for configuring a LPR port in Windows XP.

Printing with a Windows 2000/XP or Windows NT Print Server

See p.45 "Setting Up a Client Computer" for configuring Windows XP with a Windows 2000/XP or Windows NT print server.

3

Configuring Protocols

Configuring TCP/IP and IPP for Printing

These instructions are for configuring the Network Interface Board and Windows XP to use the TCP/IP protocol and IPP.

Configuring the machine

Configure the machine to use the TCP/IP protocol.

- Make sure that the TCP/IP protocol is set to active. (The default is active.)
- Assign an IP address and make other settings required for using the TCP/IP protocol.

🔍Reference

For more information about how to make the above settings, see the *General Settings Guide*.

If DHCP is used to assign IP addresses, see p.138 "Using DHCP".

To use the IP over 1394, see the *General Settings Guide*.

📝 Note

❒ After setting the IP address, use the ping command to make sure that it has been set correctly.

① Click **[Start]**, point to **[All Programs]**, point to **[Accessories]**, and then click **[Command Prompt]**.

② Type the following: (Example IP address is 192.168.15.16)
C:\> ping 192.168.15.16
If the address has been configured correctly, the following message appears.
Reply from 192.168.15.16 : bytes=32 time<10ms TTL=32
If the address has been configured incorrectly, the following message appears.
Request timed out.

Configuring a Windows XP computer

These steps are for configuring a Windows XP computer to use the TCP/IP protocol.

1 Click [Start] on the taskbar, click [Control Panel], and then click [Network and Internet Connections].

2 Click [Network Connections], and then double-click [Local Area Connection].

C **On the [General] tab, click [Properties].**

✐ Note

❐ With the IP over 1394, click **[1394 Connection]**.

D **Make sure that the "Internet Protocol (TCP/IP)" is selected in the [This connection uses the following items] box on the [General] tab.**

✐ Note

❐ Select the TCP/IP protocol if it is not already selected.

❐ If the TCP/IP protocol is not installed, click **[Install]** on the **[General]** tab to install it. For more information about installing the TCP/IP protocol, see Windows XP Help.

E **Configure the TCP/IP protocol with the appropriate IP address, subnet mask and other settings.**

Check with the network administrator that the settings are correct.

Using SmartNetMonitor for Client

SmartNetMonitor for Client is a utility that helps you to use network printers effectively. It is useful in environments where two or more network printers are used. It is recommended that you install SmartNetMonitor for Client to use Parallel Printing and Recovery Printing. For more information about SmartNetMonitor for Client, see SmartNetMonitor for Client Help.

❖ **SmartNetMonitor for Client features**

- Sends a print job directly to the network printers without using a print server.
- Notifies when a printing error occurs.
- Prints documents using other printers in the printer group when the specified printer is busy (Recovery Printing).
- Notifies on print job (data sent) completion.
- Equally divides the number of copies to be printed among the selected printers in the printer group (Parallel Printing).

   ⚠️**Important**
   ❒ The following must be the same for the specified printer and the printers selected for Recovery Printing or Parallel Printing.
   - Printer models (for Parallel Printing only)
   - Installed options (e.g. Paper tray unit)
   - Size and orientation of paper in each paper tray unit
   - Total memory
   - Installed fonts (including the downloaded fonts)

   💡 **Limitation**
   ❒ When using a computer as a print server, do not use the notification of print completion function. For more information about how to set this function to off, see SmartNetMonitor for Client Help.

   📝 **Note**
   ❒ Failure to meet any of the conditions above may result in unexpected print results.

Installing SmartNetMonitor for Client

Install SmartNetMonitor for Client from the CD-ROM labeled "Printer Drivers and Utilities". For more information about how to install, see the *Printer Reference 1*.

After the installation is complete, configure the printer port with SmartNetMonitor for Client. See p.41 "Setting Up the Printer Driver".

Deleting the port

The following procedure allows you to delete the printer port. If you want to delete the port which is currently used in Windows, switch the port to another such as "FILE", and then delete it. For more information about SmartNetMonitor for Client, see SmartNetMonitor for Client Help.

A **From the [Printers and Faxes] window, click the icon of the printer which uses SmartNetMonitor for Client to print. On the [File] menu, click [Properties].**

B **Click the [Ports] tab, and then make sure that the SmartNetMonitor for Client port is shown in the [Print to the following port(s)] box.**

Remember the port name because this port should be deleted later.

C **Select the [FILE] check box in the [Port] column.**

D **Click [OK] to close the Printer Properties.**

The port which is currently in use is changed.

E **Open the Printer Properties of the same printer.**

F **Select the [Ports] tab.**

G **At the [Port] column in the [Print to the following port(s)] box, click the SmartNetMonitor for Client port name as in step B.**

H **Click [Delete Port].**

I **After the confirmation message appears, click [Yes].**

The port is deleted.

J **Click [Close] to close the Printer Properties.**

Uninstalling SmartNetMonitor for Client

📑 **Preparation**

Before uninstalling SmartNetMonitor for Client, make sure that:

- The port settings dialog box is closed.
- No printer is using the SmartNetMonitor for Client port as a printer port.
- You logged in with the same user authority as that used to install Smart-NetMonitor for Client.

A Open [Control Panel], and then double-click the [Add or Remove Programs] icon.

B Click the [Change or Remove Programs] category, click [SmartNetMonitor for Client], and then click [Change/Remove].

C After the confirmation message appears, click [Yes].

UninstallShield removes all of the components of SmartNetMonitor for Client.

D After the confirmation message appears, click [Yes].

E Acknowledge the [Remove Shared File?] dialog box.

F When the uninstallation is complete, click [OK].

Setting Up the Printer Driver

The following procedure allows you to configure the printer port to use Smart-NetMonitor for Client.

📑 **Preparation**

The target printer must be turned on before starting the installation process.

A Install the printer driver for the printer you want to use.

B From the [Printers and Faxes] window, click the icon of the printer. On the [File] menu, click [Properties].

C Click the [Ports] tab and click [Add Port].

D Click [SmartNetMonitor for Client] in the [Available port types] box, and then click [New Port].

The **[Select Printer]** dialog box appears and printers on the network are browsed.

The displayed items are as follows:

Model Name: The model name of the printer.

Name: The name of the Network Interface Board.

Comment: Additional information about the Network Interface Board.

Address: The IP address of the printer.

E **Select the printer.**

TCP/IP

A **Click the printer you want to use, and then click [OK].**

✐ Note

❒ Printers that respond to an IP broadcast from the computer will be displayed. To print to a printer not listed here, click **[Specify Address]**, and then type the IP address or host name.

IPP

A **Click [IPP].**

The IPP setting dialog box appears.

B **To specify the IP address of the printer, type "http://(printer's-ip-address)/printer" or "ipp://(printer's-ip-address)/printer" in the [Printer URL] field.**

(Example IP address is 192.168.15.16)

```
http://192.168.15.16/printer
```

```
ipp://192.168.15.16/printer
```

C **As necessary, type the names to distinguish the printer in [IPP Port Name]. Type a name different from any existing port names.**

If you omit this, the address entered in **[Printer URL]** will be set as the IPP port name.

D **If using a proxy server and IPP user name, click [Detailed Settings] and configure the necessary settings.**

✐ Note

❒ For more information about these settings, see SmartNetMonitor for Client Help.

F **Click [OK].**

G **Make sure that the specified printing port is displayed in the [Print to the following Port(s)] box, and then click [Close].**

This completes the settings.

To print, select the specified printer. SmartNetMonitor for Client will now direct print data to the printer automatically.

Changing Port Settings

Follow these steps to change SmartNetMonitor for Client settings, such as Parallel Printing, Recovery Printing, TCP/IP, the proxy server and IPP URL.

Note

❒ There are no settings for the NetBEUI protocol.

A **Access the [Printers and Faxes] window from [Start] on the taskbar.**

Windows XP Professional

❶ **Click [Start], and then click [Printers and Faxes].**

Windows XP Home Edition

❶ **Click [Start], and then click [Control Panel].**

❷ **Click [Printers and Other Hardware].**

❸ **Click [Printers and Faxes].**

B **Click the icon of the printer. On the [file] menu, click [Properties].**

C **Click the [Ports] tab, and then click [Configure Port].**

The **[Port Settings]** dialog box appears.

- For TCP/IP protocol, you can configure Parallel Printing, Recovery Printing and Timeout Settings.

- For IPP, you can configure User Settings, Proxy Settings and Timeout Settings.

Note

❒ For more information about these settings, see SmartNetMonitor for Client Help.

Configuring LPR Port Printing

This section explains the procedure for printing to a LPR port from Windows XP.

Note

❒ The TCP/IP protocols must be installed and configured correctly. For more information about configuring the protocols, see p.37 "Configuring TCP/IP and IPP for Printing".

A **Access the [Printers and Faxes] window from [Start] on the taskbar.**

Windows XP Professional

➊ **Click [Start], and then click [Printers and Faxes].**

Windows XP Home Edition

➊ **Click [Start], and then click [Control Panel].**
➋ **Click [Printers and Other Hardware].**
➌ **Click [Printers and Faxes].**

B **Click the icon of the printer you want to use. On the [File] menu, click [Properties].**

C **Click the [Ports] tab and click [Add Port].**

D **In the [Available port types] box, click "LPR Port", and then click [New Port].**

Note

❒ If "LPR Port" does not appear, "Print Services for Unix" has not been installed. For more information about how to install "Print Services for Unix", see Windows XP Help.

E **Type the IP address of the Network Interface Board into the [Name or address of server providing lpd] box.**

F **Type "lp" into the [Name of printer or print queue on that server] box, and then click [OK].**

G **Click [Close].**

H **Make sure that the port name is displayed in the [Print to the following port(s)] box and the check box is selected, click [Apply] and then click [OK].**

Setting Up a Client Computer

This section describes the procedures for setting up a client in a network that uses Windows 2000/XP, Windows NT Server or Windows NT Workstation as a print server.

When using a Windows 2000/XP or Windows NT print server, select a shared printer on Windows 2000/XP or Windows NT.

Windows 2000/XP or Windows NT Print Server

Windows XP

☝ Limitation

❒ When using a print server connected to the machine with SmartNetMonitor for Client, you cannot use Recovery Printing and Parallel Printing.

✐ Note

❒ This section assumes that the client has already been configured to communicate with a Windows 2000/XP or Windows NT print server. Do not begin the following procedure until the client has been set up and configured correctly.

❒ When using Windows NT 4.0 as the print server, make sure to install the Windows NT 4.0 printer driver before connecting the print server. There is a Windows NT 4.0 printer driver on the CD-ROM labeled "Printer Drivers and Utilities".

Use the **[Printers and faxes]** window to set up the printer.

A **Access the [Printers and Faxes] window from [Start] on the taskbar.**

Windows XP Professional

A **Click [Start], and then click [Printers and Faxes].**

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Windows XP Home Edition

A Click **[Start]**, and then click **[Control Panel]**.

B Click **[Printers and Other Hardware]**.

C Click **[Printers and Faxes]**.

2 Click **[Add a printer]** in the Printer Tasks category.

This launches the Add Printer Wizard.

3 Click **[Next >]**.

4 Click **[A network printer, or a printer attached to another computer]**, and then click **[Next >]**.

5 Click **[Next >]**.

6 In the **[Shared printers:]** box, double-click the name of the computer used as the print server.

The printers attached to the network are displayed.

7 Click the printer you want to use, and then click **[Next >]**.

8 Select if you want to use this printer as the default printer, and then click **[Next >]**.

9 After the installation is complete, click **[Finish]**.

The icon of the newly installed printer appears in the **[Printers]** window.

4. Windows NT 4.0 Configuration

Configuring Windows NT 4.0

Note
❒ Windows NT 4.0 does not support IP over 1394.

Printing without a Print Server

The following procedure describes how to configure Windows NT 4.0 to use the machine on a network without Windows 2000 Server, Windows 2000 Professional, Windows XP Professional, Windows XP Home Edition, Windows NT Server, Windows NT Workstation or NetWare based print server.

A **Specify the protocol to use.**

Consult your network administrator about which of the three protocols is appropriate.

- TCP/IP
- IPP
- NetBEUI

B **Configure the chosen protocol.**

- See p.48 "Configuring TCP/IP and IPP for Printing".
- See p.49 "Configuring NetBEUI for Printing".

C **Install the software and set the printer driver port.**

- Install SmartNetMonitor for Client from the CD-ROM labeled "Printer Drivers and Utilities". For more information about how to install the software and how to specify the printer driver port, see the *Printer Reference 1*.

Printing with a LPR Port

See p.56 "Configuring LPR Port Printing" for how to configure a LPR port in Windows NT 4.0.

Printing with a Windows 2000/XP or Windows NT Print Server

See p.57 "Setting Up a Client Computer" for configuring Windows NT 4.0 with a Windows 2000/XP or Windows NT print server.

Configuring Protocols

Configuring TCP/IP and IPP for Printing

These instructions are for configuring the Network Interface Board and Windows NT to use the TCP/IP protocol and IPP.

Configuring the machine

Configure the machine to use the TCP/IP protocol.

- Make sure that the TCP/IP protocol is set to active. (The default is active.)
- Assign an IP address and make other settings required for using the TCP/IP protocol.

$\mathcal{P}$Reference

For more information about how to make the above settings, see the *General Settings Guide*.

If DHCP is used to assign IP addresses, see p.138 "Using DHCP".

Note

❒ After setting the IP address, use the ping command to make sure that it has been correctly set.

① Click **[Start]**, point to **[Programs]**, and then click **[Command Prompt]**.

② Type the following: (Example IP address is 192.168.15.16)
   `C:\> ping 192.168.15.16`
   If the address has been configured correctly, the following message appears.
   `Reply from 192.168.15.16 : bytes=32 time<10ms TTL=32`
   If the address has been configured incorrectly, the following message appears.
   `Request timed out.`

Configuring a Windows NT computer

These steps are for configuring a Windows NT computer to use the TCP/IP protocol.

A **Open [Control Panel], and then double-click the [Network] icon. Make sure that "TCP/IP Protocol" is listed in the [Network protocols] box on the [Protocols] tab.**

Note

❒ If the TCP/IP protocol is not installed, click **[Add]** on the **[Protocols]** tab to install it. For more information about installing the TCP/IP protocol, see Windows NT Help.

B **Configure the TCP/IP protocols with the appropriate IP address, subnet mask and other settings.**

Check with the network administrator that the settings are correct.

Configuring NetBEUI for Printing

Follow these instructions to configure the Network Interface Board and Windows NT to use the NetBEUI protocol.

📓 **Preparation**

To use NetBEUI, use the SmartNetMonitor for Client port.

Configuring the machine

Configure the machine to use the NetBEUI protocol.

• Make sure that the NetBEUI protocol is set to active. (The default is active.)

🔍 **Reference**

For more information about how to make the above settings, see the *General Settings Guide*.

Configuring a Windows NT computer

Install the NetBEUI protocol on the Windows NT computer, and then change the LAN adapter number (Lana Number).

A **Open [Control Panel], and then double-click the [Network] icon. Make sure that "NetBEUI Protocol" is listed in the [Network Protocols] box on the [Protocols] tab.**

📝 **Note**

❒ If the NetBEUI protocol is not installed, click **[Add]** on the **[Protocols]** tab to install it. For more information about installing the NetBEUI protocol, see Windows NT Help.

B **Change the Lana Number. Click the [Services] tab, click "NetBIOS Interface" in the [Services] tab, and then click [Properties].**

C **Click the Lana Number corresponding the Nbf protocol of the [Network Route] headline, and then click [Edit].**

D **Type "0" as the Lana Number.**

📝 **Note**

❒ If the other protocol's Lana Number is configured with "0", you must change the Lana Number a number other than "0".

E **Click [OK].**

F **Click [Close], and then close the [Network] dialog box.**

G **After checking the message to restart, click [Yes].**

Note

❒ After you change the Lana Number, you must restart the computer.

Using SmartNetMonitor for Client

SmartNetMonitor for Client is a utility that helps you to use network printers effectively. It is useful in environments where two or more network printers are used. It is recommended that you install SmartNetMonitor for Client to use Parallel Printing and Recovery Printing. For more information about SmartNetMonitor for Client, see SmartNetMonitor for Client Help.

❖ **SmartNetMonitor for Client features**

- Sends a print job directly to the network printers without using a print server.
- Notifies when a printing error occurs.
- Prints documents using other printers in the printer group when the specified printer is busy (Recovery Printing).
- Notifies on print job (data sent) completion.
- Equally divides the number of copies to be printed among the selected printers in the printer group (Parallel Printing).

   ⚠️**Important**
   ❐ The following must be the same for the specified printer and the printers selected for Recovery Printing or Parallel Printing.
   - Printer models (for Parallel Printing only)
   - Installed options (e.g. Paper tray unit)
   - Size and orientation of paper in each paper tray unit
   - Total memory
   - Installed fonts (including the downloaded fonts)

   💡 **Limitation**
   ❐ When using a computer as a print server, do not use the notification of print completion function. For more information about how to set this function to off, see SmartNetMonitor for Client Help.

   ❐ On a computer that is used as a print server, do not use the features such as Parallel Printing, Recovery Printing and Notify. For more information about turning off these features, see SmartNetMonitor for Client Help.

   📝 **Note**
   ❐ Failure to meet any of the conditions above may result in unexpected print results.

Installing SmartNetMonitor for Client

Install SmartNetMonitor for Client from the CD-ROM labeled "Printer Drivers and Utilities". For more information about how to install, see the *Printer Reference 1*.

After the installation is complete, configure the printer port with SmartNetMonitor for Client. See p.53 "Setting Up the Printer Driver".

Deleting the port

The following procedure allows you to delete the printer port. If you want to delete the port which is currently used in Windows, switch the port to another such as "FILE", and then delete it. For more information about SmartNetMonitor for Client, see SmartNetMonitor for Client Help.

A **From the [Printers] window, click the icon of the printer which uses Smart-NetMonitor for Client to print. On the [File] menu, click [Properties].**

B **Click the [Ports] tab, and then make sure that the SmartNetMonitor for Client port is shown in the [Print to the following port] box.**

Remember the port name because this port should be deleted later.

C **From the [Print to the following port] box, select [FILE].**

D **Click [Apply].**

The port which is currently in use is changed.

E **Click [Delete Port].**

F **After the confirmation message appears, click [Yes].**

The port is deleted.

G **Click [OK] to close the printer properties.**

Uninstalling SmartNetMonitor for Client

Preparation

Before uninstalling SmartNetMonitor for Client, make sure that:

- The port settings dialog box is closed.
- No printer is using the SmartNetMonitor for Client port as a printer port.
- You have performed login with the same user authority as that used to install SmartNetMonitor for Client.

A **Open [Control Panel], and then double-click the [Add/Remove Programs] icon.**

B **On the [Install/Uninstall] tab, click [SmartNetMonitor for Client], and then click [Add/Remove].**

C **After the confirmation message appears, click [Yes].**

UninstallShield removes all of the components of SmartNetMonitor for Client.

D **After a confirmation message appears, click [Yes].**

E **Acknowledge the [Remove Shared File?] dialog box.**

F **When the uninstallation is complete, click [OK].**

Setting Up the Printer Driver

The following procedure allows you to configure the printer port to use Smart-NetMonitor for Client.

📖 **Preparation**

The target printer must be turned on before starting the installation process.

A **Install the printer driver for the printer you want to use.**

B **From the [Printers] window, click the icon of the printer. On the [File] menu, click [Properties].**

C **Click the [Ports] tab and click [Add Port].**

D **Click [SmartNetMonitor] from the list, and then click [New Port].**

The **[Select Printer]** dialog box appears .

The displayed items are as follows:

Model Name: The model name of the printer.

Name: The name of the Network Interface Board.

Comment: Additional information about the Network Interface Board.

Address: The IP address of the printer.

E **Select the printer.**

TCP/IP

---

❶ **Click the printer you want to use, and then click [OK].**

✐ **Note**

❒ Printers that respond to an IP broadcast from the computer will be displayed. To print to a printer not listed here, click **[Specify Address]**, and then type the IP address or host name.

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NetBEUI

A **Click [NetBEUI].**

A list of printers that can be printed by the NetBEUI protocol appears.

B **Click the printer you want to use, and then click [OK].**

📎 **Note**

❒ Printers that respond to a broadcast from the computer will be displayed. To print to a printer not listed here, click **[Specify Address]**, and then type the NetBEUI address. Make sure that the NetBEUI address is on the configuration page. For more information about the printing of the configuration page, see "Printing a Configuration Page", *Printer Reference 2*. The NetBEUI address appears as "\\RNPxxxx\xxx" on the configuration page. Type the printer's network path name in the form of "%%Computer name\Share name". Do not type "\\" as head characters but "%%".

❒ You cannot print to printers beyond routers.

IPP

A **Click [IPP].**

The IPP setting dialog box appears.

B **To specify the IP address of the printer, type "http://(printer's-ip-address)/printer" or "ipp://(printer's-ip-address)/printer" in the [Printer URL] field.**

(Example IP address is 192.168.15.16)

```
http://192.168.15.16/printer
```

```
ipp://192.168.15.16/printer
```

C **As necessary, type the names to distinguish the printer in [IPP Port Name]. Type a name different from any existing port names.**

If you omit this, the address entered in **[Printer URL]** will be set as the IPP port name.

D **If using a proxy server and IPP user name, click [Detailed Settings] and configure the necessary settings.**

📎 **Note**

❒ For more information about these settings, see SmartNetMonitor for Client Help.

F **Click [OK].**

G **Make sure that the specified printing port is displayed in the [Print to the following Port] box, and then click [OK].**

This completes the settings.

To print, select the specified printer. SmartNetMonitor for Client will now direct print data to the printer automatically.

Changing Port Settings

Follow these steps to change SmartNetMonitor for Client settings, such as Parallel Printing, Recovery Printing, TCP/IP, the proxy server and IPP URL.

✒ Note

❒ There are no settings for the NetBEUI protocol.

A From the [Printers] window, click the icon of the printer you want to use. On the [File] menu, click [Properties].

B Click the [Ports] tab, and then click [Port Configuration].

The **[Port Settings]** dialog box appears.

- For TCP/IP protocol, you can configure Parallel Printing, Recovery Printing and Timeout Settings.

- For IPP, you can configure User Settings, Proxy Settings and Timeout Settings.

✒ Note

❒ For more information about these settings, see SmartNetMonitor for Client Help.

4

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Configuring LPR Port Printing

This section explains the procedure for printing to a LPR port from Windows NT.

✎ Note

❒ The following procedure assumes that the printer drivers have already been installed. This is the procedure to change the printer port to LPR.

❒ The TCP/IP protocols must be installed and configured correctly. For more information about configuring the protocols, see p.48 "Configuring TCP/IP and IPP for Printing".

A **When using the LPR port, click the [Services] tab, and then make sure "Microsoft TCP/IP Printing" is installed.**

If "Microsoft TCP/IP Printing" is not installed, click **[Add]** on the **[Services]** tab, to install it. For more information about installing and configuring network services, see Windows NT Help.

B **Click [Start], point to [Settings], and then click [Printers].**

C **Click the icon of the printer you want to use. On the [File] menu, click [Properties].**

D **Click the [Ports] tab and click [Add Port].**

E **In the [Available Printer Ports] box, click "LPR Port", and then click [New Port].**

✎ Note

❒ If "LPR Port" does not appear, "Microsoft TCP/IP Printing" has not been installed.

F **Type the IP address of the Network Interface Board into the [Name or address of server providing lpd] box.**

G **Type "lp" into the [Name of printer or print queue on that server] box, and then click [OK].**

H **Click [Close].**

I **Make sure that the port name is displayed in the [Print to the following port(s)] box and the check box is selected, and then click [OK].**

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Setting Up a Client Computer

This section describes the procedures for setting up a client in a network that uses Windows 2000/XP, Windows NT Server or Windows NT Workstation as a print server.

When using a Windows 2000/XP or Windows NT print server, select a shared printer on Windows 2000/XP or Windows NT.

Windows 2000/XP or
Windows NT Print Server

Windows NT 4.0

☝ Limitation

❒ When using a print server connected to the machine with SmartNetMonitor for Client, you cannot use Recovery Printing and Parallel Printing.

❒ When using Windows XP as a print server, the client computer cannot receive a notification of print job completion.

✐ Note

❒ This section assumes that the client has already been configured to communicate with a Windows 2000/XP or Windows NT print server. Do not begin the following procedure until the client has been set up and configured correctly.

Use the **[Printers]** window to set up the printer.

A Click [Start], point to [Settings], and then click [Printers].

B Double-click the [Add Printer] icon.

This launches the Add Printer Wizard.

C Click [Network printer server] and click [Next >].

D In the [Shared Printers] box, double-click the name of the computer used as the print server.

The printers attached to the network are displayed.

E Click the printer you want to use, and then click [OK].

F Select if you want to use this printer as the default printer, and then click [Next >].

G After the installation is complete, click [Finish].

The icon of the newly installed printer appears in the **[Printers]** window.

5. NetWare Configuration

This chapter describes how to configure the machine to use as a print server or a remote printer in a NetWare environment.

Note

❒ NetWare must be set to active using the machine's control panel. For more information about how to set it, see the *General Settings Guide*.

Installing the NIB Setup Tool

A utility called the NIB Setup Tool is provided to configure the machine to work in a network environment. This section describes how to install the SmartNet-Monitor for Admin, and how to run the NIB Setup Tool.

Limitation

❒ The NIB Setup Tool is supported to work with the following operating systems.

- Microsoft Windows 95/98/Me
- Microsoft Windows 2000/XP
- Microsoft Windows NT 4.0

❖ SmartNetMonitor for Admin

Using a printer in a NetWare environment, configure the NetWare printing environment by using SmartNetMonitor for Admin.

Note

❒ If you configure the NetWare printing environment by using SmartNet-Monitor for Admin under the following environments, NetWare Client provided by Novell is required.

- NDS mode in Windows 95/98/Me
- NDS or Bindery mode in Windows 2000/Windows NT 4.0

Installing SmartNetMonitor for Admin

Install SmartNetMonitor for Admin on your computer. For the installation procedure, see "Installing the SmartNetMonitor for Client/Admin", *Printer Reference 1.*

After installing SmartNetMonitor for Admin, see one of the following sections:

- To configure the Network Interface Board as a NetWare print server for the first time, see p.61 "Quick Setup Using the NIB Setup Tool Wizard".

- To use this computer with NetWare 3.x, 4.x, 5/5.1 as a print server, see p.64 "NetWare 3.x, 4.x, 5/5.1- Advanced Settings".

- To use this computer with NetWare 3.x, 4.x, 5/5.1 as a remote printer, see p.64 "NetWare 3.x, 4.x, 5/5.1- Advanced Settings".

Running the NIB Setup Tool

5

A **Click [Start], point to [Programs], and then click [NIB Setup Tool] in the [Smart-NetMonitor for Admin] program folder.**

Quick Setup Using the NIB Setup Tool Wizard

With the NIB Setup Tool, you can easily set up a NetWare printing environment.

$\mathcal{P}$Reference

For more information about installing the NIB Setup Tool, see p.59 "Installing the NIB Setup Tool".

You can select **[Wizard]** or **[Property Sheet]** as an installation method.

When you configure the Network Interface Board for the first time, use the Wizard method.

If you want to use the Property Sheet method, see p.64 "NetWare 3.x, 4.x, 5/5.1-Advanced Settings".

Note

❒ This section assumes that NetWare is functional and that the necessary environment for NetWare Print Services is available.

❒ If you configure the Network Interface Board in a NetWare environment using the NIB Setup Tool, you should install the client software released from Novell in the following cases.

- Windows 95/98/Me in NDS mode configuration
- Windows NT 4.0 in NDS mode configuration
- Windows NT 4.0 in Bindery mode configuration
- Windows 2000 in NDS mode configuration
- Windows 2000 in Bindery mode configuration

A **Log on to the Netware file server or the NDS tree as an administrator or administrator equivalent.**

B **Run the NIB Setup Tool.**

$\mathcal{P}$Reference

See p.60 "Running the NIB Setup Tool" .

C **Click [Wizard] and click [OK].**

The **[NIB Setup Tool - Network board list]** dialog box of the Network Interface Board appears.

D **Click [IPX protocol].**

E **Click the IPX address of the Network Interface Board you are configuring, and then click [Next >].**

📝 Note

❒ If you do not know which Network Interface Board you are configuring, print a network configuration page to check the MAC address (Network address).

F **Make sure that the MAC address and IPX address are correct, and then click [Finish].**

G **Type the print server name into the [Device Name] box, and then click [Next >].**

The default setting is "RDP_" followed by the 6-digit serial number. We recommend that you change it to something that is easier to remember or something based on the structure of the network.

H **In a dialog box for selecting a network environment, click the [NetWare] check box and click to clear the [TCP/IP] check box.**

I **Click [Next >].**

A dialog box for configuring the NetWare environment appears.

J **Select [Bindery] when printing under Bindery mode, or select [NDS] when printing under NDS mode.**

When you are using NetWare version 4.x, you should select **[NDS]**.

K **If you selected [Bindery], type into the [File Server Name:] box the name of the file server in which a print server is to be created.**

After clicking **[Browse]**, you can select a file server among those listed in the **[Browse]** dialog box.

L **If you selected [NDS], type into the [Tree:] box the name of the NDS tree in which the print server is created, and then type the context into the [Context:] box.**

Clicking **[Browse]**, you can select an NDS tree and an NDS context among those listed in the **[Browse]** dialog boxes.

As a context, object names are typed from a lower object and divided by a period. For example, if you want to create a print server into NET under DS, type "NET.DS".

M **Click [Next >].**

⓮ Type the name of the printer into the [Printer Name] box, and the name of the print queue into the [Print Queue Name] box.

The default setting for Printer Name is "Print Server Name" followed by "_1" and for Print Queue Name is "Print Server Name" followed by "_Q" (quotation marks are not included). You can change them if necessary.

⓯ If you have selected the NDS mode, type the volume of the print queue into the [Queue Volume] box.

Clicking **[Browse]**, you can select one of those shown in the **[Browse]** dialog box.

⓰ Click [Next >].

A dialog box to acknowledge the printing environment appears.

⓱ After checking the environment, click [Next >].

If you want to change the settings, click **[< Back]**, and then make the settings again.

Clicking **[Next >]**, the NIB Setup Tool automatically creates the Print Server, the Printer, and the Print Queue in the NetWare network.

⓲ After the confirmation dialog box appears, select [Quit] and click [Finish] to exit the NIB Setup Tool.

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NetWare 3.x, 4.x, 5/5.1 - Advanced Settings

The actual procedures for configuring the machine vary depending on whether the Network Interface Board is configured as a print server or as a remote printer. This section describes how to configure the machine in the NetWare 3.x, 4.x, 5/5.1 environment.

NetWare 3.x Basic Procedure

Install the NIB Setup Tool

Print Server   Remote Printer

Configure the Network Interface Board

Restart the printer | Configure the NetWare

Start the print server

NetWare 4.x, 5/5.1 Basic Procedure

Install the NIB Setup Tool

Print Server   Remote Printer

Configure the Network Interface Board

Configure the NetWare

Restart the printer | Start the print server

🗒 **Preparation**

The following procedures use the Property Sheet method in configuring the Network Interface Board. If you configure the Network Interface Board as a NetWare print server for the first time, we recommend you use the Wizard method. See p.61 "Quick Setup Using the NIB Setup Tool Wizard" .

Ø **Note**

❒ This section assumes NetWare is functional and that the necessary environment for the NetWare Print Service is available.

❒ When using NetWare 4.x, 5/5.1, you should install the client software released from Novell in Windows, before running the NIB Setup Tool for configuring in NDS mode or using Windows NT 4.0.

❖ **To use NetWare 5/5.1**

- Use the printer as a print server. Do not use as a remote printer.

- If you use Pure IP, configure the machine to use the TCP/IP protocol. For more information about how to make the settings, see the *General Settings Guide*.

Setting Up as a Print Server

Important

❒ You can set up the print server using NDS or Bindery mode in NetWare 4.x, 5/5.1. The following procedure is for NetWare 3.x and for setting up the print server using NDS mode in NetWare 4.1. When you set up the print server using Bindery mode, use the NIB Setup Tool Wizard. See p.61 "Quick Setup Using the NIB Setup Tool Wizard".

Ø **Note**

❒ If you use Pure IP in NetWare 5/5.1, follow the procedure on p.70 "Using Pure IP in the NetWare 5/5.1 Environment".

A **Log on to the file server as a Supervisor or a Supervisor equivalent.**

Ø **Note**

❒ When using NetWare 4.x, 5/5.1, log on the file server as an administrator or an administrator equivalent.

B **Run the NIB Setup Tool.**

Ô **Reference**

See p.60 "Running the NIB Setup Tool" .

C **Click [Property Sheet] and click [OK].**

The **[NIB Setup Tool - Network board list]** dialog box of the Network Interface Board appears.

D **Click [IPX protocol].**

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E **Click the IPX address of the Network Interface Board which is to be configured, and then click [Next >].**

Note

❐ If you do not know which Network Interface Board you are configuring, see the network configuration page to check the MAC address (Network Address).

F **Make sure that the MAC address and IPX address are correct, and then click [Finish].**

The **[NIB Setup Tool]** window appears.

G **Click [Configure].**

The property sheet appears.

H **Click the [General] tab, and then type the name of the print server into the [Device Name] box.**

I **Click the [NetWare] tab, and then make the following settings.**

NetWare 3.x

A **Select [Bindery].**

B **In the [File Server Name] box, type the name of the file server in which a print server is to be created.**

Clicking **[Browse]**, you can select a file server among those listed in the **[Browse]** dialog box.

C **Click [OK] to close the property sheet.**

D **After the confirmation dialog box appears, click [OK].**

NetWare 4.1

A **In the [Print Server Name] box, type the name of the print server.**

B **In the [File Server Name] box, type the name of the file server in which a print server is to be created.**

Clicking **[Browse]**, you can select a file server among those listed in the **[Browse]** dialog box.

C **In the [NDS Context] box, type the context in which the print server is to be created.**

Clicking **[Browse]**, you can select a context among those listed in the **[Browse]** dialog box.

As a context, object names are typed from a lower object and divided by a period. For example, if you want to create a print server into NET under DS, type "NET.DS".

D **Click [OK] to close the property sheet.**

E **After the confirmation dialog box appears, click [OK].**

J **On the [NIB] menu, click [Exit] to exit the NIB Setup Tool.**

NetWare 3.x

A **Type "PCONSOLE" from the command prompt.**

`F:> PCONSOLE`

NetWare 4.1

A **From Windows, run NWAdmin.**

$\mathcal{P}$**Reference**

For more information about NWAdmin, see the documentation that comes with the NetWare.

K **Create a print queue as follows:**

$\mathscr{D}$**Note**

❒ If you use a currently defined print queue, go to step L.

NetWare 3.x

A **From the [Available Options] menu, select [Print Queue Information], and then press the 【ENTER】 key.**

B **Press the 【INSERT】 key, and then type a print queue name.**

C **Press the 【ESC】 key to return to the [Available Options] menu.**

NetWare 4.1

A **Select the container object the print queue is located in among those in the directory tree, and then click [Create] on the [Object] menu.**

B **In the [Class of new object] box, click "Print Queue", and then click [OK].**

C **In the [Print Queue name] box, type the name of the print queue.**

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D **In the [Print Queue volume] box, click [Browse].**

E **In the [Available objects] box, click the volume in which the print queue is created, and then click [OK].**

F **After checking the settings, click [Create].**

L **Create a printer as follows:**

NetWare 3.x

A **From the [Available Options] menu, select [Print Server Information] , and then press the 【ENTER】 key.**

B **To create a new print server, press the 【INSERT】 key, and then type a print server name.**

If you use a currently defined print server, select one of the print servers shown in the **[Print Server]** list.

⚠️**Important**

❒ Use the same name as that specified in the NIB Setup Tool. (Step H).

C **From the [Print Server Information] menu, select [Print Server Configuration].**

D **From the [Print Server Configuration] menu, select [Printer Configuration].**

E **Select the printer which is indicated as "Not Installed".**

F **If you want to change the name of the printer, type a new name.**

A name "Printer x" is assigned to the printer. "x" stands for the number of the selected printer.

G **For type, select [Remote Other/Unknown].**

The IRQ, Buffer size, Starting form, and Queue service mode are automatically configured.

H **Press the 【ESC】 key, and then click [Yes] in the confirmation dialog box.**

I **Press the 【ESC】 key to return to the [Print Server Configuration] menu.**

NetWare 4.1

A **Select the container object the printer is located in, and then click [Create] on the [Object] menu.**

B **In the [Class of new object] box, click "Printer", and then click [OK]. When you are using NetWare 5/5.1, click "Printer (Non NDPS)".**

C **In the [Printer name] box, type the name of the printer.**

D **Select the [Define additional properties] check box, and then click [Create].**

𝕏 Assign print queues to the created printer as follows:

NetWare 3.x

ⓐ **From the [Print Server Configuration] menu, select [Queues Serviced By Printer].**

ⓑ **Select the printer created in step 𝕏.**

ⓒ **Press the 【INSERT】 key to select a queue serviced by the printer.**

✐ Note

❏ You can select more than one queue at a time.

ⓓ **Follow the instructions on the screen to make other necessary settings.**

When you have finished the above steps, make sure that the queues are assigned.

ⓔ **Press the 【ESC】 key until "Exit?" appears, and then select [Yes] to exit PCONSOLE.**

✐ Note

❏ To make sure that the printer is correctly configured, type the following from the command prompt.

`F:> USERLIST`

❏ If the printer works as configured, the name of the print server appears as an attached user.

❏ NetWare 3.x ends here.

NetWare 4.1

ⓐ **Click [Assignments], and then click [Add] in the [Assignments] group.**

ⓑ **In the [Available objects] box, click the queue created in step 𝕏, and then click [OK].**

ⓒ **Click [Configuration], and in the [Printer type] box, select [Parallel] using the drop-down menu, and then click [Communication].**

ⓓ **Click [Manual load] in the [Communication type] group, and then click [OK].**

ⓔ **After checking the settings, click [OK].**

𝕏 Create a print server as follows:

ⓐ **Select the context specified using the NIB Setup Tool (step 𝕏-ⓐ), and on the [Object] menu, click [Create].**

ⓑ **In the [Class of new object] box, click "Print Server", and then click [OK]. When you are using NetWare 5/5.1, click "Print Server (Non NDPS)".**

ⓒ **In the [Print Server name] box, type the name of the print server.**

⚠Important

❏ Use the same name as that specified using the NIB Setup Tool. (Step 𝕏)

ⓓ **Select the [Define additional properties] check box, and then click [Create].**

𝟙𝟝 Assign the printer to the created print server as follows.

❶ **Click [Assignments], and then click [Add] in the [Assignments] group.**

❷ **In the [Available objects] box, click the printer created in step 𝟙𝟚, and then click [OK].**

❸ **After checking the settings, click [OK].**

⌀ **Note**

❏ If the printer works as configured, the name of the print server appears as an attached user.

Using Pure IP in the NetWare 5/5.1 Environment

𝟙 Log on to the file server as an Administrator or an administrator equivalent.

𝟚 Run the NIB Setup Tool.

🔍 **Reference**

See p.60 "Running the NIB Setup Tool" .

𝟛 Click [Property Sheet] and click [OK].

The **[Network board list]** dialog box appears.

𝟜 Click [TCP/IP protocol].

𝟝 Click the IP address of the Network Interface Board which is to be configured, and then click [Next >].

⌀ **Note**

❏ If you do not know which Network Interface Board you are configuring, see the network configuration page to check the MAC address (Network Address).

𝟞 Make sure that the MAC address and IP address are correct, and then click [Finish].

The **[NIB Setup Tool]** window appears.

𝟟 Click [Configure].

The property sheet appears.

𝟠 Click the [General] tab, and then type the name of the print server into the [Device Name] box.

𝟡 Click the [NetWare] tab, and then make the following settings.

❶ **In the [Print Server Name] box, type the name of the print server.**

B **In the [File Server Name] box, type the name of the file server in which a print server is to be created.**

Clicking **[Browse]**, you can select a file server among those listed in the **[Browse File Server]** dialog box.

C **In the [NDS Context] box, type the context of the print server.**

Clicking **[Browse]**, you can select an NDS tree and an NDS context among those listed in the **[Browse Context]** dialog box.

As a context, object names are typed from a lower object and divided by a period. For example, if you want to create a print server into NET under DS, type "NET.DS".

D **In the [Print Server Operation Mode] group, click [As Print Server].**

E **Click [OK] to close the property sheet.**

F **After the confirmation dialog box appears, click [OK].**

J **On the [NIB] menu, click [Exit] to exit the NIB Setup Tool.**

After this step, go to step J on p.65 "Setting Up as a Print Server".

 Note
❒ When not using IPX, it is recommended that you change the print server protocol in the web browser from [TCP/IP+IPX] to [TCP/IP].

Setting Up as a Remote Printer

A **Log on to the file server as a Supervisor or a Supervisor equivalent.**

 Note
❒ When using NetWare 4.x, 5/5.1, log on to the file server as an administrator or administrator equivalent.

B **Run the NIB Setup Tool.**

 Reference
See p.60 "Running the NIB Setup Tool" .

C **Click [Property Sheet] and click [OK].**

The **[NIB Setup Tool - Network board list]** dialog box of the Network Interface Board appears.

D **Click [IPX protocol].**

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E **Click the IPX address of the Network Interface Board which is to be configured, and then click [Next >].**

✍ Note

❒ If you do not know which Network Interface Board you are configuring, see the network configuration page to check the MAC address (Network Address).

F **Make sure that the MAC address and IPX address are correct, and then click [Finish].**

The **[NIB Setup Tool]** window appears.

G **Click [Configure].**

The property sheet appears.

H **Click the [General] tab, and then type the name of the print server into the [Device Name] box.**

I **Click the [NetWare] tab, and then make the following settings.**

NetWare 3.x

---

❶ **In the [Print Server Name] box, type the name of the print server.**

❷ **In the [File Server Name] box, type the name of the file server in which a print server is to be created.**

Clicking **[Browse]**, you can select a file server among those listed in the **[Browse]** dialog box.

❸ **In the [Print Server Operation Mode] group, click [As Remote Printer].**

❹ **In the [Remote Printer No.] box, type the printer number.**

⚠Important

❒ Use the same printer number as that to be created in the printer server.

❺ **Click [OK] to close the property sheet.**

❻ **After the confirmation dialog box appears, click [OK].**

NetWare 4.x, 5/5.1

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❶ **In the [Print Server Name] box, type the name of the print server.**

❷ **In the [File Server Name] box, type the name of the file server in which a print server is to be created.**

Clicking **[Browse]**, you can select a file server among those listed in the **[Browse]** dialog box.

C In the [NDS Context] box, type the context in which the print server is to be created.

Clicking **[Browse]**, you can select a context among those listed in the **[Browse]** dialog box.

As a context, object names are typed from a lower level object and divided by a period. For example, if you want to create a print server into NET under DS, type "NET.DS".

D In the [Print Server Operation Mode] group, click [As Remote Printer].

E In the [Remote Printer No.] box, type the number of the printer.

⚠️Important

❒ Use the same number as that of the printer to be created in the print server.

F Click [OK] to close the property sheet.

G After the confirmation dialog box appears, click [OK].

J On the [NIB] menu, click [Exit] to exit the NIB Setup Tool.

NetWare 3.x

A Type "PCONSOLE" from the command prompt.

```
F:> PCONSOLE
```

NetWare 4.x, 5/5.1

A From Windows, run NWAdmin.

🔍Reference

For more information about NWAdmin, see the documentation that comes with the NetWare.

K Create a print queue as follows:

✎Note

❒ If you use a currently defined print queue, go to step **L**.

NetWare 3.x

A From the [Available Options] menu, select [Print Queue Information], and then press the 【ENTER】 key.

B **Press the 【INSERT】key, and then type a print queue name.**

C **Press the 【ESC】key to return to the [Available Options] menu.**

NetWare 4.x, 5/5.1

A **Select the container object the print queue is located in among those in the directory tree, and then click [Create] on the [Object] menu.**

B **In the [Class of new object] box, click "Print Queue", and then click [OK].**

C **In the [Print Queue name] box, type the name of the print queue.**

D **In the [Print Queue Volume] box, click [Browse].**

E **In the [Available objects] box, click the volume in which the print queue is created, and then click [OK].**

F **After checking the settings, click [Create].**

L **Create a printer as follows:**

NetWare 3.x

A **From the [Available Options] menu, select [Print Server Information], and then press the 【ENTER】key.**

B **To create a new print server, press the 【INSERT】key, and then type a print server name.**

If you use a currently defined print server, select one of the print servers shown in the **[Print Server]** list.

⚠️Important

❒ Use the same name as that specified in the NIB Setup Tool. (Step H).

C **From the [Print Server Information] menu, select [Print Server Configuration].**

D **From the [Print Server Configuration] menu, select [Printer Configuration].**

E **Select the printer which is indicated as "Not Installed".**

⚠️Important

❒ Use the same number as that specified as Remote Printer No. using the NIB Setup Tool. (Step I-D).

F **If you want to change the name of the printer, type a new name.**

A name "Printer x" is assigned to the printer. x stands for the number of the selected printer.

G **Select [Remote Parallel, LPT1] as printer type.**

The IRQ, Buffer size, Starting form, and Queue service mode are automatically configured.

H **Press the 【ESC】key, and then click [Yes] in the confirmation dialog box.**

I **Press the 【ESC】key to return to [Print Server Configuration Menu].**

NetWare 4.x, 5/5.1

A **Select the container object the printer is located in, and then click [Create] in the [Object] menu.**

B **In the [Class of new object] box, click "Printer", and then click [OK]. When you are using NetWare 5/5.1, click "Printer (Non NDPS)".**

C **In the [Printer name] box, type the name of the printer.**

D **Select the [Define additional properties] check box, and then click [Create].**

M Assign print queues to the created printer as follows:

NetWare 3.x

A **From [Print Server Configuration Menu], select [Queues Serviced By Printer].**

B **Select the printer created in step M.**

C **Press the 【INSERT】 key to select a queue serviced by the printer.**

Note

❐ You can select more than one queue at a time.

D **Follow the instructions on the screen to make other necessary settings.**

When you have finished the above steps, make sure that the queues are assigned.

E **Press the 【ESC】 key until "Exit?" appears, and then select [Yes] to exit PCONSOLE.**

F **Start the print server by typing the following from the console of the NetWare Server.**

If it is running, restart it after exiting it.

❖ **To exit**

```
CAREE: unload pserver
```

❖ **To start**

```
CAREE: load pserver print_server_name
```

Note

❐ If the printer works as configured, "Waiting for job" appears.

❐ NetWare 3.x ends here.

NetWare 4.x, 5/5.1

A **Click [Assignments], and then click [Add] in the [Assignments] group.**

B **In the [Available objects] box, click the queue created in step M, and then click [OK].**

C Click **[Configuration]**, and in the **[Printer type]** box, select **[Parallel]** using the drop-down menu, and then click **[Communication]**.

D Click **[Manual load]** in the **[Communication type]** group, and then click **[OK]**.

E After checking the settings, click **[OK]**.

N Create a print server as follows:

A Select the context specified using the NIB Setup Tool (Step **I**-A), and on the **[Object]** menu, click **[Create]**.

B In the **[Class of new object]** box, click "Print Server", and then click **[OK]**. When you are using NetWare 5/5.1, click "Print Server (Non NDPS)".

C In the **[Print Server name]** box, type the name of the print server.

Important

❒ Use the same name as that specified using the NIB Setup Tool. (Step **H**).

D Select the **[Define additional properties]** check box, and then click **[Create]**.

O Assign the printer to the created print server as follows.

A Click **[Assignments]**, and then click **[Add]** in the **[Assignments]** group.

B In the **[Available objects]** box, click the queue created in the step **K**, and then click **[OK]**.

C In the **[Printers]** group, click the printer assigned in step **L** , and then click **[Printer Number]**.

D Type the printer number and click **[OK]**.

Important

❒ Specify the same printer No. as used with the NIB Setup Tool. (Step **I**-E).

E After checking the settings, click **[OK]**.

P Start the print server by typing the following from the console of the NetWare Server.

If it is running, restart it after exiting it.

❖ **To exit**
```
CAREE: unload pserver
```

❖ **To start**
```
CAREE: load pserver print_server_name
```

Setting Up a Client Computer

This section describes how to set up a client computer when using a NetWare print server.

🖉 Note

❒ Use the version of Novell Client provided with your operating system or the latest version.

❒ This section assumes that the client has NetWare client applications installed and is correctly configured to communicate with a NetWare print server. If not, install the necessary applications before starting the setting up procedure.

Windows 95/98/Me

Follow the procedure to set up a Windows 95/98/Me client.

📅 Preparation

Log on to the NetWare file server before starting the following procedure.

A **Install the printer driver you want to use as "Local printer".**

♫ Reference

For more information about installing the printer driver, see the *Printer Reference 1*.

🖉 Note

❒ Any port can be selected during the installation, however, LPT1 is recommended.

B **Click [Start], point to [Settings], and then click [Printers].**

C **In the [Printers] window, click the icon of the printer you want to use.**

D **On the [File] menu, click [Properties].**

E **Click the [Details] tab, and then click [Add Port].**

F **Click [Network] and click [Browse].**

G **On the network tree, double-click the name of the file server.**

The queues are displayed.

H **Click the queue you want to print, and then click [OK].**

I **Click [OK].**

In the **[Print to the following port]** box, a network path to the printer appears.

10 **Click [OK] to close the Printer Properties, and again, open it.**

11 **Click the [Printer Settings] tab.**

12 **Select to clear the [Form feed] and [Enable banner] check boxes.**

Note
❒ You should not select these boxes because they should be specified in the printer driver. If they are selected, the printer might not print correctly.

When using the PostScript printer driver

Follow these steps to set up for the PostScript printer driver.

A **Click the [PostScript] tab.**

B **Click [Advanced].**

C **Click to clear the [Send CTRL+D before job] and [Send CTRL+D after job] check boxes.**

13 **Click [OK] to close the Printer Properties.**

Windows 2000/XP, Windows NT 4.0

Follow the procedure to set up a Windows 2000/XP, Windows NT 4.0 client.

Preparation
Log on to the NetWare file server before starting the following procedure.

A **Double-click the [My Network Places] icon on the desktop and navigate to the queue you want to use, and then double-click it.**

The **[printers]** dialog box appears.

Note
❒ When using Windows NT 4.0, the **[Network Neighborhood]** icon appears on the desktop instead of the **[My Network Places]** icon.

B **Click [No].**

C **Close all the applications that are currently running.**

D **Insert the CD-ROM labeled "Printer Drivers and Utilities" into the CD-ROM drive.**

If the setup menu starts automatically, you can go to the next step. If not, see the *Printer Reference 1*.

E **The [Printer Installation] dialog box appears.**

F **From the [Port] list, select the queue you selected in step ❶, and then click [Next >].**

G **Follow the instructions on the screen to complete the installation of the printer driver.**

5

6. Macintosh Configuration

Configuring Macintosh

This section describes how to configure a Macintosh computer to use EtherTalk. The actual procedures to configure a Macintosh may vary depending on the version of the Mac OS. The following procedure describes how to configure Mac OS 9.1. If you are not using Mac OS 9.1, see the manual that comes with your version of Mac OS for more information.

Basic Procedure

Change to EtherTalk

Configure the printer

Change the printer name

Change the zone
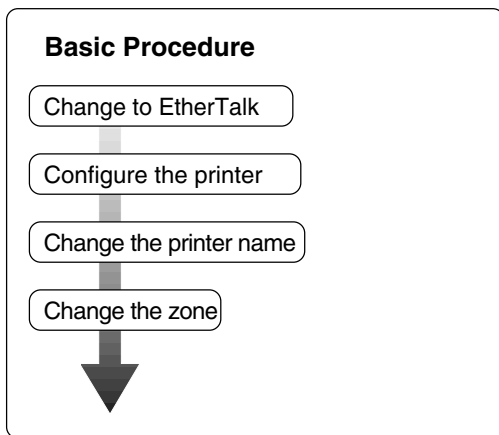
🗣 Limitation

❒ Mac OS 8.6, or a later version, is required.

📝 Note

❒ To print from a Macintosh, the optional module that includes PostScript 3 must be expanded.

❒ To use a Macintosh, you need to install Adobe PS Printer Driver from the CD-ROM with the module that includes PostScript 3.

Changing to EtherTalk

The following procedure is for configuring a Macintosh computer to use EtherTalk.

ℒReference

For more information about installing the software required for EtherTalk, see the Macintosh manuals.

🄰 **Open [Control Panel], and then double-click the [AppleTalk] icon.**

🄱 **From the [Connect via] pop-up menu, select "Ethernet".**

🄲 **If you change zones, select a name from the [Current zone] pop-up menu.**

🄳 **Close the [AppleTalk] control panels.**

🄴 **Restart the Macintosh.**

Configuring the Printer

Use the control panel to activate the EtherTalk protocol. (The default is active.)

ℒReference

For more information about configuration, see the *General Settings Guide*.

Changing the Printer Name

If the network has several similar model printers, the names will be the same. Printers that have the same name will have their names slightly changed in the Chooser. For example, three printers named "printer" will appear in the chooser as "printer0", "printer1" and "printer2".

To change the printer name in the Macintosh EtherTalk environment, use the Printer Utility for Mac included on the CD-ROM labeled "Printer Drivers and Utilities".

Changing the Zone

To change the zone configuration in the Macintosh EtherTalk environment, use the Printer Utility for Mac included on the CD-ROM labeled "Printer Drivers and Utilities".

ℒReference

For more information about using Printer Utilities for Mac, see PostScript 3 Supplement provided as a PDF file on the CD-ROM labeled "Operating Instructions".

7. Appendix

Using SmartNetMonitor for Admin

Using SmartNetMonitor for Admin, not only can you monitor the status of network printers, but you also can change the configuration of the Network Interface Board using the TCP/IP protocol or IPX/SPX protocol.

SmartNetMonitor for Admin is equipped with the following functions.

- Limits the settings to be done from the control panel, and disables changes to be made to some of the items.
- Enables the selection of paper type loaded in the printer.
- Switches to the Energy Saver mode, and wakes up from the Energy Saver mode.
- Checks the information on printing, paper exhaustion, and such, on the computer.
- Monitors multiple printers at the same time. When there are many printers, you can create groups and classify the printers to facilitate management.
- Checks the printer's network settings and detailed information of devices.
- Enables you to change the printer's network settings.
- Checks the number of pages printed for each computer, using the user codes.

OS	Protocol Stack
Microsoft Windows 95/98/Me	TCP/IP provided with Windows 95/98/Me IPX/SPX provided with Windows 95/98/Me NetWare network client provided with Windows 95/98 Novell Client for Windows 95/98
Microsoft Windows 2000	TCP/IP provided with Windows 2000 IPX/SPX provided with Windows 2000 NetWare Client provided with Windows 2000 Novell Client for Windows NT/2000
Microsoft Windows XP	TCP/IP provided with Windows XP IPX/SPX provided with Windows XP
Microsoft Windows NT 4.0	TCP/IP provided with Windows NT IPX/SPX provided with Windows NT Client Service for NetWare provided with Windows NT Novell Client for Windows NT/2000

Note

❒ Select the appropriate protocol stack for your operating system.

Changing the Network Interface Board Configuration

❖ Limitation
❒ To use NIB Setup Tool, Internet Explorer 4.01 or a later version is required.

A **Run SmartNetMonitor for Admin.**

B **Click the [Group] menu, point to [Search Device], and then select [TCP/IP] or [IPX/SPX].**

A list of printers appears.

✎ Note
❒ Select the protocol of the printer you want to change its configuration.

C **On the list, select a printer you want to change its configuration.**

D **From the [Tools] menu, select [NIB Setup Tool].**

The NIB Setup Tool starts up.

E **Select [Wizard] or [Property Sheet], and then click [OK].**

- When configuring the Network Interface Board for the first time, select **[Wizard]**.

- When changing the configuration of the Network Interface Board or configuring it in detail, select **[Property Sheet]**.

Selecting **[Wizard]**

---

❶ **Fill in the necessary items, and then click [Next].**

Selecting **[Property Sheet]**

---

❶ **A configuration list appears on the dialog box.**

For more information about each item on the dialog box, see Help.

Locking the Operation Panel Menu

Limitation

❒ If you use User Code Maintenance Tool, you need a computer and devices that communicate with TCP/IP (HTTP).

A **Run SmartNetMonitor for Admin.**

B **Click the [Group] menu, point to [Search Device], and then select [TCP/IP] or [IPX/SPX].**

A list of printer appears.

Note

❒ Select the protocol of the printer you want to change its configuration.

C **On the list, select a printer whose statistics information you want to manage.**

D **From the [Tools] menu, point to [Device Settings], and then click [Lock Operation Panel Menu].**

The screen that prompts you to type a password appears.

E **Type the password, and then click [OK].**

Note

❒ The factory default password is "password".

The Web Status Monitor starts up.

For more information about using the Device Settings, see SmartNetMonitor for Admin Help.

Selecting the Paper Type

Limitation

❒ If you use User Code Maintenance Tool, you need a computer and devices that communicate with TCP/IP (HTTP).

A **Run SmartNetMonitor for Admin.**

B **Click the [Group] menu, point to [Search Device], and then select [TCP/IP] or [IPX/SPX].**

A list of printer appears.

Note

❒ Select the protocol of the printer you want to change its configuration.

C **On the list, select a printer whose statistics information you want to manage.**

D **From the [Tools] menu, point to [Device Settings], and then click [Select Paper Type].**

The screen that prompts you to type a password appears.

E **Type the password, and then click [OK].**

Note

❒ The factory default password is "password".

The Web Status Monitor starts up.

For more information about using the Device Settings, see SmartNetMonitor for Admin Help.

Managing the User Information

✿ Limitation

❒ If you use User Code Maintenance Tool, you need a computer and devices that communicate with TCP/IP (HTTP).

A **Run SmartNetMonitor for Admin.**

B **Click the [Group] menu, point to [Search Device], and then select [TCP/IP] or [IPX/SPX].**

A list of printer appears.

✐ Note

❒ Select the protocol of the printer you want to change its configuration.

C **On the list, select a printer whose statistics information you want to manage.**

D **From the [Tools] menu, select [User Management Tool].**

The screen that prompts you to type a password appears.

E **Type the password, and then click [OK].**

✐ Note

❒ The factory default password is "password".

The User Code Maintenance Tool starts up.

For more information about using the User Management Tool, see SmartNetMonitor for Admin Help.

7

Viewing and Deleting Spool Print Jobs

❖ Limitation

❏ If you use User Code Maintenance Tool, you need a computer and devices that communicate with TCP/IP (HTTP).

A **Run SmartNetMonitor for Admin.**

B **Click the [Group] menu, point to [Search Device], and then select [TCP/IP] or [IPX/SPX].**

A list of printer appears.

📎 Note

❏ Select the protocol of the printer you want to change its configuration.

C **On the list, select a printer whose statistics information you want to manage.**

D **From the [Tools] menu, select [Spool Printing Job List (Printer)].**

The Web Status Monitor starts up.

❖ Viewing the Spool Print Job List (Printer)
When the Web Status Monitor starts up, you can check the Spool Print Job list.

❖ Deleting Spool Print Jobs
On the list, select the check box of the Spool Print Job you want to delete, enter the password, and then click **[Delete]**.

For more information about using this function, see SmartNetMonitor for Admin Help.

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Managing the E-mail Information

Limitation

❒ If you use E-mail Management Tool, you need a computer and devices that communicate with TCP/IP (HTTP).

A **Run SmartNetMonitor for Admin.**

B **Click the [Group] menu, point to [Search Device], and then select [TCP/IP] or [IPX/SPX].**

A list of printer appears.

Note

❒ Select the protocol of the printer you want to change its configuration.

C **On the list, select a printer whose statistics information you want to manage.**

D **From the [Tools] menu, select [E-mail Management Tool].**

The screen that prompts you to type a password appears.

E **Type the password, and then click [OK].**

Note

❒ The factory default password is "password".

The E-mail Management Tool starts up.

For more information about using the User Management Tool, see SmartNetMonitor for Admin Help.

Configuring the Energy Save Mode

A **Run SmartNetMonitor for Admin.**

B **Click the [Group] menu, point to [Search Device], and then select [TCP/IP] or [IPX/SPX].**

A list of printer appears.

Note

❒ Select the protocol of the printer you want to change its configuration.

C **Click [Group], point to [Energy Save Mode], and select any energy saver mode from the menu that appears.**

For more information about settings, see SmartNetMonitor for Admin Help.

Note

❒ When you point to **[Set Individually]**, **[Timer Settings]** is not displayed.

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Configuring the Network Interface Board with a Web Browser

The Network Interface Board functions as a Web server in addition to allowing a printer to function as a network printer. You can use a Web Browser to view the printer status and configure the Network Interface Board.

✐ Note

❒ When using the proxy server, you must set up the Web Browser.

❖ Configuring the machine

This requires the TCP/IP protocol to be installed. After the machine has been configured to use the TCP/IP protocol, it will be possible to adjust the settings using a Web Browser.

✐ Reference

For more information about configuring the machine to use the TCP/IP protocol, see the *General Settings Guide*.

❖ Operating system browser requirements

OS	Browser
Windows 95/98/Me	Microsoft Internet Explorer 4.01 or later Netscape Navigator 4.06 or later
Windows 2000/XP	
Windows NT 4.0	
Mac OS 8.6 ~ 9.1	
Solaris 2.5/2.6/2.7/7/8	

♥ Limitation

❒ Sometimes after clicking **[Back]** , the previous page may not appear. In this case, click **[Refresh]** or **[Reload]** .

❒ The text on the screen may disappear or be aligned incorrectly if the font size settings of the browser are too large. It is recommended that you use a font size equal to or smaller than "10 point" with Netscape Navigator, and "Medium" or smaller with Internet Explorer.

❒ This machine information cannot reload automatically. Click **[Reload]** or **[Refresh]** on the Web Browser when you want to reload this machine information.

Going to the Top Page

After launching the Web Browser, type the IP address of the machine. See the example below. This example is for the English version.

http://192.168.15.16/

(In this example, the IP address of the Network Interface Board is 192.168.15.16.)

Note

❒ If a DNS server is used on the network, you can type the host name as a URL. For example, http://webmonitor.netprinter.com/. In order to do this, you must register the IP address and the host name of the Network Interface Board with the DNS server. Consult the network administrator for information about how to do this.

❒ Make sure to set the appropriate proxy server settings in the Web Browser you are using. Otherwise you may not be able to connect to the local network printer. Consult the network administrator for information about how to set the proxy server.

1. **Header Buttons**

You can register favorite URLs with **[URL]**. To view the Help section, click **[Help]**.

Important

❒ When connecting via a dial-up connection, please be aware that there will be a communication charge as you are logging onto the Internet.

Note

❒ The Help files are stored on the CD-ROM labeled "Operating Instructions" in HTML format.

2. **Menu Buttons**

These Buttons are to configure the Network Interface Board and for checking the status of the machine.

Note

❒ When you click **[Configuration]**, a dialog box appears requesting the user name and password. Type only the password in this dialog box. The default password is "password".

❒ The password is the same as that used for remote maintenance and that used in the NIB Setup Tool. If you change a password with the Web Browser, the other passwords are also changed.

3. **Status**

Displays the name and comments of the Network Interface Board, and the printer status.

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Verifying the Network Interface Board Settings

A **Start the Web browser.**

B **Point your browser at the URL or IP address of the printer (e.g. http://XXX.XXX.XXX.XXX where the Xs are the number of the IP address).**

The status of the printer you chose appears on the Web browser.

C **Click [Config. Reference].**

The dialog box for entering the password and user name is displayed.

D **Click the item you want to check.**

The following items can be checked:

❖ **[General]**
Shows general settings for the machine.

❖ **[IEEE 802.11b (Wireless LAN)]**
Shows 802.11b Interface Kit settings related to communication.

   ⚐ **Limitation**
   ❒ This page is displayed when the 802.11b Interface Kit is installed.

❖ **[TCP/IP]**
Shows TCP/IP-related settings for Network Interface Board, 802.11b Interface Kit, and 1394 interface Board.

❖ **[NetWare]**
Shows Network Interface Board or 802.11b Interface Kit settings related to a NetWare environment.

❖ **[AppleTalk]**
Shows Network Interface Board or 802.11b Interface Kit settings related to the AppleTalk protocol.

❖ **[NetBEUI]**
Shows Network Interface Board or 802.11b Interface Kit settings related to the NetBEUI protocol.

❖ **[IEEE 1394]**
Shows 1394 interface Board settings related to IP over 1394 and SCSI print (SBP-2).

   ⚐ **Limitation**
   ❒ This page is displayed when 1394 interface Board is installed.

❖ **[SMTP]**
Shows SMTP settings.

- -

☼Linking the address (URL) to the [Help] button

You can link the address (URL) of the **[Help]** button to the Help files on the computer or on a Web server.

① Copy the Help files on the CD-ROM to the desired location. The Help files are located in folders labeled with abbreviated language names; for example, English Help files are in the **[EN]** folder. Make sure to copy the entire **[EN]** folder to the new location.

② Using a Web Browser, navigate to the Top Page and click **[Network config]**.

③ Type your password, (it is not necessary to type a user name) and click **[OK]**.

④ Type the path to the Help files in the **[Help URL]** box.
If you copied the Help files to "C:\HELP\EN", type "file ://C:/HELP/". For example, if you copied the files to a Web server and the index URL is "http://a.b.c.d/HELP/EN/index.html", type "http://a.b.c.d/HELP/".

⑤ Click **[Apply]**.
When a warning message appears, select to continue configuration.

- -

Configuring the Network Interface Board Settings

A **Start the Web browser.**

B **Point your browser at the URL or IP address of the printer (e.g. http://XXX.XXX.XXX.XXX where the Xs are the number of the IP address).**

The status of the printer you chose appears on the Web browser.

C **Click [Configuration].**

The dialog box for entering the password and user name is displayed.

D **Enter your user name and password, and then click [OK].**

To use the factory default account, enter no user name and type "password" for the password.

E **Click the item you want to configure, and then make all the settings.**

The following items can be configured:

❖ **[General]**
Configure the general settings for the machine here.

❖ **[IEEE 802.11b (Wireless LAN)]**
Configure 802.11b Interface Kit settings related to communication.

   ♥ **Limitation**
   ❒ This page is displayed when the 802.11b Interface Kit is installed.

📖 Note

❒ For more information about the settings, see the Help.

❖ **[TCP/IP]**

Configure TCP/IP-related settings for Network Interface Board, 802.11b Interface Kit, and 1394 interface Board.

❖ **[SNMP]**

Configure the appropriate community settings here. Up to 10 types of community names can be registered.

❖ **[NetWare]**

Configure Network Interface Board or 802.11b Interface Kit settings related to a NetWare environment.

❖ **[AppleTalk]**

Configure Network Interface Board or 802.11b Interface Kit settings related to the AppleTalk protocol.

❖ **[NetBEUI]**

Configure Network Interface Board or 802.11b Interface Kit settings related to the NetBEUI protocol.

❖ **[IEEE 1394]**

Configure 1394 interface Board settings related to IP over 1394 and SCSI print (SBP-2).

⚠️ Limitation

❒ This page is displayed when 1394 interface Board is installed.

❖ **[SMTP]**

Configure SMTP settings.

❖ **[IPP Authentication]**

If using IPP protocol, configure the authentication settings for printing here.

❖ **[Paper Type]**

Select the paper type loaded in the machine from the drop-down menu.

❖ **[Password]**

Follow the procedure below to change the password.
Enter the password to change the network and machine settings or delete spooled print jobs.

Monitoring and Configuring the Printer

Changing Names and Comments

You can change printer names and make a comment on printers to easily identify the printers listed on SmartNetMonitor for Client.

The following utilities are used to change printer names and comments.

❖ **SmartNetMonitor for Admin**

Allows you to change names and comments when the TCP/IP protocol or IPX/SPX protocol is available. You can install SmartNetMonitor for Admin from the CD-ROM that comes with the printer. For more information about installing SmartNetMonitor for Admin, see p.60 "Installing SmartNetMonitor for Admin".

❖ **Web Browser**

Allows you to change names and comments when the TCP/IP protocol is available.

  Note

  ❒ Each of the names, in a TCP/IP protocol form (printer name) and in a Net-BEUI protocol form, is changed individually. Comments are, however, common to both of them.

  ❒ The factory default name consists of "RNP" and the last 3 bytes of the MAC address on the Network Interface Board. For example, when the MAC address is 00:00:74:62:7D:D5, the factory default name is "RNP627DD5". Comments are not configured.

SmartNetMonitor for Admin

A **Run SmartNetMonitor for Admin.**

B **Click the [Group] menu, point to [Search Device], and select [TCP/IP] or [IPX/SPX].**

  A list of printers appears.

  Note

  ❒ Select the protocol of the printer you want to change its configuration.

C **On the list, select a printer whose Network Interface Board you want to change its configuration.**

D **From the [Tools] menu, select [NIB Setup Tool].**

  The NIB Setup Tool starts up.

E **Select [Property Sheet], and then click [OK].**

TCP/IP

A **Click the [General] tab, and then type the device name into the [Device Name] box and comment into the [Comment] box.**

- In the **[Device Name]** box, type the name of the printer in under 13 characters. The factory default name consists of "RNP" and the last 3 bytes of the MAC address on the Network Interface Board. For example, when the MAC address is 00:00:74:62:7D:D5, the factory default name is "RNP627DD5". No name of 9 characters is permitted if the prefix is "RNP". Also, when DHCP is selected as an IP address setting, the number of characters is limited to 13 characters.

- In the **[Comment]** box, type any comment on printers in under 31 characters.

NetBEUI

A **Click the [General] tab, and then type the comment into the [Comment] box.**

In the **[Comment]** box, type any comment on printers in under 31 characters.

B **Click the [NetBEUI] tab.**

C **Type the computer name into the [Computer Name] box.**

- In the **[Computer Name]** box, type the name that helps you to identify printers using the NetBEUI protocol. The factory default name consists of "RNP" and the last 3 bytes of the MAC address on the Network Interface Board. For example, when the MAC address is 00:00:74:62:7D:D5, the factory default name is "RNP627DD5". A maximum of 13 characters consisting of uppercase English letters, numeric, or symbols (except "*+,/:;<=>?[\]|. and space) can be used. No name is permitted if the prefix is "RNP". You must avoid the duplication of the same name on a network.

F **When the configuration message appears, click [OK].**

The NIB Setup Tool exits, and the setting is transmitted to the printer.

G **Exit SmartNetMonitor for Admin.**

Web Browser

A **Run the Web browser.**

B **Type the address "http:// (IP address of the printer you want to change the settings)".**

The status of the selected printer is displayed on the Web browser.

C **Click [Configuration].**

A dialog box that prompts you to type the user name and a password appears.

D **Type the user name and the password, and then click [OK].**

Type only the password in this dialog box. The factory default password is "password".

E **Change names and comments.**

TCP/IP

❶ Click [General], and then type the name into the [Device Name] box and comment into the [Comment] box.

- In the **[Device Name]** box, enter the name of the printer in under 13 characters. The factory default name consists of "RNP" and the last 3 bytes of the MAC address on the Network Interface Board. For example, when the MAC address is 00:00:74:62:7D:D5, the factory default name is "RNP627DD5". No name of 9 characters is permitted if the prefix is "RNP". Also, when DHCP is selected as an IP address setting, the number of characters is limited to in under 13 characters.

- In the **[Comment]** box, type any comment on printers in under 31 characters.

❷ Click the [IEEE 1394], and then type the name into the [Device Name] box when you change the device name for IEEE 1394 (IP over 1394) interface.

- In the **[Device Name]** box, enter the name of the printer in under 13 characters. The factory default name consists of "RNP" and the last 5 bytes of the EUI-64 on the IEEE 1394 (IP over 1394) Interface. For example, when the EUI-64 is 00:00:74:00:02:01:0A:66, the factory default name is "RNP0002010A66". No name of 13 characters is permitted if the prefix is "RNP".

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NetBEUI

A **Click [NetBEUI].**

B **Type the name into the [Computer Name] box and comment into the [Comment] box.**

- In the **[Computer Name]** box, type the name that helps you to identify printers using the NetBEUI protocol. The factory default name consists of "RNP" and the last 3 bytes of the MAC address on the Network Interface Board. For example, when the MAC address is 00:00:74:62:7D:D5, the factory default name is "RNP627DD5". A maximum of 13 characters consisting of uppercase English letters, numeric, or symbols (except "*+,/:;<=>?[\]|. and space) can be used. No name is permitted if the prefix is "RNP". You must avoid the duplication of the same name on a network.

- In the **[Comment]** box, type any comment on printers in under 31 characters.

C **Click [Apply].**

The setting is transmitted to the printer.

D **Exit the Web browser.**

Displaying the Status of Printer

You can view the status of printers using SmartNetMonitor for Admin, SmartNetMonitor for Client, or Web browser.

SmartNetMonitor for Admin

A **Run SmartNetMonitor for Admin.**

B **Click the [Group] menu, point to [Search Device], and then select [TCP/IP] or [IPX/SPX].**

The status of printers is indicated with an icon in the list.

Note

❒ For more information about the status icons, see SmartNetMonitor for Admin Help.

C **Getting further information, click the desired printer to select from the list, and then click [Open] on the [Device] menu.**

The status of the printer is displayed on the dialog box.

Note

❒ For more information about each item on the dialog box, see Help.

SmartNetMonitor for Client

Viewing the status of printers using SmartNetMonitor for Client, you must, in advance, configure SmartNetMonitor for Client so it monitors the printer whose status you want to view.

Monitoring Printers

A Run SmartNetMonitor for Client.

The SmartNetMonitor for Client icon appears at the right end of the taskbar.

B Right-click the SmartNetMonitor for Client icon, and check if the desired printer is configured on the pop-up menu that appears.

If it is configured, see SmartNetMonitor for Client Help.

C If the desired printer is not configured, click [Options] on the pop-up menu.

The **[SmartNetMonitor for Client - Options]** dialog box appears.

D Click the printer to be monitored, and select the [To be Monitored] check box from the [Monitoring Information Settings] group.

Note

❒ Selecting the **[Displayed on Task Bar]** check box will bring up the status of a printer with an icon on the SmartNetMonitor for Client icon on the task tray.

E Click [OK].

The dialog box closes and the configured printer is monitored.

Displaying the Status of Printers

A Run SmartNetMonitor for Client.

B The status of printers is displayed on the SmartNetMonitor for Client icon on the task tray.

Note

❒ For more information about the status icons, see SmartNetMonitor for Client Help.

C Getting further information on the status, right-click the SmartNetMonitor for Client icon, and then click the desired printer.

The status of the printer is displayed on the dialog box.

Note

❒ For more information about each item on the dialog box, see Help.

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Web Browser

A **Run the Web browser.**

B **Type the address "http:// (IP address of the printer whose status you want to view)".**

The status of the selected printer is displayed on the Web browser.

C **Click [Status] and you can check the status of the printer.**

Note

❒ For more information about each item, see Help.

Using the IEEE 802.11b (Wireless LAN)

📖 **Preparation**

Make sure to configure the IP address and Subnet mask of this machine. To make settings from the control panel of this machine, see the *General Settings Guide*.

Use the WiFi authorized card for an access point and the IEEE 802.11b card in the computer.

Setting IEEE 802.11b (Wireless LAN)

❑ IEEE 802.11b (wireless LAN) setup procedure

<When the Ethernet Board is installed>
Select [IEEE 802.11b] on [Interface Settings]

Select the communication mode

ad hoc mode | 802.11 ad hoc mode | infrastructure mode

Set the Channel | Set the SSID

<When setting the code>
Set the WEP key
Enable/Disable the code

Apply the settings

Confirm the connection
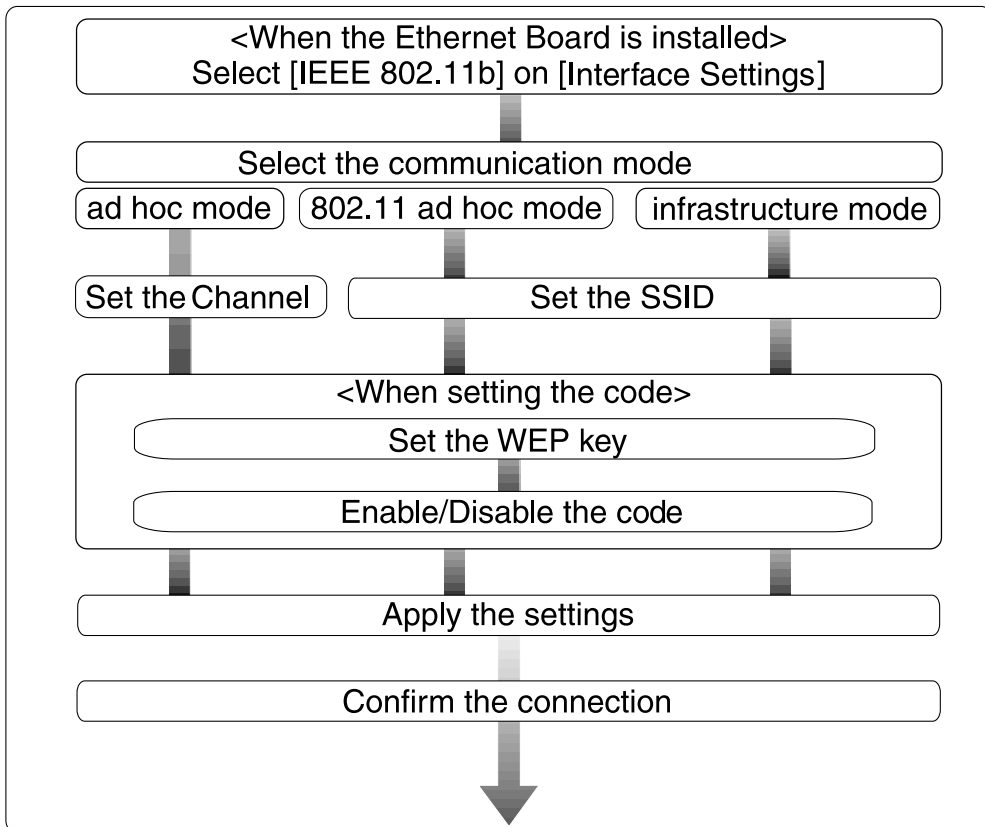
✐ **Note**

❒ When using Windows XP standard Driver or Utilities to communicate with Windows XP wireless LAN clients, select "802.11 ad hoc mode".

Using in Infrastructure Mode

Infrastructure mode is for transmitting data to the network via an access point.

The infrastructure mode settings can be made on the machine control panel; however, they can also be made from telnet or a web browser.

⚲Reference

For more information about how to make settings from the control panel of the printer, see the *General Settings Guide*.

For more information about how to use telnet and a Web browser, see p.90 "Configuring the Network Interface Board with a Web Browser" or p.105 "Remote Maintenance by telnet".

⚙Important

❒ If you cannot connect after making SSID and WEP key settings, press **[System Settings]** then **[Interface Settings]** then **[IEEE 802.11b]**, and then **[Return to Defaults]** to return to the default settings.

❒ With some products, depending on the access point or IEEE 802.11b card in use, it is possible to set more than one WEP key. In this case, make the first key the same as the WEP key set in the printer.

Using in Ad hoc Mode

Ad hoc mode is for transmitting data between wireless LAN clients without using an access point. Depending on the client's operating environment, make sure to select "802.11 ad hoc mode" which need a SSID or "ad hoc mode" which does not need a SSID. The ad hoc mode settings can be made on the machine control panel; however, they can also be made from telnet or a web browser.

⚲Reference

For more information about how to make settings from the control panel of the machine, see the *General Settings Guide*.

For more information about how to use telnet and a Web browser, see p.90 "Configuring the Network Interface Board with a Web Browser" or p.105 "Remote Maintenance by telnet".

For more information about how to make setting for the IEEE 802.11b card installed in the computer and the computer in use, see the appropriate operating instructions or consult your network administrator.

✎Note

❒ Depending on the client software of the IEEE 802.11b card installed in the computer, the channels might not be able to be set. In this case, set the printer channel to the channel specified by the computer.

❒ When there are multiple ad hoc mode clients using different communication modes, communications may not work correctly.

Confirming the Connection

A **Make sure the LED of the IEEE 802.11b card is lit.**

❖ **When using in Infrastracture Mode**
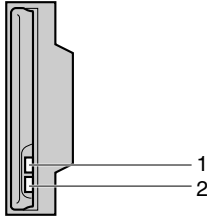
ZGDH600J

1. **If the IEEE 802.11b card is working, it is lit in orange. If the IEEE 802.11b (wireless LAN) is not selected, it does not light, even if the printer power is on.**

2. **If it is connected properly to a network, the LED is green in infrastructure mode. When the LED is blinking, the machine is searching for devices.**

❖ **When using in Ad hoc Mode/802.11 Ad hoc Mode**
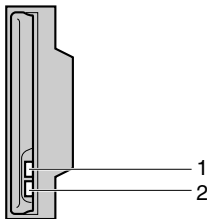
ZGDH600J

1. **If the IEEE 802.11b card is working, it is lit in orange.**

2. **If it is connected properly to a network, the LED is green in ad hoc mode or 802.11 ad hoc mode. When the LED is blinking, the machine is searching for devices. The LED will light after a few seconds.**

B **Use a Web Browser to check the printer is connected properly. See p.90 "Configuring the Network Interface Board with a Web Browser".**

C **Print the configuration page to verify settings.**

For more information about how to print the configuration page, see the *Printer Reference 2*.

Infrastructure Mode

You can check the machine's radio wave status using the machine's control panel.

A **Press the 【User Tools/Counter】 key.**

B **Press [System Settings].**

C **Press [Interface Settings].**

D **Press [IEEE 802.11b].**

E **Press [Wireless LAN Signal].**

The machine's radio wave status is displayed.

F **After checking the machine's radio wave status, press [Exit].**

7

When Moving the Machine

When moving the machine with the antennas attached, keep the following points in mind.

Detach the antennas when relocating the machine.

After moving the machine, reattach the antennas, ensuring that:

- the antennas are positioned away from obstacles.
- there is 40 to 60 mm between the antennas, so they do not touch.
- the exposure glass cover and Document Feeder (ADF) do not hit the antennas.

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Remote Maintenance by telnet

You can view the printer status and configure the Network Interface Board using telnet.

🖉 Note

❒ You should specify a password so that only the network administrator, or a person having network administrator privileges, can use remote maintenance.

❒ The password is the same as that used for configuring the Network Interface Board with a Web Browser.

❒ If you change a password with remote maintenance, the other passwords are also changed.

Using telnet

The following is a sample procedure using telnet.

💡 Limitation

❒ Only one person at a time can be logged on to do remote maintenance.

A Using the IP address or host name of the machine, start telnet.

```
% telnet IP_address
```

🖉 Note

❒ In order to use the host name instead of the IP address, you must write it to the hosts file.

B Type the password.

🖉 Note

❒ The default is "password".

C Type a command.

🔎 Reference

For more information about telnet commands, see p.106 "Commands List".

D Exit telnet.

```
msh> logout
```

When the configuration is changed, a message requests whether the changes should be saved or not.

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E **Type "yes" to save the changes, and then press the 【ENTER】 key.**

If you do not want to save the changes, type "no", and then press the 【ENTER】 key. If you want to make additional changes, type "return" at the command line, and then press the 【ENTER】 key.

Note

❒ If the "Cannot write NVRAM information" message appears, the changes are not saved. Repeat the steps above.

❒ The Network Interface Board is reset automatically when the settings are changed.

❒ When the Network Interface Board is reset, the active print job which has already been sent to the machine will finish printing. However, jobs that have not been sent yet will be canceled.

Commands List

Use this command to display remote maintenance use.

Note

❒ Type "help" to see a list of commands that can be used.

msh> help

❒ Type "help command_name" to display information about the syntax of that command.

msh> help *command_name*

TCP/IP address

Use the ifconfig command to configure the Ethernet interface, the IEEE 1394 interface/IEEE 802.11b, and the TCP/IP (IP address, subnet mask, broadcast address, default gateway address) for the machine.

❖ **Reference**

msh> ifconfig

❖ **Configuration**

msh> ifconfig *interface_name parameter address*

Interface name	Interface to be configured
ether sie0	Ethernet Interface [1]
ip1394 [2] fwip0 [2]	IEEE 1394 Interface
wlan [3] wi0 [3]	IEEE 802.11b Interface

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[1] If you did not enter the interface name, it will be automatically set to the Ethernet interface.

[2] Available when the 1394 Interface Board is installed.

[3] You can specify an interface when installing the optional 802.11b Interface Kit.

Parameter	Meaning
(no parameter)	IP address
netmask	subnet mask
broadcast	broadcast address

❖ **Changing the Interface**

You can specify either the Ethernet interface or IEEE 802.11b interface when using the optional 802.11b Interface Kit.

```
msh> ifconfig interface up
```

📝 **Note**

❏ You cannot specify the optional IEEE 1394 Interface Board (ip1394 or fwip0).

The following is an example for configuring an IP address of 192.168.15.16 on Ethernet interface.

```
msh> ifconfig ether 192.168.15.16
```

The following is an example for configuring a subnet mask of 255.255.255.0 on Ethernet interface.

```
msh> ifconfig ether netmask 255.255.255.0
```

📝 **Note**

❏ This affects the configuration of the Network Interface Board of the IP address used.

❏ The TCP/IP setting is the same as that for the Ethernet interface and IEEE 802.11b interface.

❏ To type an address using hexadecimal, prefix it by "0x".

❏ When using IEEE 802.11b, see p.116 "Setting IEEE 802.11b" for settings.

- -

💡**Address**

❖ **Subnet Mask**

A number used to mathematically "mask" or hide the IP address on the network by eliminating those parts of the address that are alike for all the machines on the network.

❖ **Broadcast address**

A specified address for sending data to specific devices on the network.

✒ Note

❒ To get the above addresses, contact your network administrator.

❒ If you don't know the address to configure, use the machine's default settings.

❒ The subnet mask is the same as that for the Ethernet interface and IEEE 802.11b interface. When changing interface, the settings of the former are used.

❒ When installing the optional 1394 Interface Board, set the subnet so that it does not overlap with the Ethernet interface or the 1394 interface.

- -

Access Control

Use the access command to view and configure access control. You can also specify two or more access ranges.

❖ **Reference**

msh> access

❖ **Configuration**

msh> access ☆ range *start-address end-address*

- ☆ represents a target number between 1 and 5. (Up to five access ranges can be registered and selected.)

Example: To specify accessible IP addresses between 192.168.0.10 and 192.168.0.20:

msh> access 1 range 192.168.0.10 192.168.0.20

✒ Note

❒ The access range restricts the workstations from which printing is possible by means of an address. If you do not need to restrict printing, make the setting "0.0.0.0".

❒ The entry is invalid if the start address is greater than the end address.

❒ Up to five access ranges can be specified. The entry is invalid if the target number is omitted.

❒ When using a Web browser, telnet or SmartNetMonitor for Client/Admin, you can use an IP address that has not been restricted by access control. However, you cannot print from SmartNetMonitor for Client.

❖ **Access Control Initialization**

msh> access flush

✒ Note

❒ This restores the factory-default settings so that all access ranges become "0.0.0.0".

Network Boot

Use the set command to configure the boot method.

msh> set *parameter* {on | off}

- "on" means active and "off" means inactive.

Parameter	Meaning
dhcp	DHCP (Dynamic Host Configuration Protocol)

Note

❒ When you use DHCP, the server also needs to be configured.

❒ DHCP takes precedence over all other settings.

Protocol

Use the set command to allow/prevent remote access for each protocol.

msh> set *protocol* {up | down}

Protocol	
appletalk	"up" means active and "down" means inactive.
tcpip	
netware	
netbeui	
scsiprint [*1]	
ip1394 [*1]	
lpr	
ftp	
rsh	
diprint	
web	
snmp	
ipp	

[*1] Available when the 1394 Interface Board is installed.

Note

❒ If you prohibit remote access using TCP/IP and then log out, you cannot use remote access. If this was a mistake, you can use the control panel to allow access by TCP/IP.

❒ When you prevent access via TCP/IP, you are also prevented from using ip1394, lpr, ftp, rsh, diprint, web, snmp and ipp.

Printer status

The following commands can be used to get information about the current status of the printer.

msh> *command*

Command	Information that is displayed
status	Status of printer. Information about the print jobs.
info	Information about the paper tray, output tray, printer language of printer.
prnlog [ID]	Lists the last 16 print jobs.

Note
❒ More information about any print job is displayed when the ID number is added after the prnlog command.

Reference
For more information about the meaning of the data returned with these commands, see p.125 "Understanding the Displayed Information".

Network Interface Board configuration settings information

Use the show command to display the Network Interface Board configuration settings.

msh> show [-p]

Note
❒ Add "-p" to the show command to have the information displayed one screen at a time.

Reference
For more information about the meaning of the data returned with this command, see p.126 "Configuring the Network Interface Board".

System log information

Use the syslog command to display information stored in the machine's system log.

msh> syslog

Reference
For more information about the displayed information, see p.129 "System Log Information".

SNMP

Use the snmp command to display and edit SNMP configuration settings such as the community name.

🖉 Note

❒ The 1394 Interface Board supports TCP/IP only.

❒ You can configure from ten SNMP access settings numbered 1-10.

❒ Default access settings 1 and 2 are as follows.

Number	1	2
Community name	public	admin
IP address	0.0.0.0	0.0.0.0
Access type	read-only trap off	read-write trap off

❖ **Display**

Shows the SNMP information and available protocols.

```
msh> snmp ?
msh> snmp [-p] [registered_number]
```

🖉 Note

❒ If the -p option is added, you can view the settings one by one.

❒ Omitting the number displays all access settings.

❖ **Community name configuration**

You can set the community name of the registered number.

```
msh> snmp number name community_name
```

🖉 Note

❒ The community name must consist of 15 characters or less.

❖ **Access type configuration**

You can select the access type from those listed below.

```
msh> snmp number type access_type
```

Access type	Type of access which is permitted
read	Read only
write	Read and write
trap	User is notified of trap messages.
no	All access is denied.

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❖ **Protocol configuration**

You should use the following command to set the protocols to active or inactive. If you set a protocol to inactive, all access settings set to use that protocol will be disabled.

msh> snmp {ip | ipx} {on | off}

• "on" means active and "off" means inactive.

To change the protocol of an access settings, use the following command. However, if you disabled a protocol with the above command, making it active here will have no effect.

msh> snmp *number* active {ip | ipx} {on | off}

❖ **Access configuration**

You can configure the address of a host depending on the protocols used.

The Network Interface Board accepts requests only from hosts having addresses with access types of "read-only" or "read-write". Type "0" to have the Network Interface Board accept requests from any host without requiring a specific type of access.

msh> snmp *number* {ip | ipx} *address*

📝 **Note**

❒ To specify the TCP/IP protocol, type ip followed by a space, and then the IP address.

❒ To specify the IPX/SPX protocol, type ipx followed by a space, and then the IPX address followed by a decimal, and then the MAC address of the Network Interface Board.

The following is an example of how to configure registration number 3 with the IP address 192.168.15.16.

msh> snmp 3 ip 192.168.15.16

The following is an example of how to configure registration number 3 with the IPX address 7390A448, and the MAC address 00:00:74:62:5C:65.

msh> snmp 3 ipx 7390A448:000074625C65

IPP

Use the ipp command to configure the IPP settings.

❖ **Viewing setting**

The following command displays the current IPP settings.

msh> ipp

Example output:

timeout=900(sec)
auth basic

• The "timeout" setting specifies how many seconds the computer keeps trying to access the network printer to send print jobs when no connection can be made.

• The "auth" setting indicates the user authorization mode.

❖ **IPP timeout configuration**

Specify how many seconds to wait before canceling a print job if it has been interrupted for some reason. The range of time can be changed between 30 to 65535 seconds.

```
msh> ipp timeout {30 - 65535}
```

❖ **IPP user authorization configuration**

Use the IPP user authorization to restrict users that can print with IPP. The default is "off" .

```
msh> ipp auth {basic|digest|off}
```

- "basic" and "digest" are user authorization setting.

- "off" removes the user's authorization.

📝 **Note**

❒ If you select "basic" or "digest", see next section "Configuring the IPP User Authorization" for how to configure the user name. Up to ten user names are available.

❖ **Configuring the IPP user authorization**

Use the following command:

```
msh> ipp user
```
The following message appears.

```
Input user number (1 to 10):
```
Type the number, user name and password.

```
IPP user name:user1
IPP password:*******
```
After configuring the settings, the following message appears.

```
IPP configuration changed.
```

Direct Printing Port

The direct printing port allows printing directly from a computer, connected to the network, to the printer.

Use the diprint command to change the direct printing port settings.

❖ **View settings**

The following command displays the current direct printing port settings.

```
msh> diprint
```
Example output:

```
port 9100
timeout=300(sec)
bidirect off
```

- The "Port" specifies the port number of the direct printing port.

- The "bidirect" setting indicates whether the direct printing port is bidirectional.

❖ **Setting timeout**

You can specify the timeout interval to use when receiving data from the network.

msh> diprint *[0~65535]*

📝 **Note**

❒ The factory default is 300 seconds.

❒ If 0 is set, timeout is disabled.

❖ **Bidirectional configuration for the direct printing port**

Use this setting to configure whether the direct printing port is bidirectional. The factory default is "off".

msh> diprint bidirect {on|off}

📝 **Note**

❒ If you select "on", SmartNetMonitor for Client or Standard TCP/IP on Windows 2000 might not work correctly.

SPRINT

Use the sprint command to view and configure SCSI print (SBP-2) of the IEEE 1394.

🔖 **Limitation**

❒ You can use this function when the optional IEEE 1394 Board is installed.

❖ **Viewing settings**

The following command displays the current IEEE 1394 (SCSI print) settings.

msh> sprint

❖ **Bidirectional configuration for the IEEE 1394 (SCSI print)**

msh> sprint bidi {on|off}

Use this setting to configure whether the IEEE 1394 (SCSI print) is bidirectional. The factory default is "on".

SMB

Use the smb command to configure or delete the computer name or workgroup name for NetBEUI.

msh> smb *parameter*

Parameter	Settings
comp	Your computer name consisting of up to 13 characters
group	Workgroup name consisting of up to 15 characters
comment	Comment consisting of up to 31 characters
clear comp	Clears the computer name

Parameter	Settings
clear group	Clears the Workgroup name
clear comment	Clears comment

Note

❒ You cannot use the computer name starting with RNP or rnp.

ROUTE

Use the route command to control the routing table.

This command allows you to configure and display routing information. You can change the network configuration from remote PCs using this command.

Note

❒ The maximum number of routing tables are 16.

Commands	Topics of setting
route add {host ǀ net} destination [1] gateway [1]	Adds a host/network route to "destination", and a gateway address to "gateway" in the table. Host becomes the default setting.
route delete {host ǀ net} destination [1]	Deletes a host/network route from the table. Host becomes the default setting.
route get {destination [1] }	Displays only route information corresponding to a specified destination. When the destination is unspecified, all routing information is displayed.
route active {host ǀ net} destination [1] on/off	You can turn the specified destination on or off. Host becomes the default setting.
route add default gateway [1]	You can set the default gateway address.
route flush	Deletes all routing information.

[1] IP address

SLP

Use this command to configure SLP settings.

You can search the NetWare server using SLP in the PureIP environment of NetWare5/5.1. To use the slp command, you can configure the value of TTL which can be used by the SLP multi-cast-packet.

Note

❒ The default value of TTL is "1". A search is executed only within a local segment. If the router does not support multi-cast, the settings are not available even if the TTL value is increased.

❒ The acceptable TTL value is 1 - 255.

```
msh> slp ttl {1 - 255}
```

Setting IEEE 802.11b

Use the wiconfig command to configure the IEEE 802.11b settings.

🔊 Limitation

❒ You can make settings when installing the optional 802.11b Interface Kit.

❖ View settings

The following command displays the current IEEE 802.11b settings.

msh> wiconfig
The IEEE 802.11b card information is displayed.

msh> wiconfig cardinfo

📝 Note

❒ If the IEEE 802.11b interface is not working correctly, the IEEE 802.11b card information is not displayed.

❖ Configuration

Parameter	Value to be configured
mode [ap | 802.11adhoc | adhoc]	You can set infrastructure mode (ap), 802.11 ad hoc mode (802.11adhoc) or ad hoc mode (adhoc). The default is 802.11 ad hoc mode.
ssid *ID value*	You can set for SSID in infrastructure mode. The characters that can be used are ASCII 0x20-0x7e (32 bytes). A SSID value is set automatically to the nearest access point if the setting has not been made. If the setting has not been made for ad hoc mode, the same value as for infrastructure mode or an "ASSID" value is set automatically if the setting has not been made.
channel frequency *channel no.*	You can set the channel. You can specify from following channel. • Metric Version :1-13 • Inch Version :1-11 Set the same channel for all the machines you are using.
enc [on | off]	You can enable or disable the WEP function. To enable the WEP function, specify [on]; to disable it, specify [off]. To start the WEP function, enter the correct WEP key.

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Parameter	Value to be configured
key [*key value*]	64-bit or 128-bit can be set.
	Only 10 hexadecimal characters can be set when using 64-bit or 26 hexadecimal characters when using 128-bit.
	Also, set 0x as prefix.
	To use this function, set the same WEP key for all the ports that transmit to each other.
auth [open | shared]	You can set the authorized mode when using WEP. The specified value and the authorized mode are as follows:
	open: Open system authorized (default)
	shared: Shared key authorized
rate [auto | 11m | 5.5m | 2m | 1m]	You can set the IEEE 802.11b transmitting speed.
	The transmitting speed you specify here is the speed at which data is sent. You can receive data at any speed.
	auto: automatically set (default)
	11m: 11 Mbps fixed
	5.5m: 5.5 Mbps fixed
	2m: 2 Mbps fixed
	1m: 1 Mbps fixed

Note

❒ When changing the Interface to IEEE 802.11b, see p.106 "TCP/IP address"

❒ When configuring the IEEE 802.11b TCP/IP, see p.106 "TCP/IP address"

Job Spool

Use this command to configure Job Spool settings.

Limitation

❒ You can only specify the LPR and IPP protocol.

Note

❒ This machine information cannot reload automatically when you confirm the Job spool settings on the Web browser. Click **[Reload]** or **[Refresh]** on the Web browser when you want to reload this machine information.

❖ *Reference*

The job spool setting appears.

```
msh> spoolsw
```

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❖ **Job Spool Setting**

```
msh> spoolsw spool {on | off}
```

Note

❒ Specify "on" to enable the job spool function or "off" to disable it.

❖ **Clearing Spool Job**

If the machine is turned off accidentally during a spool job, you can specify whether the job will be reprinted when the printer is turned back on.

```
msh> spoolsw clearjob {on |off}
```

❖ **Protocol Configuration**

To change the protocol settings, use the following command. You can specify the setting for **[lpr]** or **[ipp]**.

- lpr

```
msh> spoolsw lpr {on |off}
```

- ipp

```
msh> spoolsw ipp {on |off}
```

Changing the Host Name

Use the hostname command to change the printer name.

```
msh> hostname interface_name  printer_name
```

interface name	Interface to be configured
ether	Ethernet interface [*1]
wlan [*2]	IEEE 802.11b interface
ip1394 [*3]	IEEE 1394 interface

[*1] If you did not enter the interface name, it will be automatically set to the Ethernet interface.
[*2] If you install the 802.11b Interface Kit, you can set the command.
[*3] If you install the 1394 Interface Board, you can set the command.

Note

❒ Enter the printer name using up to 13 characters.

❒ You cannot use a printer name starting with RNP or rnp.

❒ The Ethernet interface and IEEE 802.11b interface will have the same printer name.

WINS

Use the wins command to configure the WINS server settings.

For more information about WINS server settings, see p.139 "Configuring a WINS Server".

❖ **Viewing setting**

The following command displays the WINS server IP address.

`msh> wins`

Example out put:

`wins: primary server 0.0.0.0 secondary server 0.0.0.0`
`DHCP current config:`
`  primary server 192.168.10.1 secondary server`
`192.168.10.2`
` hostname RNP620B47 ScopeID`

📝 **Note**

❒ If DHCP is used to start from the network, the current WINS server address is displayed. This address, however, is not displayed if DHCP is not used.

❒ If the IP address obtained from DHCP differs from the WINS IP address, the DHCP address is the valid address.

❖ **Configuration**

Use the set command to make WINS active or inactive.

`msh> set wins {on|off}`

• "on" means active and "off" means inactive.

❖ **Address configuration**

Use this command to configure a WINS server IP address.

`msh> wins {primary|secondary} IP_address`

📝 **Note**

❒ Use the "primary" to configure a primary WINS server IP address.

❒ Use the "secondary" to configure a secondary WINS server IP address.

AutoNet

Use the set command to configure AutoNet.

📝 **Note**

❒ For more information about AutoNet, see p.138 "Using AutoNet".

`msh> set autonet {on|off}`

• "on" means active and "off" means inactive.

Changing the password

Use the passwd command to change the remote maintenance password.

✥Important

❐ Be sure not to forget or lose the password.

✐ Note

❐ The default password is "password".

A **Type "passwd".**

msh> passwd

B **Type the current password.**

Old password:

C **Type the new password.**

New password:

✐ Note

❐ The password must consist of 3 to 8 alphanumeric characters and symbols. Upper and lower case characters are considered unique. For example, R is different from r.

❐ The password is the same as that used in the configuration of the Network Interface Board using a Web Browser and that used in the NIB Setup Tool. If you change a password from telnet, the other passwords are also changed.

D **Type the new password once again.**

Retype new password:

SNTP

The printer clock can be synchronized with a NTP server clock using the Simple Network Time Protocol (SNTP). To change the SNTP settings, use the sntp command. Confirm with the network administrator that the NTP server settings are correct.

♟ Limitation

❐ SNTP supports the NTP servers running xnptd V3 and V4.

❖ Reference

msh> sntp

❖ NTP Server Address Configuration

You can specify the IP address of the NTP server.

msh> sntp server *IP_address*

❖ **Interval Configuration**
You can specify the interval at which the printer synchronizes with the operator-specified NTP server.
msh> sntp interval *polling_time*

📝 **Note**

❒ The factory default setting is 3600 seconds.

❒ You can set the interval from 16 to 16384 seconds.

❒ If you set 0, the printer synchronizes with the NTP server only when you turn the printer on. After that, the printer does not synchronize with the NTP server.

❖ **Time-zone Configuration**
You can specify the time difference between the printer clock and the NTP server clock.

msh> sntp timezone *+/-hour_time*
Example: To set the time-zone difference to +8 hours:

msh> sntp timezone +08:00

📝 **Note**

❒ The time is in 24-hour notation.

SMTP

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Use the smtp command to configure SMTP (Simple Mail Transfer Protocol) settings.

❖ **View setting**
The following command displays the current SMTP settings.

msh> smtp

❖ **SMTP server name configuration**
The following command sets the SMTP server name.

msh> smtp server / *server_name*
The following is an example for configuring an IP address of 192.168.15.16 on SMTP server.
msh> smtp server 192.168.15.16
The following is an example for configuring a Host name of mail.xyz.com on SMTP server.
msh> smtp server mail.xyz.com

📝 **Note**

❒ You can configure the SMTP server name using a Host name or IP address.

❒ A maximum of 127 alphanumeric or numeric characters can be used.

❖ **SMTP port number configuration**

The following command sets the port number of the SMTP.

msh> smtp port *port_number*

📎 **Note**

❏ The acceptable value is 1-65535.

DNS

Use the dns command to configure or display the DNS (Domain Name System) settings.

❖ **View setting**

The following command displays the current DNS settings.

msh> dns

❖ **Using the DNS server obtained from the DHCP server**

The following command sets the use of the DNS server obtained from the DHCP server.

msh> dns dhcp {valid | invalid}

- If you use the DNS server obtained from the DHCP server, designate "valid". If not, designate "invalid".
  If you set "valid", the DNS server from the DHCP server is prioritized.

❖ **DNS server configuration**

The following command sets the DNS server address.

msh> dns *number* server / *server address*

The following is an example for configuring an IP address of 192.168.15.16 on DNS 1 server.

msh> dns 1 server 192.168.15.16

- You can register up to 3 DNS server numbers.
- You cannot use "255.255.255.255" as the DNS server address.

Domainname

Use the domainname command to display or configure the domain name settings.

You can configure the Ethernet interface, the IEEE 1394 interface or the IEEE 802.11b interface.

❖ **View setting**

The following command displays the current domain name.

msh> domainname

❖ **Interface domain configuration**
The following command displays or sets the Ethernet interface domain name, the IEEE 1394 interface or the IEEE 802.11b interface.

msh> domainname / *interface_name*
The following is an example for configuring a domain name on Ethernet interface.

msh> domainname ether

Interface	Interface that can be set
ether	Ethernet interface
ip1394 [*1]	IEEE 1394 interface
wlan [*2]	IEEE 802.11b interface

[*1] Available when the optional 1394 interface Board is installed.
[*2] Available when the optional 802.11b interface kit is installed.

📎 **Note**
❒ Domain name can contain a maximum of 63 characters.

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SNMP

The Network Interface Board functions as an SNMP (Simple Network Management Protocol) agent using the UDP and IPX protocols. Using the SNMP manager you can get information about the printer.

The default community names are "public" and "admin". You can get MIB information using these community names.

$\mathcal{P}$ Reference

You can configure SNMP from the command line using telnet. See p.111 "SNMP".

You can configure SNMP from SmartNetMonitor for Admin using the NIB Setup Tool. See Help for SmartNetMonitor for Admin.

You can configure SNMP from your Web browser. See Help on the CD-ROM.

Limitation

❒ The kinds of supported MIBs vary depending on the printer.

❒ The 1394 interface Board supports TCP/IP only.

❖ Supported MIBs

- MIB-II
- PrinterMIB
- HostResourceMIB
- RicohPrivateMIB

Understanding the Displayed Information

This section describes how to read the status information returned by the Network Interface Board.

Print Job Information

The status of the print job can be viewed using the following commands.

- telnet : Use the status command. See p.110 "Printer status" .

Item name	Meaning

Rank	Print job status.
	
	• Active
	  Printing or preparing for printing.
	• Waiting
	  Waiting to be transferred to the printer.

Owner	Print request user name.
Job	Print request number.
Files	The name of the document.
Total Size	The size of the data (spooled). The default is "0 bytes".

Print Log Information

This is a record of the most recent 16 jobs that have been printed.

This log can be displayed with the following commands.

- telnet : Use the prnlog command. See p.110 "Printer status" .

Name	Meaning
ID	Print request ID.
User	Print request user name.
Page	The number of pages that is printed.
Result	The result of the print request.
Time	The time when the print request was received.
UserID [1]	User ID that is to be configured in the printer driver.
JobName [1]	The name of the document for printing.

[1] Appears the UserID and JobName information when entering the info command with the ID.

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Configuring the Network Interface Board

The Network Interface Board settings can be displayed by using the commands below.

- telnet : Use the show command. See p.110 "Network Interface Board configuration settings information" .

Item name	Meaning
Common	
Mode	
Protocol Up/Down	Up means active, Down means inactive.
AppleTalk	
TCP/IP	
NetWare	
NetBEUI	
IP over 1394 [*1]	
SCSI print [*1]	
Ethernet interface	Internal version number.
Syslog priority	
NVRAM version	Internal version number.
Device name	
Comment	
Location	
Contact	
Soft switch	
AppleTalk	
Mode	AppleTalk protocol in selection.
Net	Network number.
Object	Macintosh printer name.
Type	The type of printer.
Zone	Name of the zone that the printer belongs to.

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Item name	Meaning
TCP/IP	
Mode	Up means active, Down means inactive.
ftp	
lpr	
rsh	
telnet	
diprint	
web	
ftpc	
snmp	
ipp	
wins	
autonet	
EncapType	Frame type.
Network boot	Network boot.
Address	IP address.
Netmask	Subnet mask.
Broadcast	Broadcast address.
Gateway	Default gateway address.
Access Range[☆] [2]	Access Control Range.
Primary WINS	Primary WINS server address.
Secondary WINS	Secondary WINS server address.
Time server	NTP server address.
Time Zone	NTP server time difference.
Time server polling time	Synchronizes interval.
SYSLOG server	
Home page URL	URL of homepage.
Home page link name	URL name of homepage.
Help page URL	URL of help page.
SNMP protocol	Protocol used with SNMP.
NetWare	
EncapType	Frame type.
RPRINTER number	Remote printer number.
Print server name	Print server name.
File server name	Name of the connect file server.
Context name	Context of print server.
Switch	
Mode	Active mode.
NDS/Bindery	(this value is fixed)
Packet negotiation	
Print job timeout	Time of the job timeout.

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Item name	Meaning
NetBEUI	
Switch	
Mode	(this value is fixed)
Direct print	(this value is fixed)
Notification	Notification of print job completion.
Workgroup name	Name of the workgroup.
Computer name	Name of the computer.
Comment	Comment.
Share name[1]	Share name (name of the printer type).
IEEE 802.11b [*3]	
SSID	SSID being used.
Channel range	Channels available for use.
Channel	Channel being used.
Communication mode	IEEE 802.11b interface transmitting mode.
Rate	IEEE 802.11b interface speed.
WEP encryption	Whether WEP is enabled or disabled.
Auth	Validity or invalidity of the authorized mode setting when using WEP.
Encryption key	64-bit WEP key/128-bit WEP key.
IP over 1394 [*4]	
Device name	Name of the machine.
Address	IP address.
Netmask	Subnet mask.
Broadcast	Broadcast address.
SCSI print [*4]	
Bidi.	Bidirectional setting (on/off).
SMTP	
Server name	SMTP server name.
Port number	SMTP port number.
DNS	
Server [☆] [*5]	DNS server address.
Dhcp	
Domain name	
ether	Ethernet Interface domain name.
wlan [*3]	IEEE 802.11b Intrface domain name.
ip1394 [*4]	IEEE 1394 Interface domain name.
Shell mode	Mode of the remote maintenance tool.

[*1] The 1394 interface Board supports TCP/IP only.

[*2] ☆ represents a target number between 1 and 5.

[*3] You can display the item names when installing the optional 802.11b Interface Kit.

[*4] You can display the item names when installing the optional 1394 interface Board.

[*5] ☆ represents a target number between 1 and 3.

Message List

This is a list of messages written to the machine's system log. The system log can be viewed using the syslog command.

System Log Information

You can use the following methods to view the system log.

- telnet : Use the syslog command. See p.110 "System log information" .

Message	Description and Solutions
Access to NetWare server <file server name> denied. Either there is no account for this print server on the NetWare server or the password was incorrect.	(In print server mode) Cannot log in to the file server. Make sure that the print server is registered on the file server. If a password is specified for the print server, delete it.
add_sess: community<community name> already defined.	The same community name already exists. Use another community name.
add_sess: session<community name> not defined.	A requested community name is not defined.
add_sess: bad trap addr:<IpAddress>, community:<community name>	The IP address (0.0.0.0.) is unavailable when the community access type is TRAP. Specify the host IP address for the TRAP destination.
add_sess_ipx: bad trap addr: <IPX address>, community:<community name>	The IPX address (00:00:00:00:00:00) is unavailable when the community access type is TRAP. Specify the host IPX address for the TRAP destination.
add_sess_ipx: community <community name> already defined.	The same community name already exists. Use another community name.
add_sess_ipx: session_ipx<community name> not defined.	A requested community name is not defined.
ANONYMOUS FTP LOGIN FROM <IP address>, <password>	An anonymous login has been made with a password <password> from the host <IP address>.
anpd start. (AppleTalk)	An anpd (AppleTalk Network Package Daemon) has started.
Attach FileServer =<file server name>	Attached to the file server as a nearest server.
Attach to print queue <print queue name>	(In print server mode) Attached to the print queue name.
Cannot create service connection	(In remote printer mode) Cannot establish a connection with the file server. The number of file server users may exceed the maximum number that the file server can handle.

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Message	Description and Solutions
Cannot find rprinter (<print server name>/<printer number>)	(In remote printer mode) The printer having the number displayed on the print server does not exist. Make sure that the number of the printer is registered in the print server.
Change IP address from DHCP Server.	The IP address changes when DHCP LEASE is renewed. To always assign the same IP address, set a static IP address to the DHCP server.
child process exec error! (process name)	Failed to start the network service. Turn the printer off and then on. If this does not work, contact your service or sales representatives.
Connected DHCP Server(<DHCP server address>).	The IP address was successfully received from the DHCP server.
connection from <IP address>	Logged on from the host <IP address>.
Could not attach to FileServer<error number>	(In remote printer mode) Cannot attach to the file server. For some reason, the file server refuses the connection. Check the file server configuration.
Could not attach to PServer<print server name>	(In remote printer mode) Cannot attach to the print server. For some reason, the print server refuses the connection. Check the print server configuration.
Current Interface Speed:xxxMbps	The speed of the network (10 Mbps or 100 Mbps).
Current IP address <current IP address>	The IP address <current IP address> was received from the DHCP server.
Current IPX address<IPX address>	The current IPX address.
DHCP lease time expired.	DHCP lease time has expired. The printer tries to discover the DHCP server again. The IP address used up to now becomes invalid.
DHCP server not found.	The DHCP server cannot be found. Make sure the DHCP server is running on the network.
dhcpcd start.	A dhcpcd (DHCP client server) has started.
Duplicate IP=<IP address>(from <MAC address>).	The same IP address is used. An IP address must be unique. Check the address of the device indicated in <MAC address>.
Established SPX Connection with PServer, (RPSocket=<socket number>, connID=<connection ID>)	(In remote printer mode) A connection with the print server has been established.
exiting	lpd service has ended and the system is exiting the process.

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Message	Description and Solutions
Exit pserver	(In print server mode) Exits the print server because the necessary print server settings have not been made.
Frametype =<frame type name>	The <frame type name> is configured to be used on NetWare.
httpd start.	An httpd has started.
IEEE 802.11b <Transmission mode> mode	Transmission mode of the IEEE 802.11b.
	(Example: Current mode is infrastructure mode.)
	IEEE 802.11b [infrastructure] mode
	(Example: Current mode is 802.11 ad hoc mode.)
	IEEE 802.11b [802.11 ad hoc] mode
	(Example: Current mode is ad hoc mode.)
	IEEE 802.11b [ad hoc] mode
IEEE 802.11b current channel <Channel>	The current channel is displayed.
	The value chosen by the user is displayed in ad hoc mode.
	The channel used in the access point is displayed in infrastructure mode.
	(Example: Current channel is 11.)
	IEEE 802.11b current channel 11
IEEE 802.11b Card Firmware REV. <Version>	Wireless LAN Card Firmware version.
	(Example: Current version is 0.8.3.)
	IEEE 802.11b Card Firmware REV. 0.8.3
IEEE 802.11b MAC Address = <MAC Address>	The IEEE 802.11b I/F MAC address is displayed.
	(Example: Current MAC address is 00:00:74:XX:XX:XX.)
	IEEE 802.11b MAC Address =
	00:00:74:XX:XX:XX
IEEE 802.11b SSID <ssid> (AP MAC Address < MAC Address>)	The SSID of the access point used in infrastructure mode and the MAC address of the access point are displayed.
	(Example: Current MAC address is xx:xx:xx:xx:xx:xx and SSID value is "test-ssid".)
	IEEE 802.11b SSID test-ssid (AP MAC Address xx:xx:xx:xx:xx:xx)

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Message	Description and Solutions
IEEE 802.11b Tx Rate <Transfer Speed>	The IEEE 802.11b transmitting speed (set speed) is displayed. (Example: Current Tx Rate is 11Mbps.) IEEE 802.11b Tx Rate 11Mbps Transmission speeds vary depending on signal quality. Displayed values may differ from actual transmission speed.
inetd start.	An inetd has started.
<interface> started with IP: <IP address>	<IP address> has been set for <Interface> and <Interface> started.
<Interface>: Subnet overlap.	Subnet from Netmask and the IP address you tried to set for <Interface> overlap the subnet for another interface. Set Subnet so that it does not overlap with another interface.
IPP cancel-job: permission denied.	The printer could not authenticate the name of the user attempting to cancel a job.
ipp disable.	Printing with ipp is disabled.
ipp enable.	Printing with ipp is enabled.
IPP job canceled. jobid=%d.	The spooled job has been canceled due to an error or by user request.
job canceled. jobid=%d.	The spooled job has been canceled due to an error or by user request.
LeaseTime=<lease time>(sec), RenewTime=<renew time>(sec).	The resource lease time that was received from the DHCP server is <lease time> in seconds. The renewal time is also <renew time> in seconds.
Login to fileserver <file server name> (<IPX|IP>,<NDS|BINDERY>)	(In print server mode) Logged in to the file server with NDS or BINDERY mode.
multid start.	Data transmission service for multiprotocols has started.
nbstart start. (NetBEUI)	The service for NetBEUI protocol stack setting has started.
NBT Registration Broadcast(<NetBIOS name>)	Use a local broadcast to map <NetBIOS name> with the IP address.
nbtd start.	A nbtd (NetBIOS over TCP/IP Daemon) has started. (Available only in DHCP mode)
NetBEUI Computer Name =<computer name>	The NetBEUI Computer Name is defined as <computer name>.
nmsd start. (NetBEUI)	A nmsd (Name Server Daemon) has started.
npriter start. (NetWare)	(In remote printer mode) NetWare service has started.

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Message	Description and Solutions
nwstart start. (NetWare)	The service for NetWare protocol stack setting has started.
Open log file <file name>	(In print server mode) The specified log file has been opened.
papd start. (AppleTalk)	AppleTalk print service has started.
permission denied.	Job cancellation was determined to be unauthorized after checking the user name and host address (except for ROOT authorization).
phy release file open failed.	Replacing the Network Interface Board is required. Contact your sales or service representatives.
Print queue <print queue name> cannot be serviced by printer 0, <print server name>	(In print server mode) The print queue name cannot be serviced. Make sure that print queue volume exists on the specified file server.
Print server <print server name> has no printer.	(In print server mode) The printer object is not assigned to the print server <print server name>. Using NWAdmin, assign the printer object, and then restart the printer device.
Print session full	Cannot accept the print session.
Printer <printer name> has no queue	(In print server mode) The print queue is not assigned to the printer. Using NWAdmin, assign the print queue to the printer, and then restart it.
pserver start. (NetWare)	(In print server mode) NetWare service has started.
Required computer name (<Computer name>) is duplicated name	The same computer name is detected on the network. The start job determines the computer name by adding the computer name to the suffix (0,1....). Configure a new computer name that is unique.
Required file server (<file server name>) not found	Cannot find the required file server.
restarted.	LPD has started.
sap enable, saptype=<SAP type>, sapname=<SAP name>	The SAP function has started. The SAP (SAP type and SAP name) packet is issued to advertise the service on the SAP table on the NetWare server.
Set context to <NDS context name>	A <NDS context name> has been set.
shutdown signal received. network service rebooting...	Rebooting the network service.
smbd start. (NetBEUI)	An smbd (SMB (Server Message Block) service) has started.

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Message	Description and Solutions
Snmp over ip is ready.	Communication over TCP/IP with SNMP is available.
Snmp over IP over 1394 is ready.	Communication over IP over 1394 with SNMP is available.
Snmp over ipx is ready.	Communication over IPX with SNMP is available.
snmpd start.	SNMP service has started.
started.	Direct print service has started.
The print server received error <error number> during attempt to log in to the network.Access to the network was denied.Verify that the print server name and password are correct.	Cannot log in to the file server. The print server is not registered or the password is specified. Register the print server without specifying a password.
win2kspd protocol-DOWN (APPEXIT).	NVRAM setting ioctl (SPIO CAPPEXIT) of device SBP2TSP was set by protocol-DOWN. SCSI print is not receiving data.
win2kspd protocol-UP (APPENTRY).	NVRAM setting ioctl (SPIO CAPPENTRY) of device SBP2TSP was set by protocol-UP. SCSI print is not receiving data.
win2kspd started.	SCSI print (SBP-2) service has started.
WINS name refresh :Server No Response	There has been no response to the update request from the server. Confirm that the WINS server address is correct and the WINS server is working properly.
WINS name registration/refresh error code<error number>	Enter a different name. Confirm that the WINS server address is correct and the WINS server is working properly.
WINS name registration:Server No Response	There has been no response to the registration request from the server. Confirm that the WINS server address is correct and the WINS server is working properly.
WINS server address0.0.0.0	The WINS server address has not been specified. Specify the WINS server address to match the printer name with WINS.
WINS Server=< WINS server address > NetBIOS Name=<NetBIOS name>	The printer name has been successfully registered in <WINS server address>.
WINS wrong scopeID	The scope ID is wrong. Specify the correct scope ID.
write error occurred. (diskfull)	The hard disk became full while the spool file was being written. Wait until enough HDD space becomes available as printing proceeds.

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Message	Description and Solutions
write error occurred. (fatal)	A fatal error occurred while the spool file was being written.
	Turn the printer off and then on. If this does not work, contact your service or sales representative.
failed to get smtp server ip-address.	Failed to get SMTP server IP address. This is caused by the following.
	• The DNS server could not be find.
	• There is no connection to the network.
	• The specified DNS server could not be connected to.
	• Incorrect DNS server specification.
	• No specified SMTP server IP address in the DNS server.
failed to connect smtp server. timeout.	Failed to connect the SMTP server because of timeout. This is caused by the following.
	• The SMTP server name is incorrect.
	• There is no connection to the network.
	• The network configuration is incorrect, so there is no response from the SMTP server.
refused connect by smtp server.	The connection to the SMTP server is denied. This is caused by the following.
	• Another server other than the SMTP server has been designated.
	• The SMTP server port number is incorrect.
no smtp server. connection close.	No response from the SMTP protocol. Cannot connect to the SMTP server. This is caused by the following.
	• Another server other than the SMTP server has been designated.
	• The SMTP server port number is incorrect.
failed to connect smtp server.	Failed to connect the SMTP server. This is caused by the following.
	• Not connected to the network.
	• The network configuration is incorrect, so there is no response from the SMTP server.
	• The SMTP server name is incorrect.
	• The specified SMTP server is incorrect.
	• No specified SMTP server IP address in the DNS server.
	• Another server other than the SMTP server has been designated.
	• The SMTP server port number is incorrect.

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Precautions

Please pay attention to the following when using the Network Interface Board. When configuration is necessary, follow the appropriate procedures below.

Connecting a Dial-Up Router to a Network

When the NetWare file server and the printer are on the opposite side of a router, packets are continuously sent back and forth, possibly causing communications charges to increase. Because the packet transmission is a specification of NetWare, you need to change the configuration of the router. If the network you are using does not allow you to configure the router, configure the machine.

Configuring the router

Filter the packets so that they do not pass over the dial-up router.

✐ Note
❒ The MAC address of the printer doing the filtering is printed on the printer configuration page. For more information about printing a configuration page, see the *Printer Reference 2*.
❒ For more information about configuring the printer if the router cannot be configured, see the instructions below.

Configuring the printer with NetWare

A **Following the setup method in this manual, configure the file server.**

B **Set the frame type for a NetWare environment.**

🔎 Reference
For more information about selecting a frame type, see the *General Settings Guide*.

Configuring the printer without NetWare

A **While not printing, the Network Interface Board sends packets on the network. Set the NetWare to inactive.**

🔎 Reference
For more information about selecting a protocol, see the *General Settings Guide*.

PostScript Printing from Windows

When printing PostScript from Windows, see the PostScript 3 Operating Instructions Supplement provided as a PDF file on the CD-ROM labeled "Operating Instructions".

NetWare Printing

Form Feed

You should not configure the form feed on NetWare. The form feed is controlled by the printer driver on Windows. If the NetWare form feed is configured, the printer might not work properly. If you want to change the form feed setting, always configure it on Windows.

- With Windows 95/98/Me, clear the **[Form feed]** check box on the **[Printer Settings]** tab in the printer properties dialog box.

- With Windows 2000/XP, clear the **[Form feed]** check box on the **[NetWare Settings]** tab in the printer properties dialog box.

- With Windows NT 4.0, clear the **[Form feed]** check box on the **[NetWare Settings]** tab in the printer properties dialog box.

Banner Page

You should not configure a banner page on NetWare. If you want to change the banner page setting, always configure it on Windows.

- With Windows 95/98/Me, clear the **[Enable banner]** check box on the **[Printer Settings]** tab in the printer properties dialog box.

- With Windows 2000/XP, clear the **[Enable banner]** check box on the **[NetWare Settings]** tab in the printer properties dialog box.

- With Windows NT 4.0, clear the **[Enable banner]** check box on the **[NetWare Settings]** tab in the printer properties dialog box.

Printing after resetting the machine

After resetting the remote printer, the connection from the print server will be cut off for about 30-40 seconds before re-connecting. Due to the NetWare specification, print jobs may be accepted, but they will not be printed during this interval.

When using the machine as a remote printer, wait about 2 minutes after resetting the printer before attempting to print.

Using DHCP

You can use the printer under a DHCP environment. You can also register the printer NetBIOS name on a WINS server when it is running.

❖ Limitation

❒ DHCP cannot be used with IEEE 1394 (IP over 1394). Set a fixed IP address with the control panel, telnet or a Web browser.

- See the *General Settings Guide*.
- See p.106 "TCP/IP address".
- See p.93 "Configuring the Network Interface Board Settings".

⌀ Note

❒ Printers that register the printer NetBIOS name on a WINS server must be configured for the WINS server. See p.119 "WINS".

❒ Supported DHCP server is Windows NT 4.0 Server Service Pack 4 or later, Windows 2000, Windows XP Professional Server and NetWare 5/5.1.

❒ If you do not use the WINS server, reserve the printer's IP address in the DHCP server so that the same IP address is assigned every time.

❒ DHCP relay-agent is not supported. If you use DHCP relay-agent on a network via an ISDN line, it will result in expensive line charges. This is because your computer connects to the ISDN line whenever a packet is transferred from the printer.

Using AutoNet

If the printer IP address is not assigned by a DHCP server automatically, a temporary IP address starting with 169.254 which is not used on the network can be selected automatically by the printer.

⌀ Note

❒ The IP address assigned by the DHCP server is given priority to that selected by AutoNet.

❒ You can confirm the current IP address on the configuration page. For more information about the configuration page, see the *Printer Reference 2*.

❒ When AutoNet is running, the NetBIOS name is not registered on the WINS server.

Configuring a WINS Server

The printer can be configured to register its NetBIOS name with a WINS server when power is turned on. This enables the NetBIOS name of the printer to be specified from SmartNetMonitor for Admin even under a DHCP environment.

This section describes how to configure the WINS server.

♥ Limitation

❒ IEEE 1394 (IP over 1394) is not supported by a WINS Server.

⬟ Note

❒ The WINS Server is supported with Windows NT 4.0 Server Service Pack 4 or later, and Windows 2000 Servers WINS Manager.

❒ For more information about the WINS Server settings, see Windows Help.

❒ If there is no reply from the WINS Server, the NetBIOS name will be registered by broadcast.

❒ The NetBIOS name consists of up to 13 alphanumeric characters.

Using a WWW browser

A **Start the Web browser.**

B **Point your browser at the URL or IP address of the printer (e.g. http://XXX.XXX.XXX.XXX where the Xs are the number of the IP address).**

The status of the printer you chose appears on the Web browser.

C **Click [Network Config].**

The dialog box for entering the password and user name is displayed.

D **Enter your user name and password, and then click OK.**

To use the factory default account, enter no user name and type "password" for the password.

E **Click [TCP/IP].**

F **Set WINS to active and enter the IP address of the WINS server in Primary WINS Server and Secondary WINS Server.**

G **Click [Refresh].**

H **Exit the Web browser.**

Using telnet

A **Connect to the remote printer using telnet.**

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B **Use the "set" command to make WINS active.**

```
msh> set wins on
```

C **Specify the IP addresses (primary and secondary) using the following commands.**

```
msh> wins primary Ipaddress
```

```
msh> wins secondary Ipaddress
```

Note

❐ To confirm the current configuration, use the "show" command.

D **Log out from telnet.**

When Using the NIB Setup Tool

If the Network Interface Board cannot browse using the TCP/IP protocol, make sure that the TCP/IP environment is correctly configured in your computer.

When Using IPP with SmartNetMonitor for Client

When using IPP with SmartNetMonitor for Client, note the following:

- The network printer can only receive one print job from SmartNetMonitor for Client at a time. While the network printer is printing a job, another user cannot access the network printer until it completes the job. In this case, SmartNetMonitor for Client tries to access the network printer until the retry interval expires.

- If SmartNetMonitor for Client cannot access the network printer and times out, SmartNetMonitor for Client stops sending the print job. In this case, you should cancel the paused status from the print queue window. SmartNetMonitor for Client will resume access to the network printer. You can delete the print job from the print queue window, but canceling a print job that has been printed by the network printer might cause the next print job sent from another user to be incorrectly printed.

- If a print job that is sent from SmartNetMonitor for Client is interrupted and the network printer cancels the job because something went wrong, launch the print job again.

- Print jobs sent from another computer do not appear in the print queue window regardless of the protocol.

- If various users send print jobs using SmartNetMonitor for Client to network printers, the printing order might not be in the order in which the jobs were sent.

- An IP address cannot be used for the IPP port name because the IP address is used for the SmartNetMonitor for Client port name.

Specifications

Interface	100BASE-TX, 10BASE-T, IEEE 1394 (IP over 1394) [*1] , IEEE 802.11b
Frame type	EthernetII, IEEE 802.2, IEEE 802.3, SNAP
Protocol	• TCP/IP Windows 95 Windows 98 Windows Me Windows 2000 Windows XP Windows NT 4.0 Netware 5/5.1 • IPX/SPX NetWare 3.12, 3.2, 4.1, 4.11, 4.2, IntranetWare, 5, 5.1 • NetBEUI [*2] Windows 95 Windows 98 Windows Me Windows 2000 Windows NT 4.0 • AppleTalk Mac OS
SNMP	MIB-II, PrinterMIB, HostResourceMIB, RicohPrivateMIB

[*1] The 1394 interface Board supports only TCP/IP.
[*2] To use NetBEUI, use the SmartNetMonitor for Client port.

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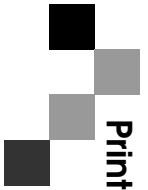
Printer Kit Type 1075   Operating Instructions   Printer Reference 2

PostScript 3 Board
Type 1075

Operating Instructions
Supplement

For safe and correct use of this machine, please be sure to read the Safety Information in the "General Settings Guide" before you use it.

Introduction

This manual describes detailed instructions on the operation and notes about the use of this machine. To get maximum versatility from this machine all operators are requested to read this manual carefully and follow the instructions. Please keep this manual in a handy place near the machine.

Important

Contents 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.

Note

Printing with the PostScript 3 printer driver is available when the PostScript 3 board option is installed on your machine.

Trademarks

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Notes:

Some illustrations in this manual might be slightly different from the machine.

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

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2. Printer Utility for Mac

1. Using PostScript 3

Setting up Options

This documentation describes the specific printer functions and menus that are added by installing the PPD file. For more information about the functions and menus of the Windows 95/98/Me PostScript 3 printer driver, see the printer driver's Help.

Job Type

Use this function to select the type of print job.

The following table shows the tabs or menus where you can select this function.

Windows 95/98/Me	**[Job Type]** on the **[Setup]** tab.
Windows 2000/XP	**[Job Type]** on the **[Job/Log]** tab in the Printing Preferences dialog box.
Windows NT 4.0	**[Job Type]** on the **[Job/Log]** tab in the Printer Properties dialog box.
Macintosh	**[Job Type]** on **[Job Log]** in the print dialog box.

You can select the following items.

💡 Limitation
❒ If you use Mac OS X 10.1 or later (native environment), the following functions cannot be used:
- Sample Print
- Locked Print
- Document Server

❖ Normal
Select this function for normal printing. The print job starts immediately after the print command is given.

📝 Note
❒ Under Windows 95/98/Me, if you want to use an User ID, click the **[Details]** button.

❖ Sample Print

Use this function to print only one set of a multiple print jobs.

The other sets are saved in the machine. The saved job can be printed from the machine's control panel. You can also delete the saved job.

Note

❒ You can enter a "User ID" of up to eight alphanumeric (a- z, A- Z, 0- 9) characters.

❒ Entering the "User ID" helps you to distinguish the print job from others.

Reference

For more information about how to use Sample Print, see p.5 "How to Use Sample Print".

❖ Locked Print

Use this function to store in the machine's hard disk with a password, and then edit and print them as you want.

Note

❒ You can enter a "User ID" of up to eight alphanumeric (a-z, A-Z, 0-9) characters.

❒ The "Password" must be four digits.

Reference

For more information about how to use Locked Print, see p.7 "How to Use Locked Print".

❖ Document Server

Use this function to store in the machine's hard disk documents that you want to print and as well as documents you might want to later combine or process for printing.

Note

❒ You can enter a "User ID" of up to eight alphanumeric (a-z, A-Z, 0-9) characters.

❒ The "Password" must be four digits.

❒ You can enter a "File name" of up to sixteen characters.

Reference

For more information about how to use Document Server, see p.9 "How to Use Document Server" .

How to Use Sample Print

Follow the procedures to print a document using the "Sample Print" function.

✐ 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 the collate option is selected in the application print dialog box, more prints than intended may be printed.

Windows 95/98/Me

A From an application, select the menu command to print.

The print dialog box appears.

B Open the Printer Properties to set the Sample Print.

C Click the [Setup] tab.

D Select [Sample Print] in [Job Type].

E Click [Details].

F Enter a "User ID" of up to eight alphanumeric (a-z, A-Z, 0-9) characters in [User ID].

✐ Note

❒ Select this to identify the user associated with the job.

G Click [OK].

H Click [Apply] to apply the settings you made.

I After making all of the settings you want, click [OK] to close the Printer Properties.

J Start printing from the application's print dialog box.

The Sample Print job is sent to the machine and one set is printed.

K Check the sample print to confirm that the settings are correct.

If the settings are correct, remaining sets can be printed using the control panel. See "Printing a Sample Print File", *Printer Reference 2*.

If the settings are incorrect, the saved job can be deleted using the control panel. See "Deleting a Sample Print File", *Printer Reference 2*.

Windows 2000/XP, Windows NT 4.0

A **From an application, select the menu command to print.**

The print dialog box appears.

B **Open the Printer Properties to set the Sample Print.**

C **Click the [Job/Log] tab.**

D **Select [Sample Print] in [Job Type].**

E **Enter a "User ID" of up to eight alphanumeric (a-z, A-Z, 0-9) characters in [User ID].**

Note

❒ Select this to identify the user associated with the job.

F **Click [OK] to close the Printer Properties, and then click [Apply].**

Note

❒ When using Windows 2000, click **[Apply]**.

❒ When using Windows NT 4.0, click **[OK]**.

G **Start printing from the application's print dialog box.**

The Sample Print job is sent to the machine and one set is printed.

H **Check the sample print to confirm that the settings are correct.**

If the settings are correct, remaining sets can be printed using the control panel. See "Printing a Sample Print File", *Printer Reference 2*.

If the settings are incorrect, the saved job can be deleted using the control panel. See "Deleting a Sample Print File", *Printer Reference 2*.

Macintosh

A **From an application, select the menu command to print.**

The print dialog box appears.

B **Click [Job Log] from the pop up menu.**

C **Select [Sample Print] in [Job Type], and then select the appropriate setting.**

D **Enter a "User ID" of up to eight alphanumeric (a-z, A-Z, 0-9) characters in [User ID].**

Note

❒ Select this to identify the user associated with the job.

E **After making all of the settings you want, click [Print].**

The Sample Print job is sent to the machine and one set is printed.

F **Check the sample print to confirm that the settings are correct.**

If the settings are correct, remaining sets can be printed using the control panel. See "Printing a Sample Print File", *Printer Reference 2*.

If the settings are incorrect, the saved job can be deleted using the control panel. See "Deleting a Sample Print File", *Printer Reference 2*.

How to Use Locked Print

Follow the procedures to print a document using the "Locked Print" function.

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 the collate option is selected in the application print dialog box, more prints than intended may be printed.

Windows 95/98/Me

A **From an application, select the menu command to print.**

The print dialog box appears.

B **Open the Printer Properties to set the Locked Print.**

C **Click the [Setup] tab.**

D **Select [Locked Print] in [Job Type].**

E **Click [Details].**

F **Enter a "User ID" of up to eight alphanumeric (a-z, A-Z, 0-9) characters in [User ID]. Then enter a password in [Password]. The "Password" must be four digits.**

Note

❒ Select this to identify the user associated with the job.

G **Click [OK].**

H **Click [Apply] to apply the settings you made.**

I **After making all of the settings you want, click [OK] to close the Printer Properties.**

🔟 Start printing from the application's print dialog box.

The document file is saved in the machine.

It is possible to print the saved job using the control panel. See "Printing a Locked Print File", *Printer Reference 2*.

It is possible to delete the saved job using the control panel. See "Printing a Locked Print File", *Printer Reference 2*.

Windows 2000/XP, Windows NT 4.0

❶ From an application, select the menu command to print.

The print dialog box appears.

❷ Open the Printer Properties to set the Locked Print.

❸ Click the [Job/Log] tab.

❹ Select [Locked Print] in [Job Type].

❺ Enter a "User ID" of up to eight alphanumeric (a-z, A-Z, 0-9) characters in [User ID]. Then enter a password in [Password]. The "Password" must be four digits.

✐ Note

❒ Select this to identify the user associated with the job.

❻ Click [OK] to close the Printer Properties, and then click [Apply].

✐ Note

❒ When using Windows 2000, click **[Apply]**.

❒ When using Windows NT 4.0, click **[OK]**.

❼ Start printing from the application's print dialog box.

The document file is saved in the machine.

It is possible to print the saved job using the control panel. See "Printing a Locked Print File", *Printer Reference 2*.

It is possible to delete the saved job using the control panel. See "Printing a Locked Print File", *Printer Reference 2*.

Macintosh

❶ From an application, select the menu command to print.

The print dialog box appears.

❷ Click to select [Job Log] from the pop up menu.

C **Select [Locked Print] in [Job Type], and then select the appropriate setting.**

D **Enter a "User ID" of up to eight alphanumeric (a-z, A-Z, 0-9) characters in [User ID]. Then enter a password in [Password]. The "Password" must be four digits.**

✐ **Note**

❒ Set **[User ID]** and **[Password]** to identify the user associated with the job.

E **After making all of the settings you want, click [Print].**

The document file is saved in the machine.

It is possible to print the saved job using the control panel. See "Printing a Locked Print File", *Printer Reference 2*.

It is possible to delete the saved job using the control panel. See "Printing a Locked Print File", *Printer Reference 2*.

How to Use Document Server

Follow the procedures to print a document using the "Document Server" function.

Windows 95/98/Me

A **From an application, select the menu command to print.**

The print dialog box appears.

B **Open the Printer Properties to set the Document Server.**

C **Click the [Setup] tab.**

D **Select [Document Server] in [Job Type].**

E **Click [Details].**

F **Enter a "User ID" of up to eight alphanumeric (a-z, A-Z, 0-9) characters in [User ID]. Then enter a "Password" in [Password]. The "Password" must be four digits.**

✐ **Note**

❒ Select this to identify the user associated with the job.

❒ If necessary, enter the "Document file's name" in **[File name]**. You can enter a **[File name]** of up to sixteen characters.

G **Click [OK].**

H **Click [Apply] to apply the settings you made.**

9 **After making all of the settings you want, click [OK] to close the printer properties.**

10 **Start printing from the application's print dialog box.**

⌕ **Reference**

For more information about the Document Server function, see "Accessing the Document Server", *Printer Reference 2* or the *General Settings Guide.*

Windows 2000/XP, Windows NT 4.0

A **From an application, select the menu command to print.**

The print dialog box appears.

B **Open the Printer Properties to set the Locked Print.**

C **Click the [Job/Log] tab.**

D **Select [Document Server] in [Job Type].**

E **Enter a "User ID" of up to eight alphanumeric (a-z, A-Z, 0-9) characters in [User ID]. Then enter a "Password" in [Password]. The "Password" must be four digits.**

✎ **Note**

❒ Select this to identify the user associated with the job.

❒ If necessary, enter the "Document file's name" in [File Name]. You can enter a [File Name] of up to sixteen characters.

F **Click [OK] to close the Printer Properties, and then click [Apply].**

✎ **Note**

❒ When using Windows 2000, click [Apply].

❒ When using Windows NT 4.0, click [OK].

G **Start printing from the application's print dialog box.**

⌕ **Reference**

For more information about the Document Server function, see "Accessing the Document Server", *Printer Reference 2* or the *General Settings Guide.*

Macintosh

A **From an application, select [Print] from the file menu.**

The print dialog box appears.

B **From the pop-up menu, select [Job Log].**

C **From the [Print Job] pop-up menu, select [Print Job].**

D **Enter a "User ID" of up to eight alphanumeric (a-z, A-Z, 0-9) characters in [User ID]. Then enter a "password" in [Password]. The "Password" must be four digits.**

Note

❒ Set **[User ID]** and **[Password]** to identify the user associated with the job.

E **Click [OK].**

F **Start printing from the application's print dialog box.**

Reference

For more information about the Document Server function, see "Accessing the Document Server", *Printer Reference 2* or the *General Settings Guide.*

Collate

Use this function to enable collation. With this feature, the machine can efficiently print collated sets of multiple-page documents.

Limitation

❒ If you select Upper Tray as an output tray, it is shift-collated automatically.

The following table shows the tabs or menus where you can select this function.

Windows 95/98/Me	**[Collate]** on the **[Setup]** tab.
Windows 2000/XP	**[Printer Features]** on **[Advanced]** on the **[Paper/Quality]** or **[Layout]** tab in the Printing Preferences dialog box.
Windows NT 4.0	**[Printer Features]** on **[Document Options]** on the **[Advanced]** tab.
Macintosh	**[Collate]** on **[Printer Specific Options]** in the print dialog box.

Duplex Printing

Use this function to select duplex printing.

The following table shows the tabs or menus where you can select this function.

Windows 95/98/Me	**[Duplex]** on the **[Setup]** tab.
Windows 2000/XP	**[Print on Both Sides]** on the **[Layout]** tab in the Printing Preferences dialog box.
Windows NT 4.0	**[Print on Both Sides (Duplex Printing)]** on the **[Page Setup]** tab in the Document Default dialog box.
Macintosh	**[Print on Both Sides]** on **[Layout]** in the print dialog box.

You can select the following items. The following items may vary depending on the operating system you are using.

Windows 95/98/Me

❖ **Off**
 Disables Duplex Printing.

❖ **Open to Left**
 Prints output so that you can open it to the left when bound along the left edge.

❖ **Open to Top**
 Prints output so that you can open it to the top when bound along the top edge.

Windows 2000/XP, Macintosh

Note
❒ If you use a Macintosh, click to select the button that means **[Flip on Long Edge]** or **[Flip on Short Edge]**.

❖ **None**
 Disables Duplex Printing.

❖ **Flip on Long Edge**
 Prints output so that you can open it to the long edge when bound along the long edge.

❖ **Flip on Short Edge**
 Prints output so that you can open it to the short edge when bound along the short edge.

Windows NT 4.0

❖ **None**
Disables Duplex Printing.

❖ **Long Side**
Prints output so that you can open it to the long edge when bound along the long edge.

❖ **Short Side**
Prints output so that you can open it to the short edge when bound along the short edge.

Paper Size

Use this to select the paper size.

The following table shows the tabs or menus where you can select this function.

Windows 95/98/Me	**[Size]** on the **[Paper]** tab.
Windows 2000/XP	**[Paper/Output]** on **[Advanced]** on the **[Paper/Quality]** or **[Layout]** tab in the Printing Preferences dialog box.
Windows NT 4.0	**[Paper Size]** on the **[Page Setup]** tab in the Document Default dialog box.
Macintosh	**[Paper]** on the **[Page Attributes]** tab in the Page Setup dialog box.

💡 **Limitation**
❐ If you use Mac OS X 10.1 or later (native environment), Custom Paper Size cannot be used.

🔎 **Reference**
For more information about the paper sizes supported by this machine, see the *General Settings Guide*.

Paper Type

Use this to select the paper type.

The following table shows the tabs or menus where you can select this function.

Windows 95/98/Me	**[Type]** on **[All Pages]** on the **[Paper]** tab.
Windows 2000/XP	**[Media]** on the **[Paper/Quality]** tab in the Printing Preferences dialog box.
Windows NT 4.0	**[Media]** on **[Paper/Output]** on the **[Advanced]** tab.
Macintosh	**[Paper Type]** on **[Printer Specific Options]** in the print dialog box.

℘ Reference

For more information about the paper type supported by this machine, see the *General Settings Guide*.

Paper Source

Use this to select the paper sources.

The following table shows the tabs or menus where you can select this function.

Windows 95/98/Me	**[Tray]** on **[All Pages]** on the **[Paper]** tab.
Windows 2000/XP	**[Paper Source]** on the **[Paper/Quality]** tab in the Printing Preferences dialog box.
Windows NT 4.0	**[Paper Source]** on the **[Page Setup]** tab in the Document Default dialog box.
Macintosh	**[Paper Source]** on **[General]** in the print dialog box.

Orientation

Use this to select the feed direction of the paper.

The following table shows the tab or menus where you can select this function.

Windows 95/98/Me	**[Orientation]** on the **[Setup]** tab.
Windows 2000/XP	**[Orientation]** on the **[Layout]** tab.
Windows NT 4.0	**[Orientation]** on **[Paper/Output]** on the **[Advanced]** tab.
Macintosh	**[Orientation]** on the **[Page Attributes]** tab in the Page Setup dialog box.

Destination Tray

Use this to select the output tray.

The following table shows the tabs or menus where you can select this function.

Windows 95/98/Me	**[Destination]** on the **[Paper]** tab.
Windows 2000/XP	**[Printer Features]** on **[Advanced]** on the **[Paper/Quality]** or **[Layout]** tab in the Printing Preferences dialog box.
Windows NT 4.0	**[Printer Features]** on **[Document Options]** on the **[Advanced]** tab.
Macintosh	**[Destination]** on **[Printer Specific Options]** in the print dialog box.

Resolution

Use this to set the resolution to **[1200dpi]** or **[600dpi]**.

The following table shows the tabs or menus where you can select this function.

Windows 95/98/Me	**[Resolution]** on the **[Print Quality]** tab.
Windows 2000/XP	**[Graphic]** on **[Advanced]** on the **[Paper/Quality]** or **[Layout]** tab in the Printing Preferences dialog box.
Windows NT 4.0	**[Graphic]** on the **[Advanced]** tab.
Macintosh	**[Resolution]** on **[Printer Specific Options]** in the print dialog box.

Edge Smoothing

Use this function to improve the print quality of text and graphics. Indentations in curved lines are automatically smoothed to produce a cleaner appearance.

The following table shows the tabs or menus where you can select this function.

Windows 95/98/Me	**[Edge Smoothing]** on the **[Print Quality]** tab.
Windows 2000/XP	**[Printer Features]** on **[Advanced]** on the **[Paper/Quality]** or **[Layout]** tab in the Printing Preferences dialog box.
Windows NT 4.0	**[Printer Features]** on **[Document Options]** on the **[Advanced]** tab.
Macintosh	**[Print Mode]** on **[Printer Specific Options]** in the print dialog box.

Toner Saving

Use this function to reduce the amount of toner used when printing.

The following table shows the tabs or menus where you can select this function.

Windows 95/98/Me	**[Toner Saving]** on the **[Print Quality]** tab.
Windows 2000/XP	**[Printer Features]** on **[Advanced]** on the **[Paper/Quality]** or **[Layout]** tab in the Printing Preferences dialog box.
Windows NT 4.0	**[Printer Features]** on **[Document Options]** on the **[Advanced]** tab.
Macintosh	**[Print Mode]** on **[Printer Specific Options]** in the print dialog box.

Staple

Use this function to staple sheets of printed paper together.

❢ **Limitation**

❒ When stapling, use the finisher option. See the *Copy Reference* or the *Printer Reference 2*.

◯ **Reference**

For more information about the stapling location, see "Staple", *Printer Reference 2*.

The following table shows the tabs or menus where you can select this function.

Windows 95/98/Me	**[Staple]** on the **[Setup]** tab.
Windows 2000/XP	**[Printer Features]** on **[Advanced]** on the **[Paper/Quality]** or **[Layout]** tab in the Printing Preferences dialog box.
Windows NT 4.0	**[Printer Features]** on **[Document Options]** on the **[Advanced]** tab.
Macintosh	**[Staple]** on **[Printer Specific Options]** in the print dialog box.

1

Punch

Use this function to punch holes in separately printed sheets.

♥ Limitation

❒ When punching holes, use the finisher option.

🔍 Reference

For more information about punching holes, see the *Copy Reference* or the *Printer Reference 2*.

The following table shows the tabs or menus where you can select this function.

Windows 95/98/Me	**[Punch]** on the **[Setup]** tab.
Windows 2000/XP	**[Printer Features]** on **[Advanced]** on the **[Paper/Quality]** or **[Layout]** tab in the Printing Preferences dialog box.
Windows NT 4.0	**[Printer Features]** on **[Document Options]** on the **[Advanced]** tab.
Macintosh	**[Punch]** on **[Printer Specific Options]** in the print dialog box.

User Code

Use this to set a user code for print logging.

Enter a user code using up to eight digits. A user code identifies a group of users and allows you to check the number of sheets printed under each code with SmartNetMonitor for Admin.

The following table shows the tabs or menus where you can select this function.

Windows 95/98/Me	**[User Code]** on the **[Statistics]** tab.
Windows 2000/XP	**[User Code]** on the **[Job/Log]** tab in the Printing Preferences dialog box.
Windows NT 4.0	**[User Code]** on the **[Job/Log]** tab in the Printer Properties dialog box.
Macintosh	**[User Code]** on **[Job Log]** in the print dialog box.

📝 Note

❒ You can enter a "User Code" of up to eight digits.

♥ Limitation

❒ If you use Mac OS X 10.1 or later (native environment), this function cannot be used.

🔍 Reference

For more information about using SmartNetMonitor for Admin, see the Help file.

Options

Use this to set the options mentioned below.

The following table shows the tabs or menus where you can select this function.

Windows 95/98/Me	**[Options]** on the **[Accessories]** tab.
Windows 2000/XP	**[Installable Options]** on the **[Device Settings]** tab.
Windows NT 4.0	**[Installable Options]** on the **[Device Settings]** tab.
Macintosh	**[Chooser]** on the Apple Menu.

❖ **Large Capacity Tray, Interposer**

- Select the tray with the following menu:
  Paper Source, see p.14 "Paper Source"

❖ **Copy Tray, Booklet Finisher, Finisher 3000M (50-Sheet Staples), Finisher 3000B (100-Sheet Staples), Mailbox**

- Select the tray with the following menu:
  Destination, see p.15 "Destination Tray"

2. Printer Utility for Mac

Using the Printer Utility for Mac, you can download fonts, change the name of the machine and so on.

🖉 Note
❒ The Printer Utility for Mac is included on the CD-ROM labeled "Printer Drivers and Utilities".
❒ The Printer Utility for Mac requires Mac OS 8.6 or later. (Mac OS X Classic environment is supported.)

Installing the Printer Utility for Mac

Follow these steps to install the Printer Utility for Mac on the machine.

A Start the Macintosh.

B Insert the CD-ROM into the CD-ROM drive.

The CD-ROM icon appears.

C Double-click the icon of hard disk to open it.

D Double-click the CD-ROM icon.

The contents of the CD-ROM appear.

E Double-click the [PS Utility] folder on the CD-ROM, and then drag the [Printer Utility for Mac] file, and then drop it into the Macintosh hard disk.

F Drag the CD-ROM icon and drop it into [Trash] to eject the CD-ROM.

Printer Utility for Mac is installed.

Starting the Printer Utility for Mac

The following instructions describe how to start the Printer Utility for Mac.

⚜️Important

❒ Before starting the Printer Utility for Mac, confirm that the machine is selected with **[Chooser]** on the Apple menu.

A **Double-click the icon of the Printer Utility for Mac.**

The Printer Utility for Mac dialog box appears.

B **Click [OK].**

The Printer Utility for Mac will take a few seconds to start.

🔎Reference

For more information, see p.21 "Printer Utility for Mac Functions".

Printer Utility for Mac Functions

Printer Utility for Mac functions are described below.

❖ **File menu**

- **[Download PS Fonts...]**
  Download fonts (PostScript Type 1) to the machine. See p.22 "Downloading PS Fonts".

- **[Display Printer's Fonts...]**
  Display and delete the fonts in machine memory and the machine's hard disk drive. See p.23 "Displaying the Machine's Fonts".

- **[Initialize Printer's Disk...]**
  Initialize the machine's hard disk drive. See p.24 "Initializing the Hard Disk".

- **[Page Setup...]**
  Set up the paper size to print "Printer Font Catalog" and "Printer Font Sample". See p.24 "Page Setup".

- **[Print Font Catalog...]**
  Print the names of available fonts. See p.24 "Printing the Font Catalog".

- **[Print Font Sample...]**
  Print a sample of fonts. See p.25 "Printing Font Samples".

- **[Rename Printer...]**
  Change the machine's name when viewed via Appletalk. See p.25 "Renaming the Machine".

- **[Restart Printer]**
  Restart the machine. See p.26 "Restarting the Machine".

❖ **Utility menu**

- **[Download PostScript File...]**
  Download a PostScript File. See p.26 "Downloading PostScript Files".

- **[Select Zone...]**
  Change the zone the machine belongs to via Appletalk. See p.26 "Selecting the Zone".

- **[Display Printer Status...]**
  Display the status of the machine. See p.27 "Displaying the Machine Status".

- **[Launch Dialogue Console...]**
  Create and edit a PostScript file, and download it to the machine. See p.27 "Launching the Dialogue Console".

Downloading PS Fonts

You can download the PS fonts to the machine's memory or hard disk drive.

⚠️Important

❒ The following procedures to download the fonts assume that you are a system administrator. If you are not, be sure to consult your system administrator.

❒ If the machine restarts, all the machine settings return to their defaults.

❒ Confirm that Macintosh and the machine are connected with Appletalk.

📝Note

❒ Some fonts cannot be downloaded.

❒ Before downloading, read the documentation about the fonts you want to use.

A **Select [Download PS Fonts...] on the [File] menu.**

B **Click [Add to list].**

The dialog box to select fonts appears.

C **Click to select the desired font files, and then click [Open].**

The list of selectable font names appears.

D **After adding all the fonts you want to download, click [OK].**

The dialog box of selected fonts to download appears.

E **Click [Download].**

The fonts begin to download, and the download status is shown.

⚠️Important

❒ During the download, do not turn off the power switch, operate the panel or open or close the cover.

F **When the completion message appears, click [OK].**

G **Click [Cancel].**

Displaying the Machine's Fonts

You can display the available fonts currently downloaded to the machine. Fonts in the machine's memory and hard disk drive can be displayed.

Note

❒ The fonts displayed in Italics are the default fonts.

A **Select [Display Printer's Fonts...] on the [File] menu.**

A dialog box appears.

B **Select [Printer's memory] or [Printer's disk].**

C **Click [OK].**

Deleting Fonts

You can delete fonts from the machine's memory or hard disk drive.

A **Select [Display Printer's fonts] on the [File] menu.**

A dialog box appears.

B **Select [Printer's memory] or [Printer's disk].**

C **Select the fonts you want to delete.**

Limitation

❒ You cannot delete the fonts displayed in Italic.

D **Click [Delete].**

A confirmation message appears.

E **Confirm the fonts you want to delete and the machine name from which you want to delete the fonts.**

F **Click [Continue], and then click [OK].**

G **Click [OK].**

Initializing the Hard Disk

When initializing the machine's hard disk, all the fonts downloaded to the machine's hard disk drive are deleted. Before initializing, be sure to check the fonts on the hard disk drive.

❖Important

❐ When initializing the machine's hard disk drive from the control panel, all of the data on the machine's optional hard disk drive, including other areas that do not use PostScript 3, are deleted. Before initializing, be sure to check the data on the optional hard disk kit.

A **Select [Initialize Printer's Disk...] on the [File] menu.**

The confirmation message appears.

Note

❐ To cancel initialization, click **[Cancel]**.

B **Click [Execute].**

Initializing starts.

❖Important

❐ Do not turn off the power switch until initializing is completed, otherwise the hard disk drive may get damaged.

C **When the completion message appears, click [OK].**

Page Setup

You can set the paper size on which to print "Print Fonts Catalogue" and "Print Fonts Sample".

A **Select [Page Setup...] on the [File] menu.**

B **Choose the paper size.**

Printing the Font Catalog

You can print the names of fonts available on the machine.

Note

❐ The paper selected under **[Page Setup]** is used.

A **Select [Print Fonts Catalogue] on the [File] menu.**

B **Click [Print].**

Printing Font Samples

You can print samples of fonts downloaded to the hard disk drive or memory.

Note

❒ The paper selected under **[Page Setup]** is used.

A **Select [Print Fonts Sample...] on the [File] menu.**

B **Click [Print].**

Renaming the Machine

You can change the machine's name displayed under Appletalk. If you connect several printers on the network, assign different names so you can identify them. If several printers have the same name, a digit appears next to the machine name in **[Chooser]**.

A **Select [Rename Printer...] on the [File] menu.**

B **Type a new name in the [New Name] field.**

Limitation

❒ You can enter up to 31 digits and letters.

❒ Do not use symbols, for example "*", ":", "=","@", "~".

C **Click [Rename].**

The machine name is changed.

D **Press [OK].**

E **Select [Chooser] on the Apple menu.**

F **Click the [AdobePS] icon.**

G **Click to select the machine name renamed in step B, and then close [Chooser].**

Note

❒ If there are several Appletalk zones, select the zone the machine belongs to.

Restarting the Machine

You can restart the machine.

A Select [Restart Printer] on the [File] menu.

B Confirm the message that appears on the screen, and then click [Restart].

The machine restarts.

✐ Note

❒ The fonts that you downloaded in the machine's memory will be deleted.

❒ If the machine restarts, all the machine settings return to their defaults.

Downloading PostScript Files

You can download a Postscript file to the machine.

A Select [Download PostScript File...] on the [Utility] menu.

B Select the file name to download and click the file name, and then click [Open].

C Type the log file name, and then click [Save].

The selected file is downloaded.

✐ Note

❒ Errors are recorded in the log file.

Selecting the Zone

You can change the zone to which the machine belongs under Appletalk.

⚙Important

❒ Confirm that the machine and a Macintosh are connected in an Appletalk environment.

A Select [Select Zone...] on the [Utility] menu.

The zone to which the machine belongs and the available zone list appear.

B Select the zone to which you want to switch the printer to, and then click [Change].

A confirmation message appears.

C Click [Continue].

A confirmation message appears.

4 **Press [OK].**

5 **Select [Chooser] on the Apple menu.**

6 **Click the [AdobePS] icon.**

7 **Select the zone selected in step 2 on the [Appletalk zone] list.**

8 **Click to select the machine you want to use on the [Select a PostScript Printer] list.**

9 **Close [Chooser].**

Displaying the Machine Status

You can display and confirm the current status of the machine.

1 **Select [Display Printer Status...] on the [Utility] menu.**

The current status of the machine appears.

2 **Confirm the current status of the machine.**

You can confirm the memory capacity, the VM (Virtual Memory) space, the hard disk drive status and available space on the hard disk drive. You can also confirm the zone to which the machine belongs.

3 **Click [OK].**

Launching the Dialogue Console

You can create and edit a PostScript file for printing, and download it to the machine.

⚙️**Important**

❒ "Launch Dialogue Console" is recommended for users with an understanding of PostScript.

❒ Do not download any file other than PostScript files to the machine.

❒ "Launch Dialogue Console" must be used at your own responsibility.

1 **Select [Launch Dialogue Console...] on the [Utility] menu.**

Open the editing screen. The Dialogue Console menu bar appears.

2 **Type the PostScript command in the editor screen.**

🖉 **Note**

❒ To edit a PostScript file, select **[Open]** on the **[File]** menu to open it.

❒ You can search or replace a character string by using the **[Search]** menu.

C **After editing the PostScript file, select [Download Top Window] on [Console] menu to start printing.**

The PostScript file is sent to the machine.

⌀ Note

❒ The **[Reply from Printer]** box opens, depending on the PostScript file you sent.

D **Select [Return To Main Menu] on the [Console] menu to close the PostScript file.**

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Printer/Scanner Kit Type 1075

Operating Instructions
Scanner Reference

For safe and correct use of this machine, please be sure to read the Safety Information in the General Settings Guide before you use it.

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.

Scanner function is available when the Printer/Scanner option is installed to your machine.

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 metric version.

TABLE OF CONTENTS

How to Read This Manual

Symbols

In this manual, the following symbols are used:

⚙️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 operation panel of the machine.

【   】

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 Kit Type 1075 → printer/scanner controller

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 → DeskTop-Binder V2 Lite/Professional
- ScanRouter V2 Lite and ScanRouter V2 Professional → ScanRouter V2 Lite/Professional

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.

❖ General Settings Guide
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.40 "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.8 "Network Delivery Scanner", p.41 "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 Lite/Professional, 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.

❖ **When connected to a mail server**

When the machine is connected to an SMTP server managed by an Internet service provider (hereafter called "Provider(s)"), the POP identity (POP Before SMTP) may be required by the Provider. When the machine is connected to an SMTP server through a direct dial-up connection with the Provider, the POP identity (POP Before SMTP) is not required.

Outline

By installing the printer/scanner controller, the machine can be used as a network scanner.

The network scanner offers four functions: operating as a network TWAIN scanner, operating as a network delivery scanner, sending e-mail, or storing scan data in the document server.

Network TWAIN Scanner

The scanner of this machine is used from the computer via a network Ethernet (TCP/IP) or IEEE 1394(option) or Wireless LAN(option). The originals can be read in the same operation as for SCSI and USB-connected scanners. For more information, see p.51 "Scanning Originals Using Network TWAIN Scanner".

ZGZX020E
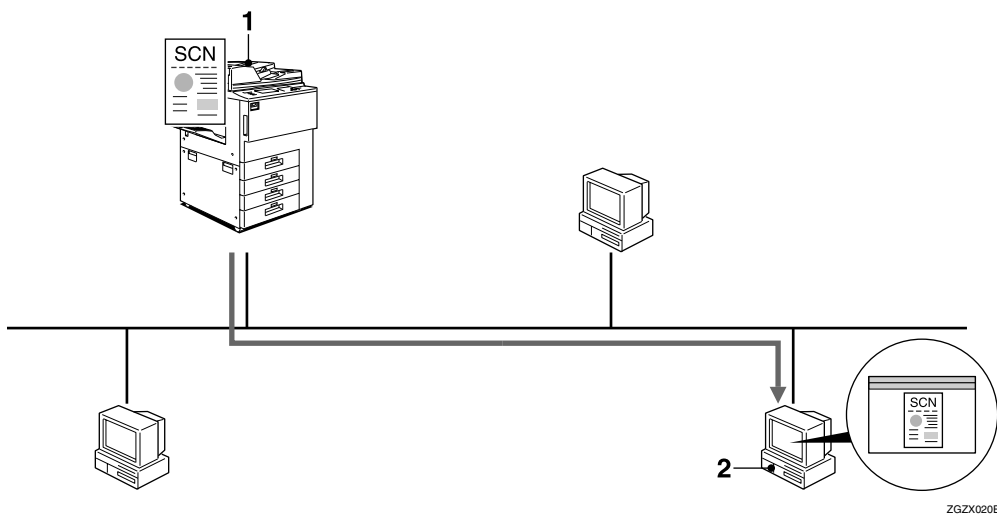
1. **This machine**
The scanner of the machine is used from the computer via a network.

2. **Computer**
Originals are scanned by TWAIN driver for the machine from an application.

Network Delivery Scanner

The machine is used as the delivery scanner with ScanRouter V2 Lite/Professional. The original 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.55 "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.
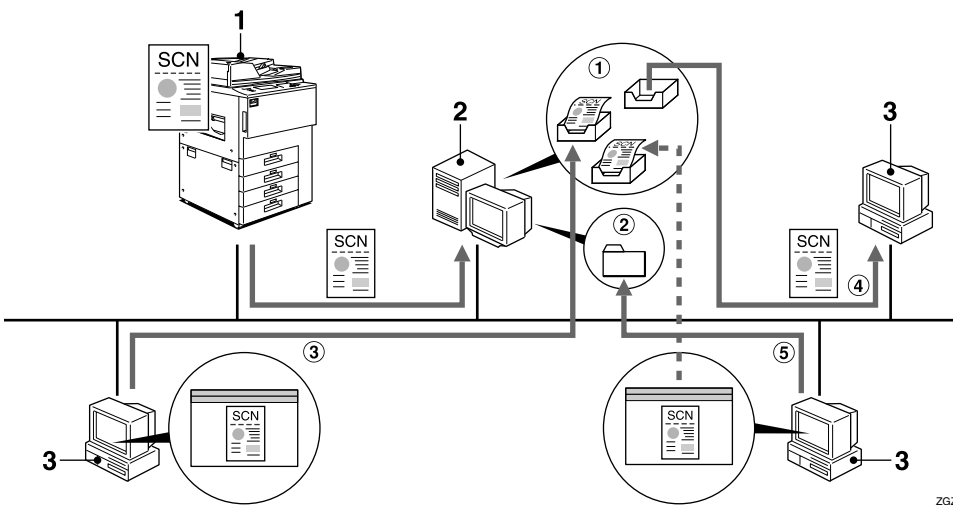
ZGZH010E

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.65 "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)
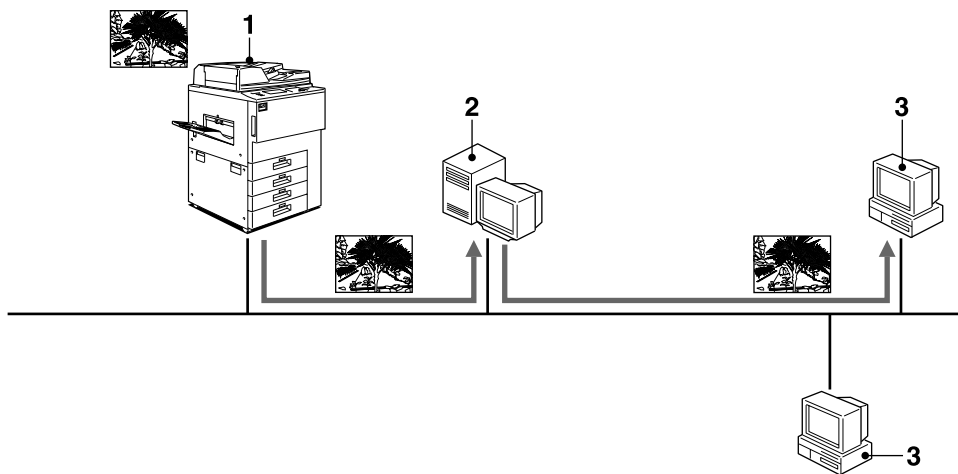
Reference

For more information about ScanRouter V2 Lite, DeskTopBinder V2 Lite, or ScanRouter V2 Link, see the respective documentation. ⇒ p.3 "Manuals for This Machine"

E-mail

A scanned image that is attached to an e-mail can be delivered using the e-mail system through a LAN or the Internet.

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1. **This machine**

A scanned image that is attached to an e-mail can be delivered to a mail server. In combination with a document storage function, scanned images and a number of documents that have been temporarily stored can be delivered all at once.

2. **Mail server**

A mail server is the SMTP server used for an e-mail system. It transfers a transmitted e-mail to a designated destination through a LAN or the Internet.

3. **Client computer**

An e-mail with images attached to it is received, using mail software.

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 can be kept from viewing the document by setting a password for the document. For more information, see p.79 "Using the Document Server".

ZGZX030E
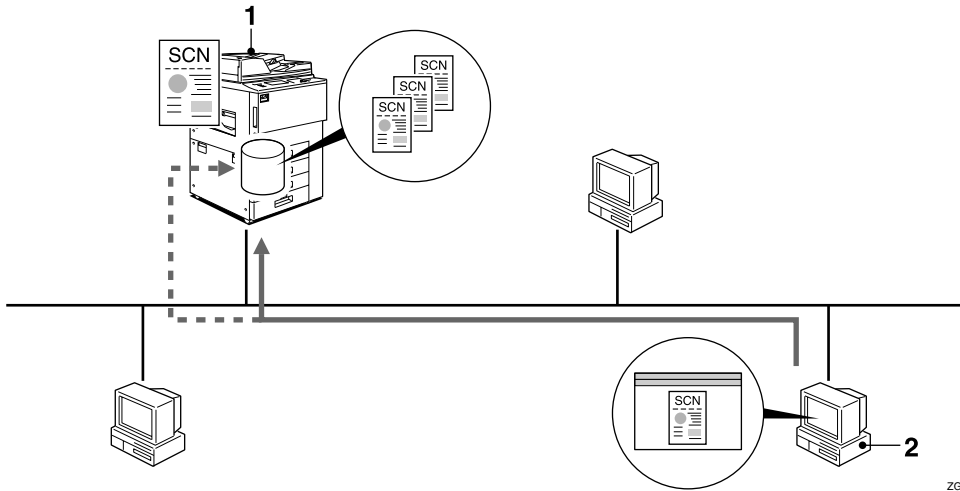
1. **This machine**

The originals scanned by the scanner are 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.3 "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.
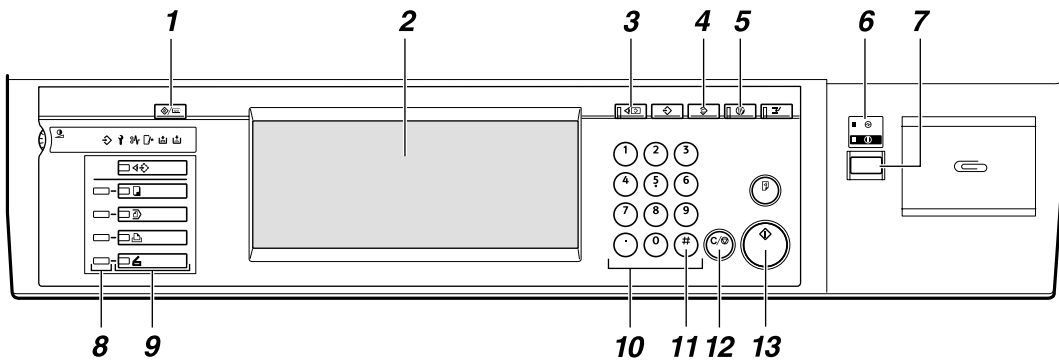
ZGZS300E

1. The【User Tools/Counter】key

Use to change default values or operation parameters according to the operating conditions.

2. Display

Shows operation status and various messages.

3. The【Check Modes】key

Press to check the current settings.

4. The【Clear Modes】key

Use to cancel settings.

5. The【Energy Saver】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, power indicator

The main power indicator lights up when the main power switch is set to On. The power indicator lights up when this machine is on.

🛈 Important

❒ Do not turn off the main power while the power indicator is blinking. Doing so may cause a failure of the hard disk.

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 yellow, the corresponding function is selected.
- When lit green, the corresponding function is active.
- When lit red, the corresponding function is interrupted.

Press the respective key and follow the instructions that appear on the screen.

9. **Function keys**

Pressing the Copy, Document Server, 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. **The 【#】 key (Enter key)**

Use to enter a numeric value.

12. **The 【Clear/Stop】 key**

- Clear: Clears an entered numeric value.
- Stop: Stops scanning.

13. **The 【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. ⇒General Settings Guide

❒ Selected or specified items are highlighted like ▰Recall Program▰.
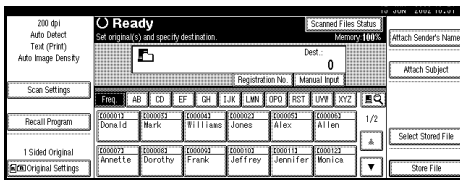
Using as a network TWAIN scanner

When using the machine as a network TWAIN scanner, it is not necessary to select the 【**Scanner**】 key on the control panel. When the TWAIN driver becomes active on a client computer, the display automatically switches to the following screen.
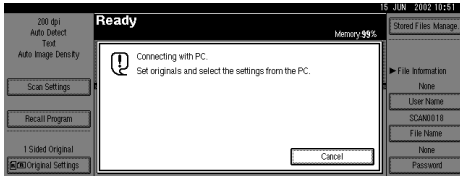
Press **[Cancel]** to use functions other than network TWAIN scanner.

Using as a network delivery scanner

Press the 【**Scanner**】 key to display the network delivery scanner screen (when delivery server has been selected in Destination List Priority). If the network TWAIN scanner screen is displayed, press **[Cancel]**.

🔎 Reference

⇒ p.25 "Making Scanner Settings" for Destination List Priority.

Using E-mail

Press the 【**Scanner**】 key to display the e-mail screen. If the network TWAIN scanner screen is displayed, press **[Cancel]**.

The e-mail screen differs depending on whether the machine is connected to the delivery scanner.

🔎 Reference

⇒ p.25 "Making Scanner Settings" for Destination List Priority.

1
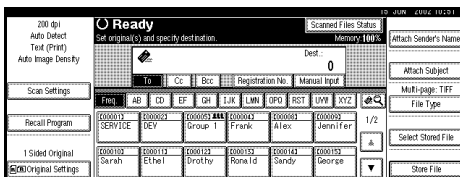
2. Preparations for Use as a Network Scanner

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 General Settings Guide 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, IEEE 1394(option) cable or Wireless LAN(option).

⇒General Settings Guide

② Make System Settings

Check the network settings in System Settings, and change if required.

⇒General Settings Guide

③ 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.36 "Software for using a Network TWAIN Scanner"

Using as a Network Delivery Scanner

① Connect to Network

Connect the machine to the network with an Ethernet cable, IEEE 1394(option) cable or Wireless LAN(option).

⇒General Settings Guide

② Make System Settings

Check the network settings in System Settings, and change if required.

⇒General Settings Guide

③ Make Scanner Settings

Make settings for the network delivery scanner, such as the settings of the scanning feature and subject information.

⇒ p.18 "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.37 "Software for using a Network Delivery Scanner"

$\mathcal{P}$ Reference

For information about ScanRouter V2 Lite, see the ScanRouter V2 Lite manual. ⇒ p.3 "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.38 "DeskTopBinder V2 Lite"

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Using E-mail

① Connect to Network

Connect the machine to the network with an Ethernet cable or IEEE 1394(option) cable or Wireless LAN(option).

⇒General Settings Guide

② Make System Settings

Check the network or the destination settings in System Settings, and change if required.

⇒General Settings Guide

③ Make Scanner Settings

Make settings for sending e-mail such as mail information language and file type priority.

⇒ p.18 "Initial Scanner Setup"

④ Make E-mail Settings

Make settings for sending e-mail for the SMTP server using the computer's Web browser.

⇒ p.32 "Making E-mail Settings"

⑤ Install Software

Set up a mail server as necessary.

For information about setting up, refer to the instruction manuals of the e-mail server to be used and the software to be installed.

Initial Scanner Setup

This section explains all required settings and procedures for using the machine as a network scanner.

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 settings, see the General Settings Guide.

Settings		TWAIN *1	Delivery *2	E-mail *3	Store *4
Timer Settings	Scanner Auto Reset Timer		❍	❍	❍
Interface settings **[Network]**	IP Address	✩	✩	✩	✩
	Sub-net Mask	❍	❍	❍	❍
	Gateway Address	❍	❍	❍	❍
	Network Boot	❍	❍	❍	
	Effective Protocol *5	❍	❍	❍	❍
	NW Frame Type	❍	❍	❍	
	LAN Type	❍	❍	❍	
	Ethernet Speed	❍	❍	❍	
File transfer settings	Delivery Option *6		❍		
	Scanner Recall Interval time		❍	❍	
	Number of Scanner Recalls		❍	❍	

Settings		TWAIN [1]	Delivery [2]	E-mail [3]	Store [4]
Key Operator Tools	Address Book Management			❍	
	Address Book: Program/Change/Delete Group			❍	
	Address Book: Change Order			❍	
	Address Book: Edit Title			❍	
	Address Book: Select Title			❍	

[1] Settings for use as network TWAIN scanner
[2] Settings for use as network delivery scanner
[3] Settings for e-mail
[4] Settings for use as document server
[5] Do not change this setting. It must be left at the factory default value.
[6] When delivery option sets "On", make sure that IP address is set.

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❖ **Scanner settings**

Explanation of scanner settings is provided in this manual.

Settings		Factory default value	TWAIN *1	Delivery *2	E-mail *3	Store *4
Scanner Features ⇒ p.21	Scan Type	Text (Print)		❍	❍	❍
	Resolution	200dpi		❍	❍	❍
	Image Density	Auto Image Density (Medium)		❍	❍	❍
	Scan Size	Auto Detect		❍	❍	❍
Scanner Settings ⇒ p.25	Send/Store Connection Timeout	10 sec	❍	❍	❍	❍
	Compression (Black & White)	On		❍	❍	❍
	Compression (Gray Scale)	Standard		❍	❍	❍
	Destination List Priority	E-mail		❍	❍	
	Update Delivery Server Destination	--		❍		
	Sender's Name Default	No			❍	
	Max. E-mail Size	2048KB			❍	
	Divide & Send E-mail	Yes (per max. size)			❍	
	E-mail Information Language	British English			❍	
	Job Reset Time in Adding Original	Off		❍	❍	❍
	Original Setting	1 Sided Original		❍	❍	❍
	Original Orientation Priority	▨▨		❍	❍	❍
	Mixed Original Sizes Priority	Off		❍	❍	❍
	Switch to Batch	SADF		❍	❍	❍
	File Type Priority	Multi-Page: TIFF			❍	
	Print & Delete Scanner Journal	Delete all after-printing		❍	❍	
	Select Title	Title 1			❍	
Subject Settings ⇒ p.29		Not Programmed		❍	❍	

*1 Settings for use as network TWAIN scanner
*2 Settings for use as network delivery scanner
*3 Setting items for e-mail
*4 Settings for use as document server

❖ **E-mail Settings**
Make settings for sending e-mail using the computer's Web browser. For information about the settings. ⇒ p.32 "Making E-mail Settings".

Settings		Factory default value	TWAIN	Delivery	E-mail	Store
TCP/IP	DNS Server 1	0.0.0.0			❍	
SMTP	SMTP Server Name	(Empty)			☆	
	SMTP Port No.	25			❍	

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
❒ Ten sets of scan settings named "Initial Setup" and "Program 1" - "Program 9" 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 9" can be changed to any name of up to 20 characters.

The Scanner Features consist of the following items.

❖ **Scan Type**
Select the scan type suitable for the original from the following.

- Text (Print)
  Standard original containing mainly text (Print)

- Text (OCR)
  Standard original containing mainly text (for OCR)

- 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
❒ Printer printing is best done with "Text (Printer)". "Text (OCR)" is suitable for higher OCR accuracy.

❒ An image is scanned with black & white in "Photo", and with 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 screen with "Gray Scale".

❖ **Resolution**
Set the resolution to 100 dpi, 200 dpi, 300 dpi, 400 dpi, or 600 dpi.

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❖ **Image Density**

Set the image density. The setting can be made in "Auto Image Density" or seven steps from "Lighter" (1) to "Darker" (7).

❖ **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◻, $8^1/_2$x14◻, $8^1/_2$x13◻, $8^1/_2$x11◻, $8^1/_2$x11◻, $5^1/_2$x$8^1/_2$◻, $5^1/_2$x$8^1/_2$◻, B4 JIS◻, B5 JIS◻, B5 JIS◻, Custom Size

✐ Note

❒ When **[Custom size]** is selected, the dimensions of the scan area (width and height) can be specified.

Setting Procedure
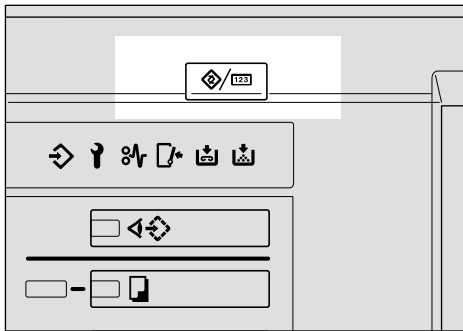
🄰 Press the 【User Tools/Counter】 key.

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The User Tools/Counter/Inquiry screen is displayed.

🄱 Press [Scanner Features].
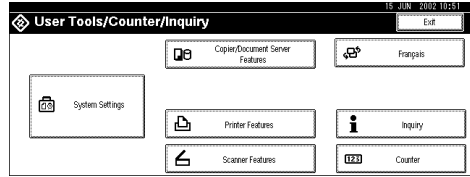
The Scanner Features screen is displayed.

🄲 Verify that the [Basic Settings] tab is shown.

🄳 Verify that [Program/Change] is selected, and then select the scan setting you want to program.
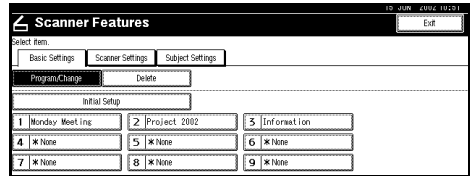
The screen for entering a scan setting name is displayed.

🄴 Enter the desired name and press [OK].
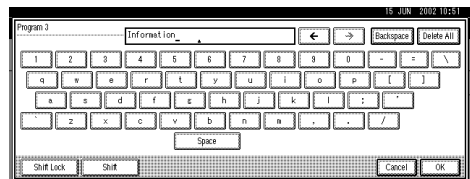
🔎 Reference

For information about entering characters, see the General Settings Guide.

The screen for the basic settings is displayed.

F Select the item to be set.

To select an item, touch its key on the screen. The item is highlighted.

Example: resolution setting
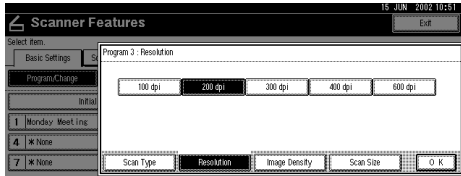
Example: image density setting
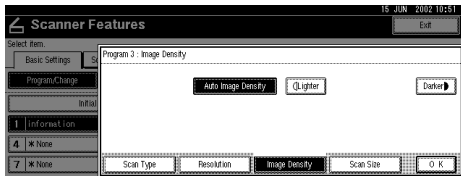
✍ Note

❒ When selecting **[Custom size]** for **[Scan Size]**, see p.23 "Selecting a custom size".

G When all settings have been made, press [OK].

The scan type setting is stored.

H To program other scan settings, repeat the procedure from step D.

I When all settings have been made, press [Exit].
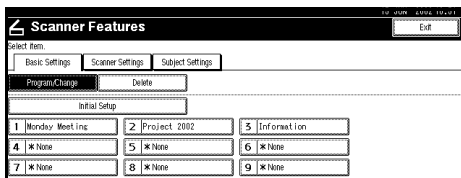
The screen returns to the User Tools/Counter/Inquiry.

J 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.

A Press [Custom size] on the Scan Size setting screen.
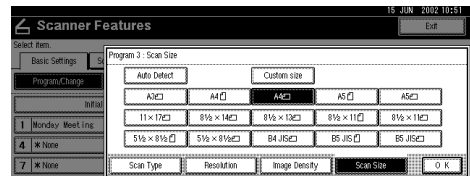
B Enter the original size with the number keys.

Select and enter values for **[X1]** and **[Y1]**.
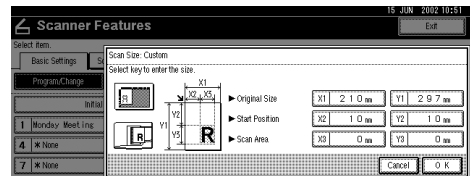
C Enter the scan starting point in relation to the standard scan starting point.

Select and enter values for **[X2]** and **[Y2]**.
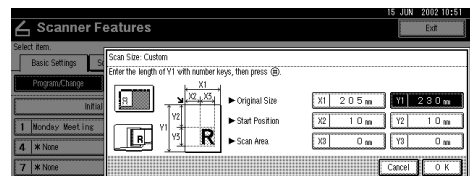
D **Enter the scan size (area) with the number keys.**

Select and enter values for **[X3]** and **[Y3]**.
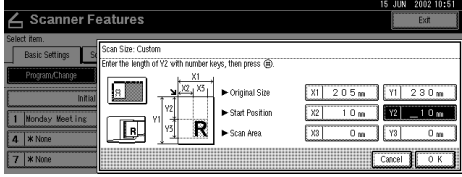
Depending on how the original is positioned, the scan area will be as shown:

① When the original is placed on the exposure glass
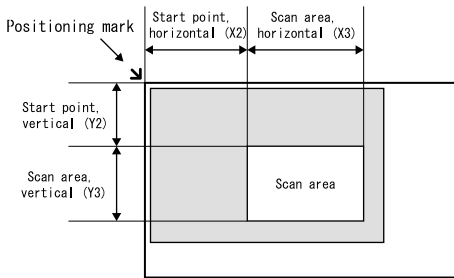
ZGZY060E

② When the original is placed on the ADF
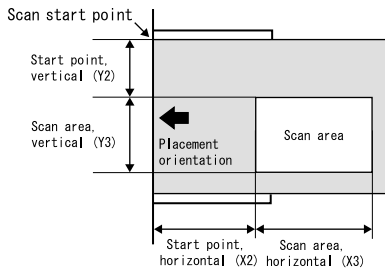
ZGZY050E

Scan sizes can be 10 - 432mm (0.4" - 17") in the X direction (width) and 10 - 297mm (0.4" - 11.7") in the Y direction (height).
The size of originals can be 140 - 432mm (5.6" - 17") in the X direction (width) and 140 - 297mm (5.6" - 11.7") in the Y direction (height). Keep the scan area settings within this range.

E **When all dimensions have been entered, press [OK].**
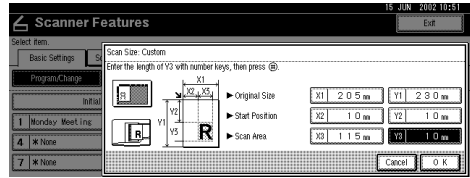
F **Verify that the area set in step D (X3 and Y3) is shown next to the [Custom size] field, then press [OK].**
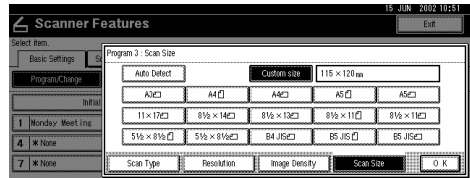
G **Press [Exit].**

The screen returns to the User Tools/Counter/Inquiry.

H **Press [Exit].**

The main menu is shown again.

Deleting programmed scan settings
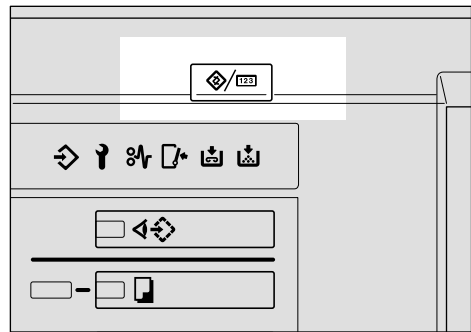
A **Press the 【User Tools/Counter】 key.**

ZGZS320E

The User Tools/Counter/Inquiry screen is displayed.

A **Press [Scanner Features].**
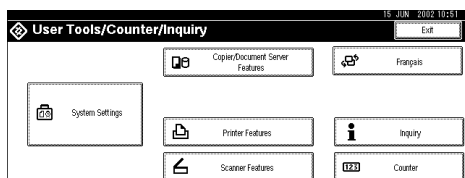
The Scanner Features screen is displayed.
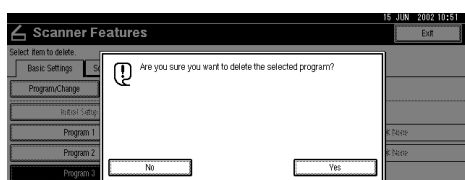
C **Verify that the [Basic Settings] tab is shown.**

D **Press [Delete].**

E **Select the setting you want to delete.**
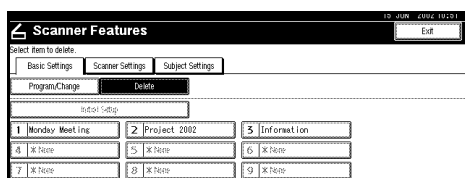
A confirmation message is displayed.

F **Press [Yes].**

The selected scan setting is deleted.

G **Press [Exit].**

The screen returns to the User Tools/Counter/Inquiry.

H **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.20 "Scanner settings".

❖ **Send/Store Connection Timeout**

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 **[Set Time]**, 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 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.

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❖ **Compression (Gray Scale)**
This setting determines to which extent image data read with the 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.

❖ **Destination List Priority**
Select a destination list to be displayed when the machine is in the initial state. Press either **[Delivery Server]** or **[E-mail]**.

❖ **Update Delivery Scanner Destination List**
To update Delivery Server Destination List, press **[Update Delivery Server Destination List]**.
Ordinarily, Delivery Server Destination List is automatically updated. This function allows updating at any time.

❖ **Sender's Name Default**
Select whether a manager is registered as a sender or a sender is designated each time a mail is sent.

• Select **[No]** when a sender is to be designated each time.

• Select **[Yes]** when a manager is to be the sender.

⚠**Important**
❒ It is recommended that a password be set to prevent the sender's name from being misused.

❖ **Max. E-mail Size**
Select whether the size of an image attached to an e-mail is limited or not.
When **[On]** is selected, enter the size limit (64 to 102400KB) using the number keys.

📝 **Note**
❒ When the SMTP limits the size, match that setting.

❖ **Divide & Send E-mail**
This function is effective only when **[per max. size]** is selected with **[Yes]**.
Select whether or not an image exceeding the size set in Max. E-mail Size should be divided and sent using more than one e-mail.
Select either **[No]**, **[Yes (per page)]**, or **[Yes (per max. size)]**.

📝 **Note**
❒ When **[Multi-page: TIFF]** or **[Multi-page: PDF]** has been selected for File Type Priority, the image will not be divided even if **[Yes (per page)]** is selected.

❒ When **[Yes (per max. size)]** is selected, some received files may not be able to be restored, depending on the type of mail software.

❒ When **[No]** is selected, the e-mail is not sent if its size exceeds the limit, and an error message is displayed. The scanned data is lost.

❒ Set the Max. E-mail Size within the capacity of the SMTP server.

❖ **E-mail Information Language**
Select a language for E-mail Information Language with which Title, Document name, Sender's name and others are sent.
Select one of 18 languages.
British English, American English, German, French, Italian, Spanish, Dutch, Portuguese, Polish, Czech, Swedish, Finnish, Hungarian, Norwegian, Danish, Japanese, Simplified Chinese, Traditional Chinese

Note
❒ The e-mail text is a template and cannot be changed.

❖ **Job Reset Time in Adding Original**
Defines whether or not to set a waiting time for inserting another original after all originals in the ADF or on the exposure glass have been scanned.

- If **[Off]** is selected, the countdown does not occur and the machine enters the waiting state when all originals in the ADF or on the exposure glass have been scanned, until another original is inserted or the **【#】** key is pressed.
- If set to **[On]**, enter the number of seconds (3 - 900) for the Job Reset Time in Adding Original with the number keys. When the original is placed within this time, it is scanned as one document.

❖ **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.47 "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.47 "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.
❒ When **[OFF]** is selected and the originals of different sizes are set to ADF, the size of the first page is detected as the max. size and the whole originals are scanned accordingly to the end.

❖ Switch to Batch

When placing additional originals in the ADF, select whether to add sheets individually or to add batches.

Note

❒ When **[SADF]** is selected, it is not necessary to press the 【Start】 key after adding more originals.

❒ Even if **[On]** is selected for **[Job Reset Time in Adding Original]**, the countdown to scan another original stops when scanning conditions are changed, the exposure glass is used to scan, or the function is switched to another function such as copying. Press the 【Start】 key to restart scanning.

❖ File Type Priority

Select whether data of scanned originals is delivered in a single page or multiple pages.
When delivered in multiple pages, select either TIFF or PDF.

Note

❒ When data stored in a JPEG format is designated as TIFF for multiple pages, it is automatically changed to a PDF format.

❖ Print & Delete Scanner Journal

Select whether Scanner Journal is automatically printed or not when the number of delivered mails reaches 50.

Note

❒ When printed, all records are deleted after printing. When not printed, records are automatically deleted in succession from the oldest record.

❒ While records are being printed, e-mail sending is in a **[Waiting]** state.

❖ Select Title

Select a Title with destinations including destinations of e-mail. The selected Title is displayed on the screen as an at-a-glance chart of destinations, which allows easy retrieval. Select either **[Title 1]**(for 10 classifications), **[Title 2]**(for 10 classifications), or **[Title 3]**(for 5 classifications).
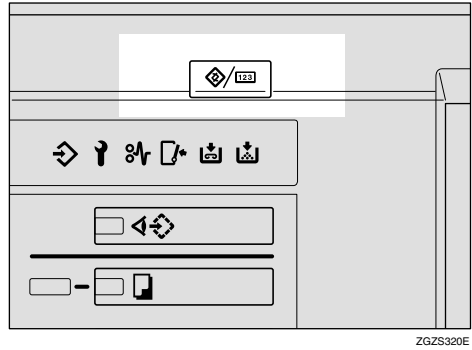
Setting Procedure
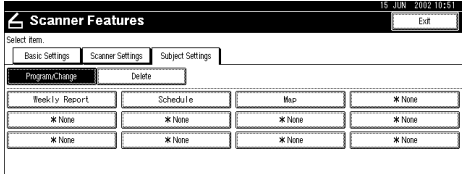
A **Press the 【User Tools/Counter】 key.**

ZGZS320E

The User Tools/Counter/Inquiry screen is displayed.

B **Press [Scanner Features].**
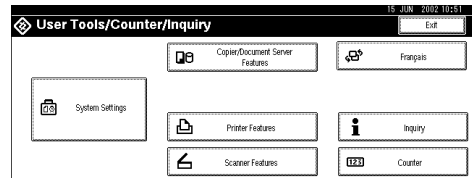
The Scanner Features screen is displayed.

C **Press the [Scanner Settings] tab.**

D **Press the item to be set.**
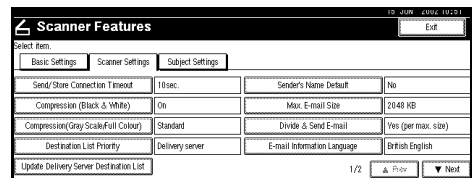
The screen for changing the item setting is displayed.

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E Change the setting.

Example: "Send/Store Connection Timeout" setting
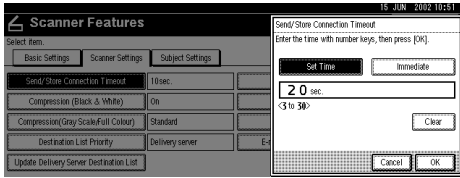
- To select an item, touch its key on the screen. The item is highlighted.

- To enter numerals, use the number keys.

✏️ Note

❒ To cancel a setting, press **[Cancel]**. The value is not changed and the screen returns to the previous condition before pressing **[OK]**.

F Press [OK].

G Repeat steps D to F to make other settings.

H Press [Exit].

The screen returns to the User Tools/Counter/Inquiry.

I 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 is added to the data to be delivered. When the file is sent by the 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 20 characters long. Up to 12 subjects can be stored.

Setting Procedure

This section describes the steps for making subject settings.
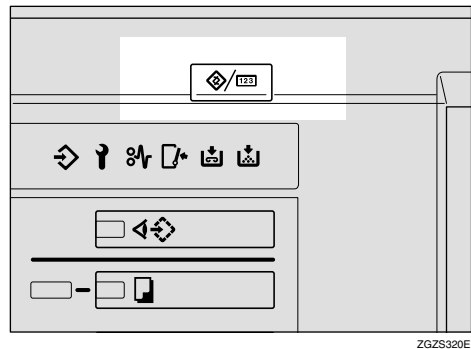
A Press the 【User Tools/Counter】 key.

ZGZS320E

The User Tools/Counter/Inquiry screen is displayed.

B Press [Scanner Features].
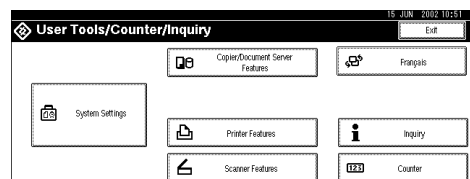
The Scanner Features screen is displayed.
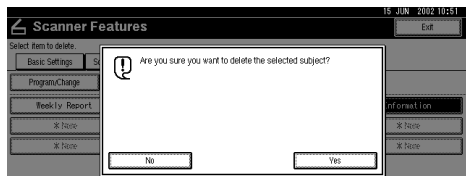
C **Press the [Subject Settings] tab.**

D **Verify that [Program/Change] is selected, and select the subject you want to program.**

E **Enter the subject string.**
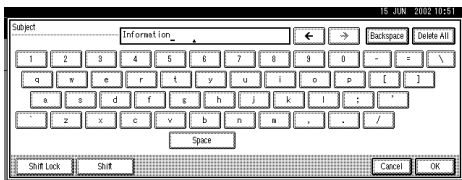
⌕ Reference

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.

F **Press [OK].**

G **To program more subjects, repeat steps D to F.**

H **Press [Exit].**

The screen returns to the User Tools/Counter/Inquiry.

I **Press [Exit].**

The main menu is shown again.

Deleting programmed subject settings
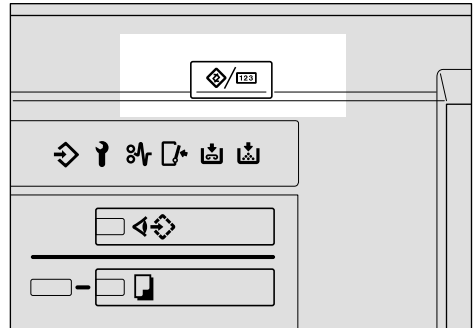
A **Press the 【User Tools/Counter】 key.**

ZGZS320E

The User Tools/Counter/Inquiry screen is displayed.

B **Press [Scanner Features].**
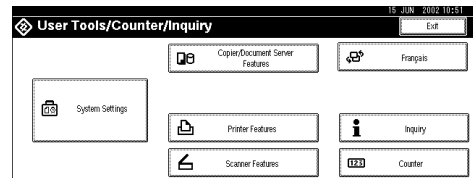
The Scanner Features screen is displayed.

C **Press the [Subject Settings] tab.**
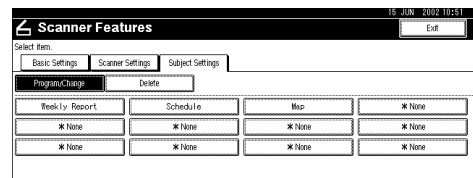
D **Press [Delete].**

E **Select the subject you want to delete.**

A confirmation message is displayed.

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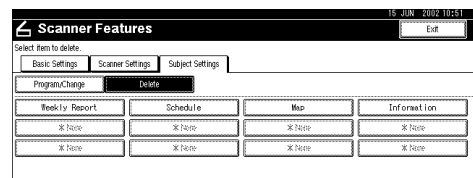
F Press [Yes].

The selected subject is deleted.

G To delete more subjects, repeat steps E to F.

H Press [Exit].

The screen returns to the User Tools/Counter/Inquiry.

I Press [Exit].

The main menu is shown again.

Making E-mail Settings

This section explains how to set all required items for sending e-mail from a computer's browser.

Consult with your network manager about make settings for necessary items.

The password is set to "password" before shipment from the factory.

It is recommended that the password be changed for actual operation.

❖ **DNS Server 1, DNS Server 2, and DNS Server 3**
Enter the DNS Server's IP address used in the network.
When more than one DNS Server is installed, enter the IP address for each DNS Server.

❖ **SMTP Server Name**
Enter the SMTP Server Name or an IP address to be used for sending e-mail.

❖ **SMTP Port Number**
Enter the Port Number to be used when connected for SMTP sending.

Setting Procedure

A Start up a Web browser.

B Enter "http://(IP Address of this machine)" in the address bar of the Web browser.

The status of connected equipment is shown in the Web browser.

C Click [Setting].

A dialog box for entering a user name and password is displayed.

D Enter the password, and then press [OK].

The factory setting for the user name is blank, and the factory setting for the password is "password".

The items to be set are shown.

E Register the IP address of the DNS Server.

❶ Click [TCP/IP].

The screen for the TCP/IP setting is displayed.

❷ Enter the IP address of the DNS Server in [DNS Server 1].

Enter an IP address in DNS Server 2 and Server 3, if necessary.

❸ Scroll down the browser, and click [Change].

The IP address is registered.

F Register the SMTP Server Name and SMTP Port Number.

❶ Click [SMTP].

The screen for the SMTP setting is displayed.

❷ Enter the host name of the SMTP Server in [SMTP Server Name].

❸ Enter the port number in [SMTP Port Number].

❹ Scroll down the browser, and click [Change].

The SMTP Server Name and Port Number are registered.

Verification of Settings

A **Start up a Web browser.**

B **Enter "http://(IP Address of this machine)" in the address bar of the Web browser.**

The status of connected equipment is shown in the Web browser.

C **Click [Setting Reference].**

The items that can be checked are shown.

D **Verify the IP address of the DNS Server.**

① **Click [TCP/IP].**

The setting reference screen for TCP/IP is displayed.

E **Verify the SMTP Server Name and SMTP Port Number.**

① **Click [SMTP].**

The setting reference screen for SMTP is displayed.

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.

$\mathcal{P}$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 XP, 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 "Set up.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, Windows XP 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
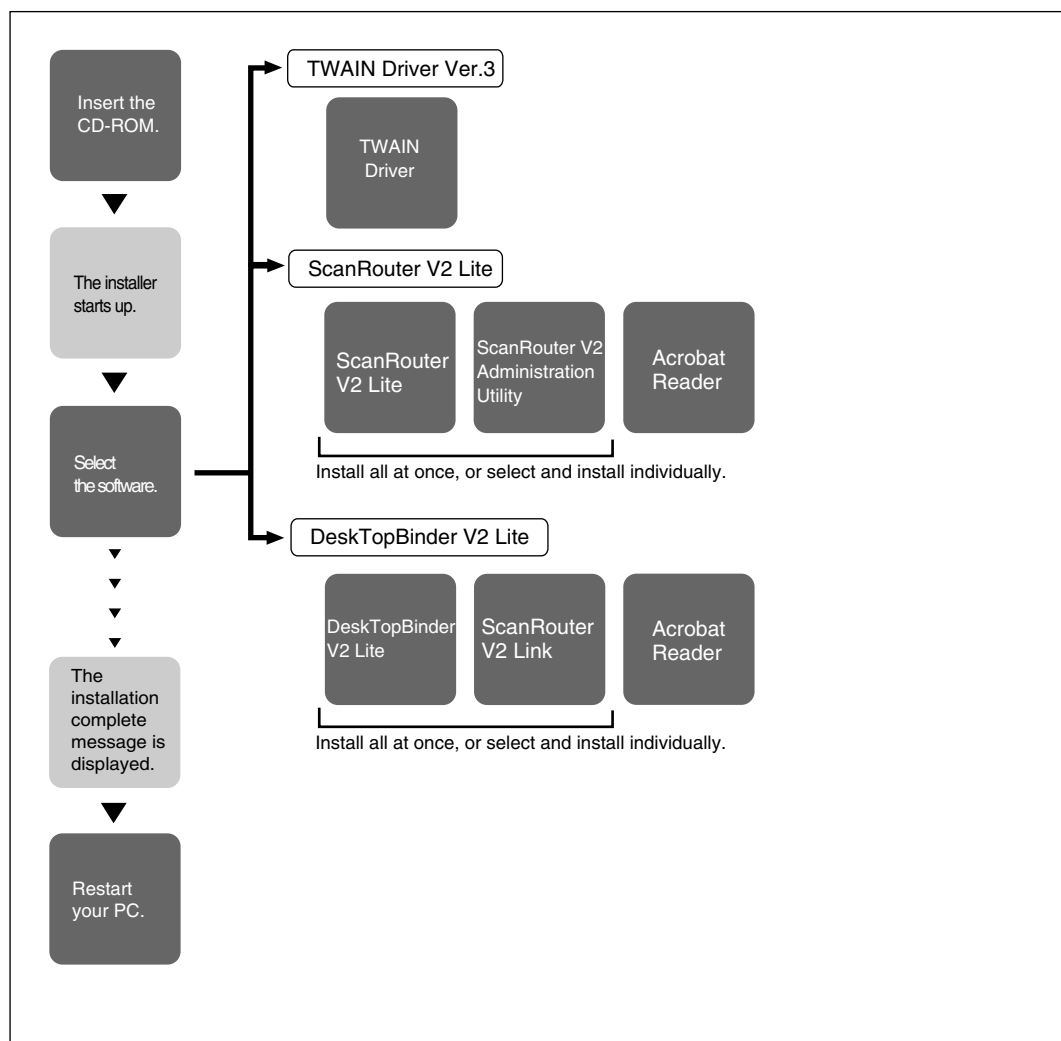
ZGZY070E

For information about the outline of the software that can be installed by Auto Run, see .

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.38 "DeskTopBinder V2 Lite".

Preparation

Before installing, check the operating environment for the TWAIN driver.⇒ p.39 "Type1075 TWAIN Driver"

Using Windows 95/98/Me, Windows XP, Windows 2000, or Windows NT 4.0

Install the TWAIN driver using Auto Run.

A **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 is displayed.

✍ Reference

If the installer does not start automatically, see p.34 "Auto Run Program".

B **Select a setup language, and then click [OK].**

The CD-ROM Launcher screen is displayed.

C **Click [Type1075 TWAIN Driver].**

The software setup screen is displayed.

D **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, "Type1075 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 "Readme.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 Scan-Router 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.

📖 **Preparation**

Before installing, check the operating environment for each software.⇒ p.38 "Software Supplied on CD-ROM"

A 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 is displayed.

B Select a setup language, and then click [OK].

The CD-ROM Launcher screen is displayed.

C 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 is displayed.

🔍 **Reference**

For information about the subsequent installation procedure, see the Setup Guide that can be displayed from the Setup screen of the respective software.

D Select a language used by this component, and then click [OK].

The software setup screen is displayed.

DeskTopBinder V2 Lite

Use Auto Run for installation.

📋 Preparation

Before installing, check the operating environment for DeskTopBinder V2 Lite. ⟹ p.40 "DeskTopBinder V2 Lite"

A **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 is displayed.

B **Select a language, and then click [OK].**

The CD-ROM Launcher screen is displayed.

C **Click [DeskTopBinder V2 Lite].**

The change the language screen is displayed.

🔍 Reference

For information about the subsequent installation procedure, see the Setup Guide that can be displayed from the Setup screen of DeskTopBinder V2 Lite.

D **Select a language, and then click [OK].**

The software setup screen is displayed.

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 XP, Windows 2000, Windows NT 4.0
	📁Utility	📁Router V2	📁ScanRouter V2 Lite 📁ScanRouter V2 Administration Utility Acrobat Reader 4.05
		📁DeskV2	📁DeskTopBinder V2 Lite 📁ScanRouter V2 Link Acrobat Reader 4.05

Type1075 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.

- CPU
Pentium or faster (Pentium 150MHz or faster recommended)

- Operating system
Microsoft Windows 95
Microsoft Windows 98
Microsoft Windows Millennium Edition
Microsoft Windows XP Professional
Microsoft Windows XP Home 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)

- Memory
OS min. Operation Memory + 8 MB (64 MB or more recommended)

- Hard disk space
100 MB or more

- Display resolution
800×600 pixels, 256 colours 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 XP Professional
  Microsoft Windows XP Home 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 colours 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.

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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.

🖋 **Limitation**

❒ If you install this software in OS in which a client server, such as Windows NT Workstation and Windows 2000 Professional, cannot be permitted to use in a network, you may violate the license agreement of Microsoft Corporation.

🖉 **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 XP Professional
Microsoft Windows XP Home 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
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 **[Scan-Router V2 Administration Utility]** on the ScanRouter V2 Lite Setup screen.
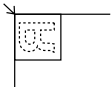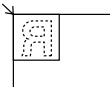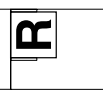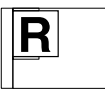
This chapter explains the procedure for placing the original on the exposure glass and in the automatic document feeder (ADF), and setting original scan area and orientation according to the placement method.

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 Ⓡ or Ⓔ, 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.

❶ Scanned original		R		
❷ Select the placement method.	Place the original on the exposure glass.		Place the original in the automatic document feeder (ADF).	
❸ 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 the 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.
❹ Specify the orientation. — When scanned by the delivery scanner, e-mail 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)	←	←	←	←
❺ Original displayed on a computer [*1]	R			

[*1] When sending a gray scale image file in the TIFF (single or multi-page) or JPEG format, the image may not appear in the same orientation as it was scanned in.

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.

A **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.

B **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.

A **Place the original so that the top edge touches the rear of the exposure glass.**

ZGZY040E
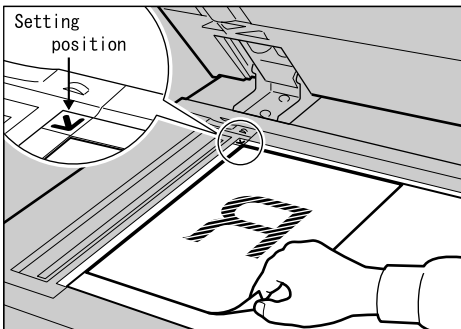
B **Place the original so that the top edge touches the top left of the exposure glass.**

When using the machine as a network TWAIN scanner, this orientation is standard setting in the TWAIN driver. Normally, use this orientation for setting.

ZGZY030E
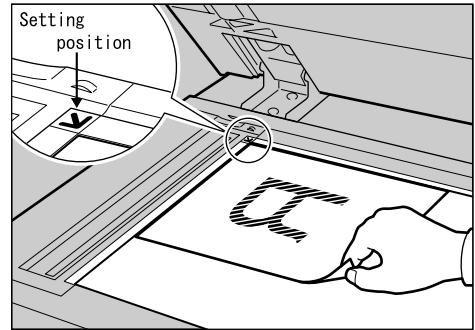
C **Close the exposure glass cover or the ADF.**

D **Select the original orientation according to the setting orientation.**

₽ Reference

⇒ p.47 "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 misfeed and damage to the original. Place such originals directly on the exposure glass.

⚠️**Important**

❒ For information about which original sizes can be detected automatically and notes on placing originals in the ADF, see the Copy Reference manual.

A **Align the original guide with the original size.**

B **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, or the network TWAIN scanner, originals with different sizes can be placed at the same time. Place the originals as shown in the figure below.
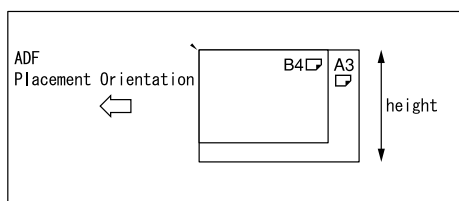
ZGZY080E

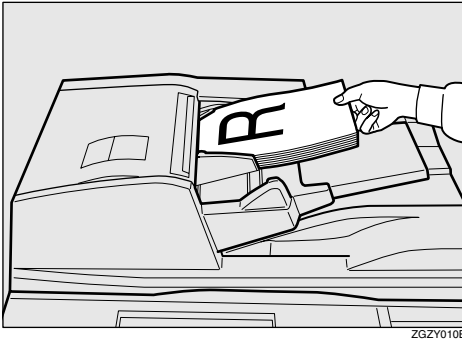❒ Originals are scanned in the inserted order, starting with the topmost page.

A **Place the original so that the top edge is in the ADF tray.**

ZGZY020E

45
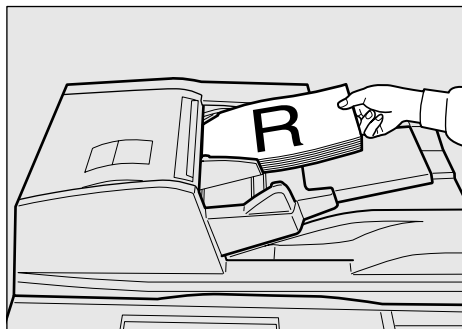
B **Place the top edge of the original first.**

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.

ZGZY010E

C **Select the appropriate orientation so that it matches the orientation of originals placed.**

↗Reference

⇒ p.47 "Original Orientation and Scan Area Setting"

## Placing the Divided Original in the Automatic Document Feeder (ADF)

When originals are placed in the ADF, scanning finishes as one document when the scan of all originals is completed by factory default.

If the auto-reset time is set in **[Job Reset Time in Adding Original]**, it is possible to scan a large number of originals as a single document by dividing the originals into several parts, scanning one part and then placing the next part within a certain amount of time and so on.

↗Reference

⇒ p.27 "Job Reset Time in Adding Original"

After the originals are scanned, the remaining time for accepting the next original is displayed.
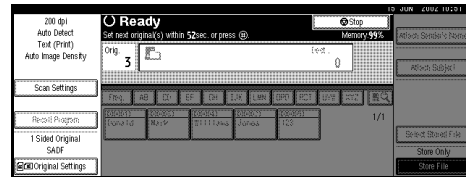
When there is another original to scan, set it within the specified time. If set, the original is fed and scanned automatically. If there is no more original, press the 【#】 key.

✐Note

❒ Originals are scanned in order. Place them from the first page.

❒ Press the 【Start】 key to restart when a countdown is stopped.

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.
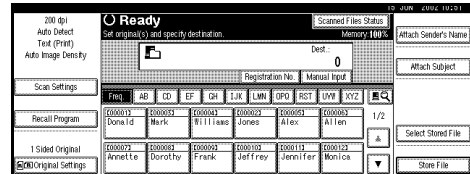
✒ Note

❒ The difference between scanning with the TWAIN scanner and the network delivery scanner/e-mail is shown in the following table.

	TWAIN Scanner	**Network Delivery Scanner/E-mail**
Auto Detect Non-Mixed Original Sizes	A whole batch of originals is scanned using the size of the first original.	A whole batch of originals is scanned using the max. size set for the ADF.
Auto Detect Mixed Original Sizes	Auto detection is used to determine the size of each original.	Auto detection is used to determine the size of each original placed on the exposure glass.
Size Specification	When an original is smaller than the specified size, a margin appears.	When an original is smaller than the specified size, a margin appears.

For a Network Delivery Scanner and Document Server

A **On the scanner function screen, press [Original Settings].**

B **Make settings for original orientation, 1 sided/2 sided combination, and mixed original sizes.**
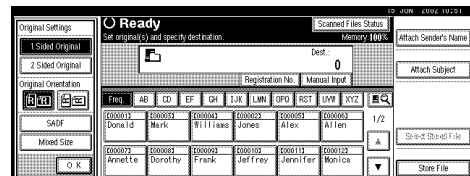
✒ Note

❒ The initial values can be changed under **[Original Setting]**, **[Original Orientation Priority]**, or **[Mixed Original Sizes Priority]** in the Scanner Initial Setup. ⇒ p.25 "Making Scanner Settings"
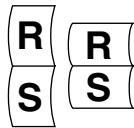
3

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1-sided original/2-sided original selection

A **When scanning one-sided originals, make sure that [2 Sided Original] is not highlighted.**

B **When scanning two-sided originals, 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:

R S   R S

Top to bottom original:

R
S   R
S

When the last side of a batch of two-sided originals is blank, select **[1 Sided Original]** to skip that side and finish scanning, or select **[2 Sided Original]** to scan that side as a blank page.

Note

❒ When scanning originals on the exposure glass with the **[2 Sided Original]** setting, set **[1 Sided Original]** for the last original.

Orientation selection

A **Press the key for the same orientation as the actual orientation of the original 🔲 or 🔳.**

Note

❒ When sending a gray scale image file in the TIFF (single or multiple page) or JPEG format, the image may not appear with the same orientation as it was scanned in.

Mixed size selection

A **When originals of different sizes 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 detected. Blank space is inserted in smaller originals.

C **Press [OK].**

Note

❒ The current settings are displayed with characters and icons.
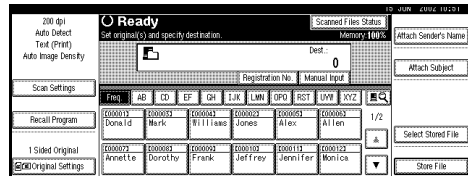
For a Network TWAIN Scanner

A **Open the Scanner Control dialog box.**

🔎 **Reference**

⇒ p.52 "Scanning Originals"

B **Select the position from the drop-down menu of the [Place] box in the [Document] group.**

C **Select [◄🖂/◄🖂] or [◄🖎/◄🖎] from the drop-down menu of the [Orientation:].**

🔎 **Reference**

⇒ p.43 "Setting Originals"

D **When the original is placed in the ADF, select [Simplex] or [Duplex] from the drop-down menu of the [Side:] box.**
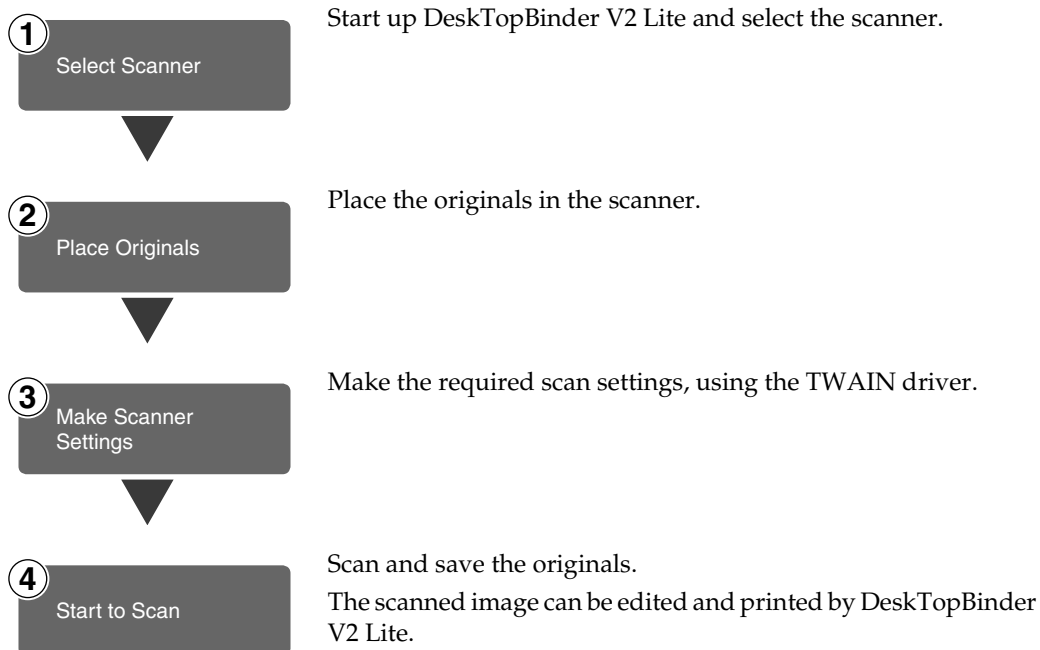
📎 **Note**

❒ If originals of different sizes are placed in the ADF, specify the document size in the **[Size:]** box. If **[Auto Detect (Non-Mixed)]** is selected, all originals are scanned as the size of the first page.

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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:

① Select Scanner

Start up DeskTopBinder V2 Lite and select the scanner.

② Place Originals

Place the originals in the scanner.

③ Make Scanner Settings

Make the required scan settings, using the TWAIN driver.

④ Start to Scan

Scan and save the originals.

The scanned image can be edited and printed by DeskTopBinder V2 Lite.

Scanning Originals

This section explains the method for scanning a single original following p.51 "Flow of Operations".

A **Start up DeskTopBinder V2 Lite and select the driver of the scanner.**

A **Click [Start], point to [Program], and then [DeskTopBinder V2] from [DeskTop-Binder V2].**

DeskTopBinder V2 Lite starts up.

B **Click [Scanner Settings] from the [Tools] menu.**

The **[Scanner Settings]** dialog box is displayed.

If the scanner is already selected, no scanner settings are necessary. Check **[File format for scanned image(s)]** and go to step E.

C **Click [Select Scanner Driver].**

The **[Select Source]** dialog box is displayed.

D **Click the machine name you want to use in the list, and then click [Select].**

E **Click [OK].**

The **[Scanner Settings]** dialog box closes.

B **Place the original in the scanner.**

$\mathcal{P}$**Reference**

⇒ p.43 "Setting Originals"

C **Make the scan settings.**

A **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 is displayed. This dialog box is called the Scanner Control dialog box.

$\mathscr{D}$ **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.

❷ **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.

❸ **According to the original scan area and orientation, change the setting of the [Document] group.**

🔎 **Reference**

⇒ p.47 "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.

❶ **Click [Preview].**

The original that was placed is scanned and the **[Preview]** dialog box is displayed. The scanning area in the preview is displayed within the broken lines.

❷ **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.

❸ **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 original is displayed. When there is another original to scan, place the original, and then click **[Continue]**. When there are no more originals, click **[Complete]**.

E **Save the scanned image in DeskTopBinder V2 Lite.**

A **Click [Exit] from the [File] menu.**

The **[Input Document Information]** dialog box is displayed.

B **Enter the file name and click [OK].**

The image is stored in DeskTopBinder V2 Lite, and the DeskTopBinder viewer closes.

- -

⌨️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 how to check 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 registered 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 screen configuration when using the machine as network delivery scanner is as shown:
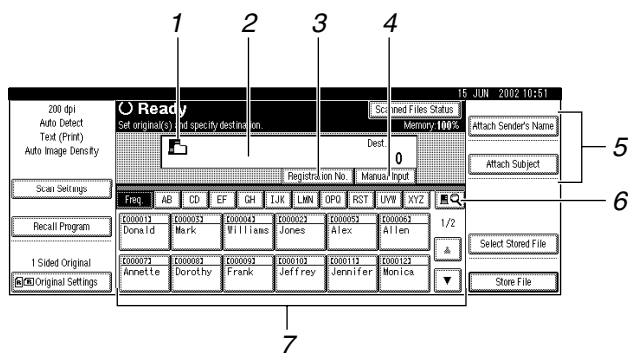
1. [🖺] Network Delivery Scanner Icon

This icon shows that the screen for network delivery scanner is displayed.

2. Destination Display

The selected destination is shown here. If several destinations are selected, the destinations are displayed in the order they were selected by pressing **[▲Prev.]** or **[▼Next]**.

Note

❒ Pressing the 【Check Modes】 key lets you verify the selected destinations.

3. [Registration No.]

Press this to specify a destination using a 5-digit short ID number.

4. [Manual Input]

When specifying a destination that is not listed, press **[Manual Input]** and enter the destination with the soft keyboard that is displayed. For information about sending e-mail from the delivery server, see p.3 "Manuals for This Machine"

5. [Attach Sender's Name] [Attach Subject]

Set the sender and subject of the delivered document.

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6. [▣] **Switch Destination List/Search by User Name**

Press this button to switch a destination from the delivery server list to the destination list of this machine or to search using the sender's name.

7. **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 (**222**).

❒ A bar above a title indicates that a destination that belongs to it has been selected.

Delivery Procedure

Data is delivered after specifying scan settings and destination. If necessary, you can select a sender and a subject.

A Press the 【Scanner】 key.

ZGZS331E

B If user codes are set, enter a user code (consisting of up to eight characters) with the number keys, and then press the 【#】 key.

The scanner function screen is displayed.

℘Reference

For information about the user code, see the General Settings Guide.

⌀ Note

❒ If the network TWAIN scanner screen is displayed, press [Cancel].

C Make sure that no previous settings remain.

⌀ Note

❒ If a previous setting remains, press the 【Clear Modes】 key.

D Place the original in the machine, and adjust the settings for original size and orientation if required.

℘Reference

⇒ p.43 "Setting Originals"

E If the e-mail screen appears, switch to the screen for network delivery scanner.

A Press [⊞⊠].

The Search/Switch List screen is displayed.

B Press [Switch Destination List].
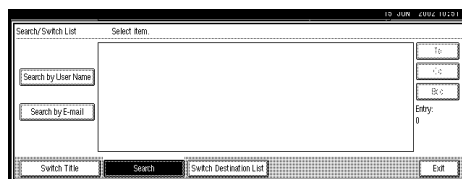
The switch destination screen is displayed.

C Press [Delivery Server].
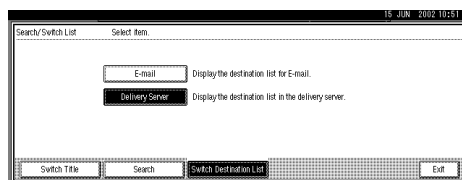
D Press [Exit].

The network delivery scanner screen is displayed.

℘Reference

⇒ p.25 "Making Scanner Settings".

F **Make the scan settings.**

To make the scan settings, call up stored settings or make the settings individually.

$\mathcal{P}$ Reference

⇒ p.21 "Setting Scanner Features"

Calling up stored scan settings

A Press **[Recall Program].**

The Program Recall screen is displayed.
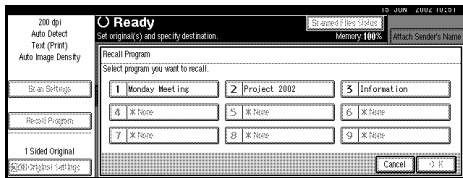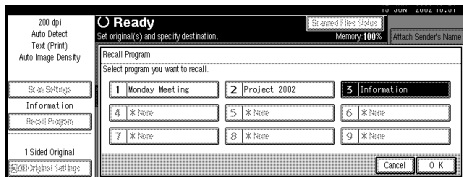
B Select a user program of scan settings.

C Press **[OK].**

The selected user program settings are applied.

Making the settings individually

A Press **[Scan Settings].**

The screen for making scan settings is displayed.

B Select resolution, original size, and other items to change the corresponding setting.
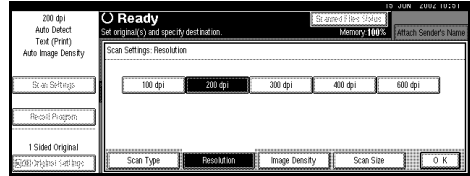
Scan settings are made in the same way they are programmed. See p.21 "Setting Scanner Features".

C Press **[OK].**

The scan settings are applied.

G **Select the destination.**

Four methods are available for selecting a destination: selecting it from the list, by specifying a short ID number, by searching it, or by directly typing the e-mail address.

$\mathscr{D}$ Note

❒ When using ScanRouter V2 Professional, the destination list is updated automatically.

When selecting a destination from the list

A Press the title for the desired destination. The destinations for that title are displayed.

If the desired destination is not displayed, press **[▲]** or **[▼]** to display the destination.

$\mathscr{D}$ Note

❒ The destination titles are programmed in the delivery server.

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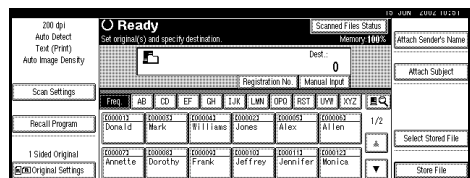
B **Select the destination to which the scan data is to be delivered.**

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]**.

C **To select more destinations, repeat step** B.

Using a short ID number to select a destination

A **Press [Registration No.].**

B **Use the number keys to enter the 5-digit ID number that has been assigned to a destination.**

If the entered number is less than 5 digits long, press the **【#】** key after the last number.

Example:

To enter 00009

Press the **【9】** key and then the **【#】** key using the number keys.

The destination corresponding to the short ID number is displayed 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]**.

C **To select more destinations, repeat step** B.

Searching for a destination to select

A **Press [▦🔍].**

The Search/Switch List screen is displayed.

B **Press [Search].**

C **Press [Search by User Name].**

The soft keyboard is displayed for searching by user name.

Note

❒ When using ScanRouter V2 Professional, it is possible to search by comments.

D Enter part of the destination name.

Note

❒ Enter the first character or characters of the destination name.

E Press [OK].

A list of destination names found is displayed.
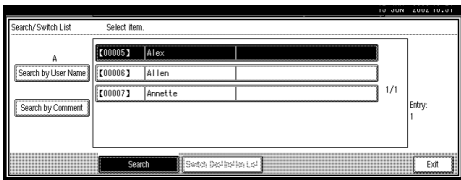
F Select a destination.

G Press [Exit].

H Press [OK].

The destination name is displayed in the destination field at the top of the screen.
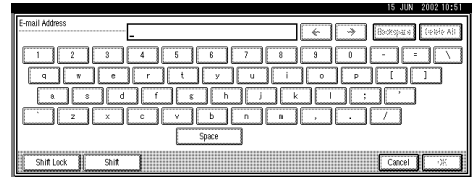

Manual input of a destination

Note

❒ When using ScanRouter V2 Professional, it is possible to enter the destination e-mail address directly.

A Press [Manual Input].

The soft keyboard is displayed to enter a destination.

B Enter the destination with the soft keyboard.

Note

❒ Enter the e-mail address of the destination when sending via the delivery server.

❒ It is possible to use alphabets, numbers and periods. The symbols ()\,;:" cannot be used.

For more information to enter an e-mail address, see the General Settings Guide.

C Press [OK].

The name of the destination appears in the destination display area on the upper side of the screen.

Note

❒ Press **[▲Prev.]** or **[▼Next]** to select the destination.

❒ Pressing the 【Check Modes】 key lets you verify the selected destinations.

D To enter more than one destination, repeat steps A to C.

Checking selected destinations

A **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 they were selected by pressing **[▲Prev.]** or **[▼Next]**.

❒ Pressing the 【**Check Modes**】 key on the control panel lets you verify the list of selected destination(s).

H **Specify the sender (scan data delivery source).**

Note

❒ When a sender has been specified, this information is added to the scan data file. Select a sender from the senders programmed in the delivery server.

Three methods are available for selecting a sender: select the sender from the list, enter the 5-digit short ID number of the sender with the number keys, and search for the sender and select it.

When selecting a sender from the list

A **Press [Attach Sender's Name].**
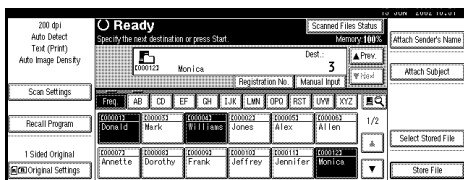
A list of senders registered in the delivery server is displayed.
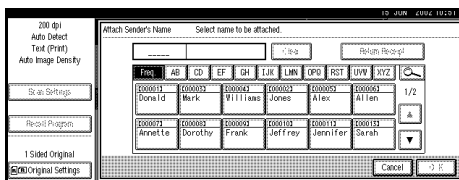
B **Select the sender.**

The selected sender and its short ID number are displayed.

Note

❒ When using ScanRouter V2 Professional, **[Return Receipt]** appears when a sender is selected.

To verify receipt, press **[Return Receipt]**.
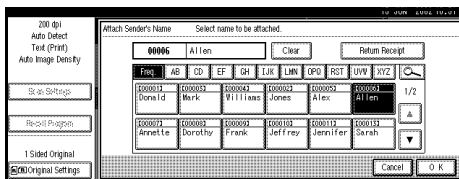
C **Press [OK].**

The sender is displayed above **[Attach Sender's Name]**.

Using a short ID number to select a sender's name

A **Press [Attach Sender's Name]**
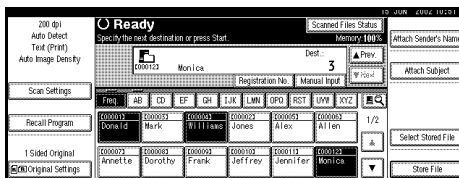
A list of senders registered in the delivery server is displayed.

B Use the number keys to enter the 5-digit ID number that has been assigned to a sender.
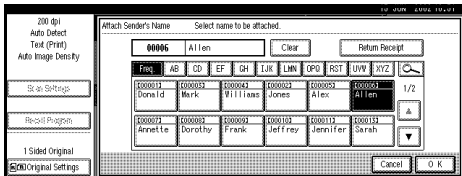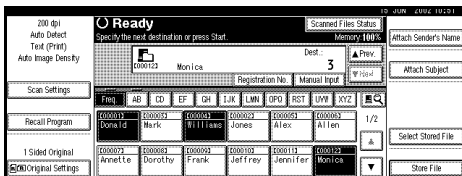
Example:

To enter 00006
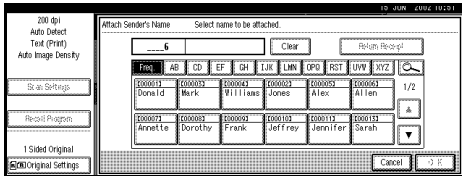
Press the 【6】 key and then the 【#】 key using the number keys.

✏ Note

❒ When using ScanRouter V2 Professional, **[Return Receipt]** appears when a sender is selected.

To verify receipt, press **[Return Receipt]**.

C Press [OK].

The sender is displayed above **[Attach Sender's Name]**.

Searching for a sender to select

A Press [Attach Sender's Name].

A list of senders registered in the delivery server is displayed.
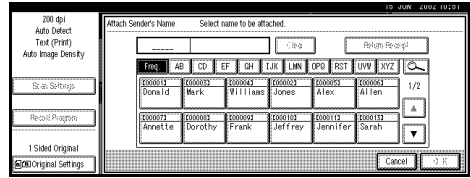
B Press [🔍].

The Search by Sender's Name screen is displayed.

C Press [Search by User Name].
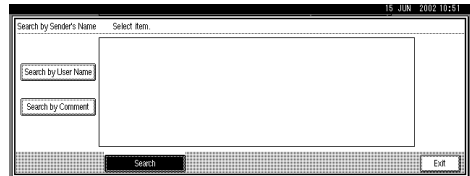
The soft keyboard is displayed to search for a sender.
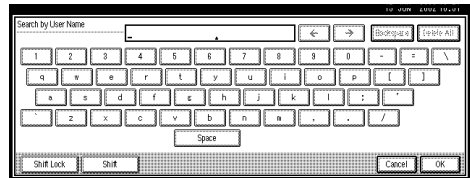
D Enter part of the sender name.

✏ Note

❒ Enter the first character or characters of the sender name.

E Press [OK].

A list of senders is displayed.

F Select a sender.

G Press [Exit].

H Press [OK].

The sender is displayed above **[Attach Sender's Name]**.

I If required, select a subject.

Select a subject from the registered ones. ⇒ p.29 "Making Scan Data Subject Settings"

Note

❒ When a subject has been specified, this information is added to the scan data file.

❒ When ScanRouter V2 Professional is used to send documents using e-mail, the subject is automatically entered as a title in the message subject.
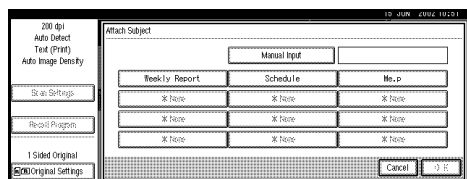
Two methods are available for selecting a subject, selecting it from the list or entering it directly.

When selecting a subject from the list

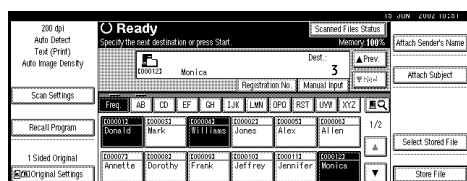### A Press **[Attach Subject].**
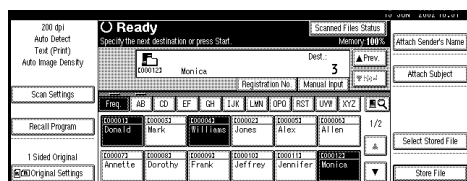
B Select a subject.

C Press **[OK].**

The name of the subject is displayed above **[Attach Subject]**.

Manual input of the subject

A Press **[Attach Subject].**

A list of registered subjects is displayed.

B Press **[Manual Input].**

The soft keyboard is displayed to enter a subject.

C Enter the subject with the soft keyboard.
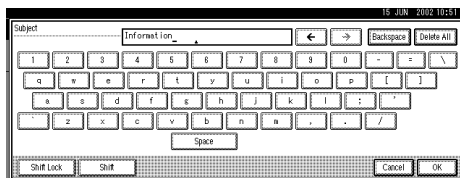
D Press **[OK].**

The name of the subject is displayed above **[Attach Subject]**.

⑩ Press the 【Start】 key.

The original is scanned and delivered to the specified destination.

Set up the original and press the 【Start】 key.

Note

❒ To interrupt the scanning, press the 【Clear/Stop】 key or **[Stop]** in the displayed screen.

❒ To use the SADF function, set up the next original. ⇒ p.46 "Placing the Divided Original in the Automatic Document Feeder (ADF)"

Checking the Status of Delivery

The status of the last 50 deliveries can be checked. For every new delivery record after 50, the oldest record is deleted.

❖ **Items to be checked**

- Date/Time
  The time when the delivery request was received from this machine is displayed.

- Destination
  When multiple destinations were selected, the first selected destination is displayed.

- Sender

- File Name

- Status
  Information is registered whether the delivery has been properly completed, an error has occurred, or if the delivery is in waiting or has stopped.

A **Press [Scanned Files Status] on the network delivery scanner screen.**
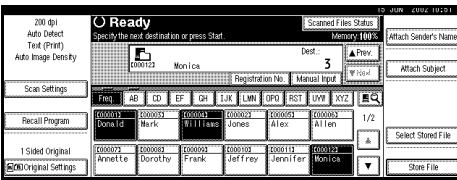
The delivery status is displayed.

B **Check the displayed records.**

Note

❒ One screen shows the records for five delivery operations. Use **[▲Prev.]** or **[▼Next]** to scroll through the screen.

❒ When **[Print & Delete Scanner Journal]** is set to **[Print]**, the whole journal is printed when the number of delivery operations reaches 50.

❒ When the status of a document is **[Waiting]**, the delivery can be stopped by selecting that document and pressing **[Cancel]**.
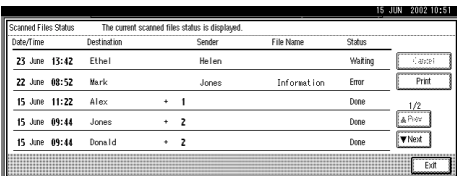
C **Press [Exit].**

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 at the same time the data is delivered.

✐ Note

❒ This section explains mainly the operation for simultaneous delivery and storage. For more information, see p.57 "Delivery Procedure".

A **Place the original and adjust the settings for original size and orientation if required.**

₽ Reference

⇒ p.43 "Setting Originals"

B **Make the scan settings.**

C **Select the destination.**

D **If required, specify the sender (scan data delivery source) and a subject.**

E **Press [Store File].**
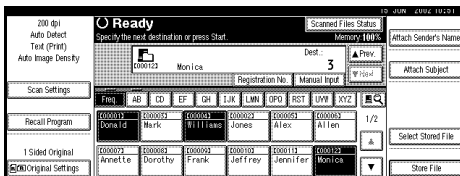
The screen for setting storage parameters for scanned data is displayed.

F **Make sure [Send & Store] is selected.**
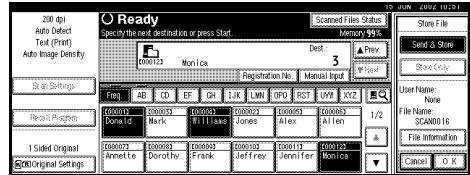
G **Press [File Information] to set file information.**

₽ Reference

For more information, see p.81 "Specifying file information".

H **Press [OK].**

I **Press the 【Start】 key.**

The original is scanned, and the file is delivered to the destination and stored in the document server.

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Delivering Stored Files

Files stored in the document server can be delivered.

✐ Note

❒ This section explains mainly how to select files to be delivered. For more information about the delivery procedure, see p.57 "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.

A Display the list of stored files.

℘ Reference

⇒ p.84 "Viewing a List of Stored Files"

B Select a file to be delivered.
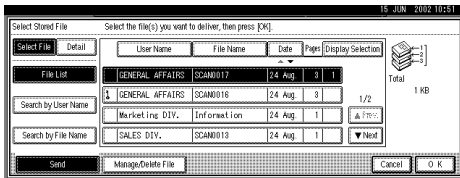
✐ Note

❒ When you select a password protected file, the Password screen is displayed. After you have entered the correct password and pressed **[OK]**, the file will be selected.

C To select multiple files, repeat step B.
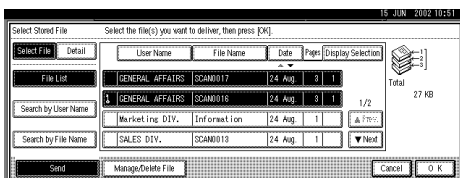
✐ Note

❒ 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 be shown in the order of delivery.

D Press [OK].

The screen for specifying a destination is displayed.

E Specify a destination.

F If required, select the sender (scan data delivery source) and a subject.

G Press the 【Start】 key.

The selected stored files are delivered.

6. Sending Stored Scan Data by E-mail

Stored scan data can be sent to a specified destination using the e-mail. This chapter explains the various display screens, delivery procedures, and how to check the sending result when this function is used.

List Displays of Destinations and Senders

The screen configuration when using the machine as e-mail is as shown:
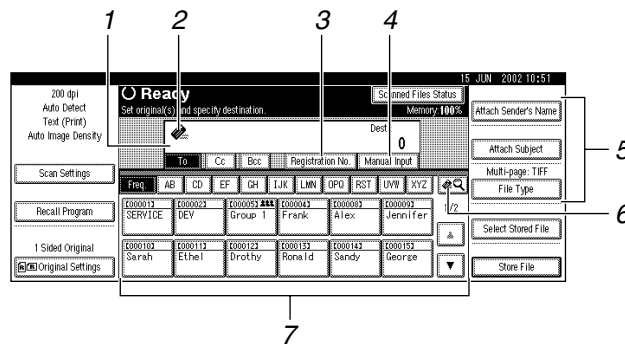
1. Destination Display

The selected destination is shown here. If several destinations are selected, the destinations are displayed in the order they were selected by pressing **[▲Prev.]** or **[▼Next]**.

Note

❒ Pressing the 【Check Modes】 key lets you verify the selected destinations.

2. [✎] E-mail Icon

This icon shows that the screen for sending e-mail is displayed.

3. [Registration No.]

Press this to specify a destination using a 5-digit short ID number.

4. [Manual Input]

When specifying a destination that is not listed, press **[Manual Input]** and enter the destination with the soft keyboard.

5. [Attach Sender's Name] [Attach Subject] [File Type]

Set the sender and the subject of the delivered document.

If necessary, select the file type of the image file attached to the e-mail.

6. [▣🔍] Switch Destination List/Search by User Name

Press this button to switch a destination from the delivery server list to the destination list of this machine or to search using the user's name.

7. Destination List

Displays the list of destinations programmed in the delivery server or this machine.

Note

❒ When the entire list does not fit on one screen, **[▲]** or **[▼]** can be used to scroll the display.

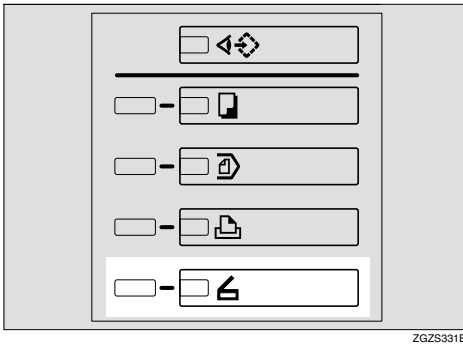❒ Group destinations are denoted by this symbol (👥).

❒ A bar above a title indicates that a destination that belongs to it has been selected.

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Procedure for Sending E-mails

Data is sent after specifying scan settings and destination. If necessary, you can select a sender and a subject.

A **Press the 【Scanner】 key.**

ZGZS331E

B **If user codes are set, enter a user code (consisting of up to eight characters) with the number keys, and then press the 【#】 key.**
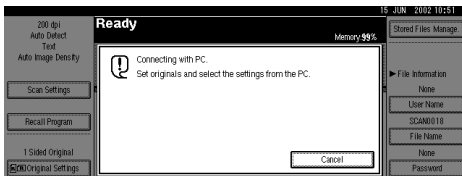
The scanner function screen is displayed.

℘Reference

For information about the user code, see the General Settings Guide.

✎Note

❒ If the network TWAIN scanner screen is displayed, press **[Cancel]**.

C **Make sure that no previous settings remain.**

✎Note

❒ If a previous setting remains, press the 【Clear Modes】 key.

D **Place the original in the machine, and adjust the settings for original size and orientation if required.**

℘Reference

⇒ p.43 "Setting Originals"

E **If the network delivery scanner screen appears, switch to the screen for sending e-mail.**
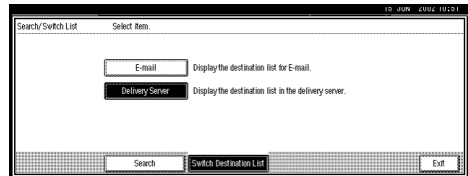
A **Press [≡Q].**

The Search/Switch List screen is displayed.

B **Press [Switch Destination List].**

The switch destination screen is displayed.

C **Press [E-mail].**

D **Press [Exit].**

The send e-mail screen is displayed.

℘Reference

⇒ p.25 "Making Scanner Settings".

F **Make the scan settings.**

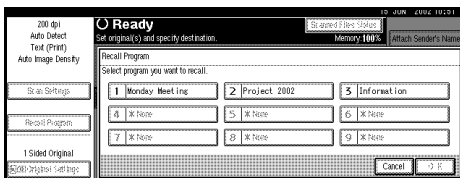To make the scan settings, call up stored settings or make the settings individually.

℘Reference

⇒ p.21 "Setting Scanner Features"
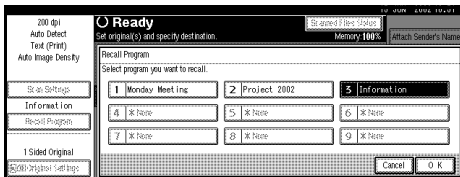
Calling up stored scan settings

A **Press [Recall Program].**

The Recall Program screen is displayed.
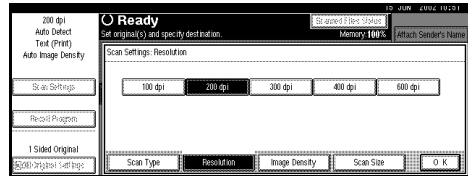
B **Select a user program of scan settings.**

C **Press [OK].**

The selected user program settings are applied.

Making the settings individually

A **Press [Scan Settings].**

The screen for making scan settings is displayed.

B **Select resolution, original size, and other items to change the corresponding setting.**

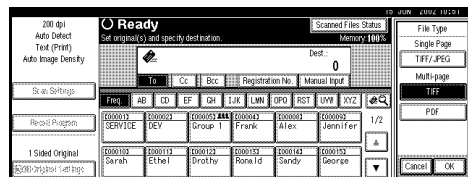Scan settings are made in the same way they are programmed. See p.21 "Setting Scanner Features".

C **Press [OK].**

The scan settings are applied.

G **Select the file type if necessary.**

A **Press [File Type].**

B **Select the file type of the file to be attached to the e-mail from the displayed types.**

The selected file type is displayed under File Type.

H **Select the destination.**

Four methods are available for selecting a destination: selecting it from the list, by specifying a short ID number, by directly typing the e-mail address, or by searching it.
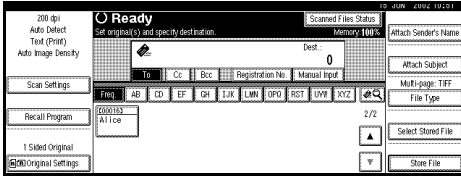
✐Note

❒ Before selecting the destination, make sure to select **[To]**. When necessary, select **[Cc]** or **[Bcc]** and the respective destinations. It cannot specify more than 100 destinations including **[To]**, **[Cc]** and **[Bcc]**.

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When selecting a destination from the list

A Press the title for the desired destination. The destinations for that title are displayed.

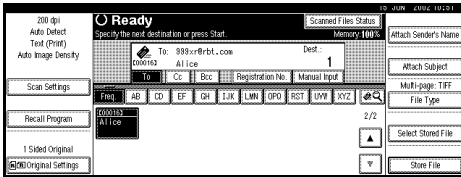If the desired destination is not displayed, press **[▲]** or **[▼]** to display the destination.

🖉 Note

❒ The destination titles are programmed in the delivery server.

B 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]**.

C To select more destinations, repeat step B.

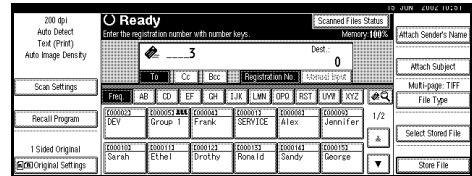## Using a short ID number to select a destination

A Press [Registration No.].

B Use the number keys to enter the 5-digit ID number that has been assigned to a destination.

If the entered number is less than 5 digits long, press the **【#】** key after the last number.

Example:

To enter 00003

Press the **【3】** key and then the **【#】** key using the number keys.

The destination corresponding to the short ID number is displayed 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]**.
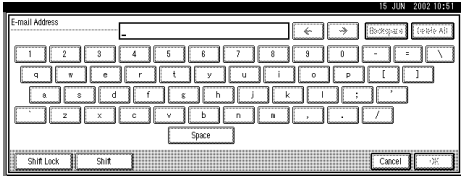
C To select more destinations, repeat step B.

Manual input of the e-mail address

A Press [Manual Input].

The soft keyboard is displayed to enter the e-mail address.

B Enter the e-mail address with the soft keyboard.

Example:

To input @

Press [Shift Lock] or [Shift] and then [@].

It is possible to use alphabets, numbers and periods. The symbols ()\,;:" cannot be used.

For more information to enter the e-mail address, see the General Settings Guide.

C Press [OK].

The name of the destination appears in the destination display area on the upper side of the screen.

✐ Note

❒ Press [▲Prev.] or [▼Next] to select the destination.

❒ For changing a destination e-mail address that has been entered, press [Change] located on the left side of the destination list field. A software keyboard for entering the destination e-mail address is displayed. Enter any e-mail address, and then press [OK].

❒ Pressing the 【Check Modes】 key lets you verify the selected destinations.

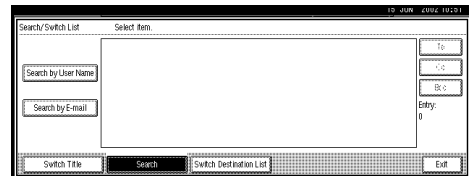### D To enter more than one destination, repeat steps A to C.

Searching for a destination to select

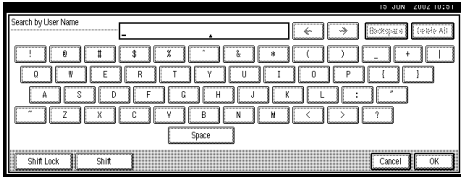### A Press [🔍].

The Search/Switch List screen is displayed.

B Press [Search].

C Press [Search by User Name].

To search using e-mail addresses, press [Search by E-mail].

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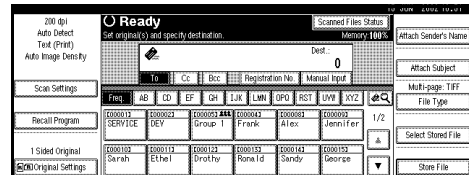
D Enter part of the destination name.
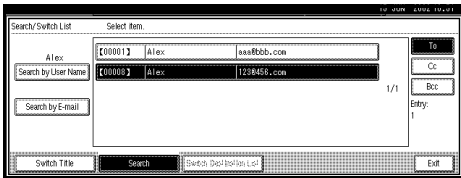

Note

❒ Enter the first character or characters of the destination name.

❒ It is also possible to perform a combined search using **[Search by User Name]** and **[Search by E-mail]**.

E Press [OK].

A list of destinations is displayed according to the user name search.

F Select a destination.

G Press [Exit].

H Press [OK].

The destination name is displayed in the destination field at the top of the screen.

Checking selected destinations

A 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 the order they were selected by pressing **[▲Prev.]** or **[▼Next]**.

❒ Pressing the **【Check Modes】** key on the control panel lets you verify the list of selected destination(s).
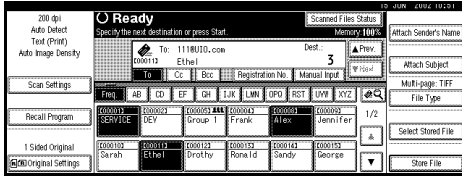
I Specify the sender.

Note

❒ When a sender is selected, the sender name is automatically placed in the "From" field of the e-mail so that the sender can be identified when the e-mail is received.

❒ An example of "E-mail Information Language" is shown below. This e-mail has been sent from [XXX]. The scanning time was YYYY:MM:DD HH:MM:SS (+0900). The administrator's e-mail address is sent for reference. ⇒ p.27 "E-mail Information Language"

❒ To prevent misuse of a sender name, we recommend you set up a password for the sender.

❒ Be sure to select or enter a sender's name. Otherwise **[Key Operator's E-mail Address]** is used as the sender's name. ⇒General Settings Guide

Three methods are available for selecting a sender: select the sender from the list, enter the 5-digit short ID number of the sender with the number keys, and search for the sender and select it.
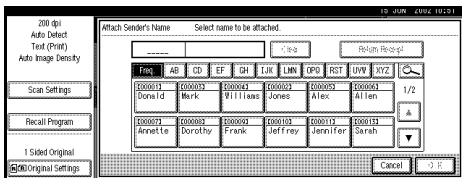
When selecting a sender from the list

A Press [Attach Sender's Name].

The list of senders registered in this machine is displayed.
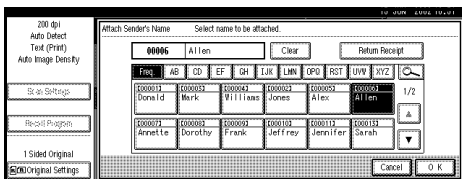
B Select the sender.

Note

❒ If a password has been set, a screen for entering the password is displayed after selecting the sender.

Enter the password, and then press **[OK]**.

After verification of the password, the sender name is displayed.

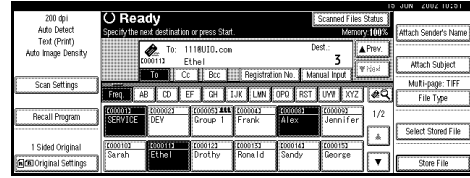### C To verify receipt, press [Return Receipt].

[Return Receipt] is highlighted.

D Press [OK].

The sender is displayed above **[Attach Sender's Name]**.

Using a short ID number to select a sender's name

A Press [Attach Sender's Name].

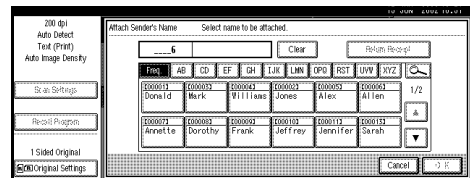The list of senders registered in this machine is displayed.

B Use the number keys to enter the 5-digit short ID number that has been assigned to a sender.

If the entered number is less than 5 digits long, press the **[#]** key after the last number.

Example:

To enter 00006

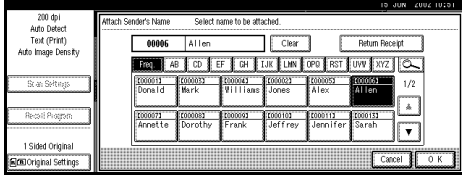Press the **[6]** key and then the **[#]** key using the number keys.

Note

❒ If a password has been set, a screen for entering the password is displayed after selecting the sender.

Enter the password, and then press **[OK]**.

After verification of the password, the sender name is displayed.
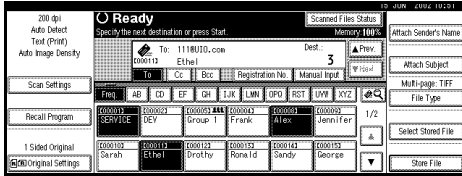
6

C **To verify receipt, press [Return Receipt].**

[Return Receipt] is highlighted.

D **Press [OK].**

The sender is displayed above **[Attach Sender's Name]**.
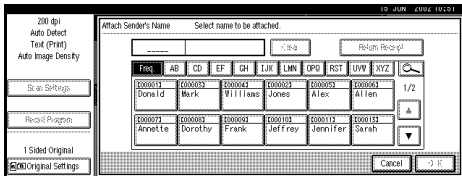

Searching for a sender to select

A **Press [Attach Sender's Name].**

The list of senders registered in this machine is displayed.
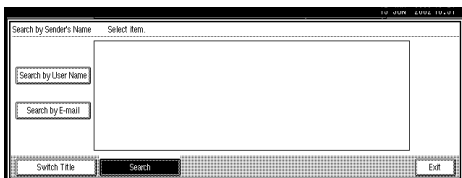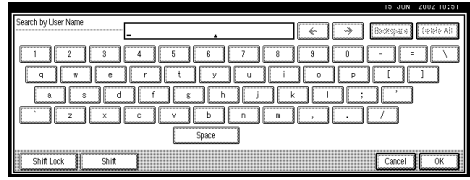
B **Press [ ].**

The Search by Sender's Name screen is displayed.

C **Press [Search by User Name].**

To search using e-mail addresses, press **[Search by E-mail]**.
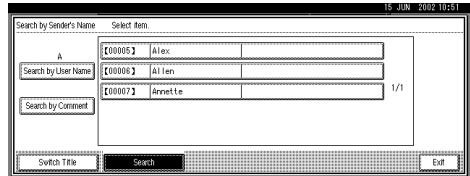

D **Enter part of the sender name.**

Note

❒ Enter the first character or characters of the sender name.

❒ It is also possible to perform a combined search using **[Search by User Name]** and **[Search by E-mail]**.

E **Press [OK].**

A list of senders is displayed according to the user name search.

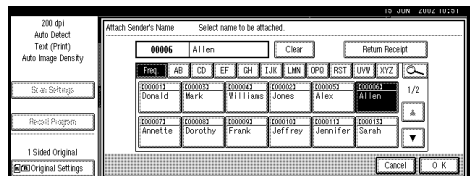F **Select the sender.**

Note

❒ If a password has been set, a screen for entering the password is displayed after selecting the sender. Enter the password, and then press **[OK]**. After verification of the password, the sender name is displayed.

G **Press [Exit].**

H **To verify receipt, press [Return Receipt].**

[Return Receipt] is highlighted.

6

❾ Press [OK].

The sender is displayed above **[Attach Sender's Name]**.

❿ If required, select a subject.

Select a subject from the registered ones. ⇒ p.29 "Making Scan Data Subject Settings"
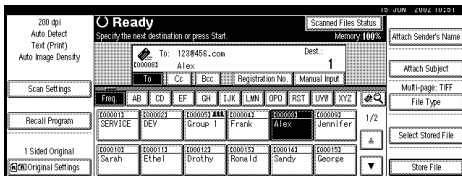
✒ Note

❒ The selected subject name is automatically placed in the Subject field of the mailing soft.

Two methods are available for selecting a subject, selecting it from the list or entering it directly.
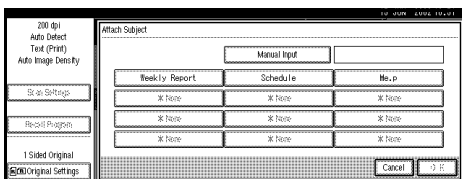

When selecting a subject from the list

❶ Press [Attach Subject].

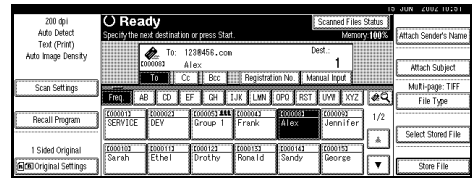The list of registered subjects is displayed.

❷ Select a subject.

❸ Press [OK].

The selected subject is displayed above **[Attach Subject]**.

Manual input of the subject directly
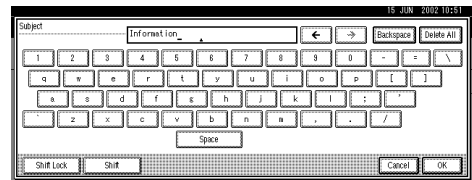
❶ Press [Attach Subject].

The list of registered subject is displayed.

❷ Press [Manual Input].

The soft keyboard is displayed to enter a subject.

❸ Enter the subject with the soft keyboard.

❹ Press [OK].

The name of the subject is displayed above **[Attach Subject]**.

⓫ Press the 【Start】 key.

The original is scanned and the scan data file is sent to the destination(s).

✒ Note

❒ To abort the scan process, press the 【Clear/Stop】 key or press **[Stop]** on the screen.

❒ To use the SADF function, set up the next original. ⇒ p.46 "Placing the Divided Original in the Automatic Document Feeder (ADF)"

❒ Regardless of the divide e-mail size setting, it is not possible to send e-mail containing over 725.3MB per document. It is also not possible to send more than 2,000 pages.

6

Checking the Status of E-mail

The status of the last 50 e-mails can be checked. For every new e-mail record after 50, the oldest record is deleted.

❖ **Items to be checked**

- Date/Time
  The date and time when the delivery request was received from this machine is displayed.

- Destination
  When multiple destinations were selected, the first selected destination is displayed.

- Sender

- File Name

- Status
  Indicates whether delivery was successful or resulted in an error

A **Press [Scanned Files Status] on the screen for sending e-mail.**
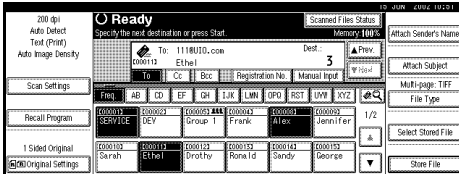
The delivery status of e-mail is displayed.

B **Check the displayed records.**

🖉 Note

❒ One screen shows the records for five sending operations. Use **[▲Prev.]** or **[▼Next]** to scroll through the screen.

❒ When **[Print & Delete Scanner Journal]** is set to **[Print]**, all records are printed when the number of records reaches 50.

❒ When the status of a document is **[Waiting]**, the sending e-mail can be stopped by selecting that document and pressing **[Cancel]**.
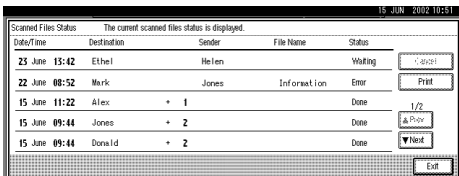
C **Press [Exit].**

The display returns to the screen for sending e-mail.

Using E-mail with the Document Server

You can use e-mail delivery with the document server.

This section explains mainly the operation for simultaneous e-mail sending and storage. For more information, see p.57 "Delivery Procedure".
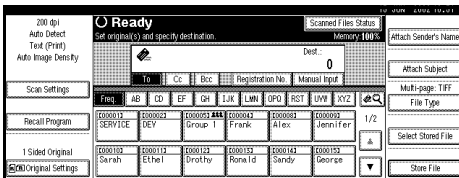
Simultaneous E-mail and Storage

Scanned data is stored in the document server at the same time the data is sent by e-mail.

A **Place the original and adjust the settings for original size and orientation if required.**

$\mathscr{P}$**Reference**

⇒ p.43 "Setting Originals"

B **Make the scan settings.**

C **Select the destination.**

D **If required, specify the sender (scan data delivery source) and a subject.**

E **Press [Store File].**

The screen for setting storage parameters for scanned data is displayed.

F **Make sure [Send & Store] is selected.**

G **Press [File Information] to set file information.**

$\mathscr{P}$**Reference**

For more information, see p.81 "Specifying file information".

H **Press [OK].**

I **Press the 【Start】 key.**

The original is scanned, and the file is delivered to the destination and stored in the document server.

6

Sending Stored Files

Files stored in the document server can be sent by e-mail.

When the stored files are delivered, scan settings cannot be made. The files are delivered with the scan settings specified when they were stored in the document server.

A Display the list of stored files.

$\mathcal{P}$ Reference

⇒ p.84 "Viewing a List of Stored Files"

B Select a file to be delivered.

$\mathscr{D}$ Note

❒ When you select a password protected file, the Password screen is displayed. After you have entered the correct password and pressed **[OK]**, the file will be selected.

C To select multiple files, repeat step **B**.

$\mathscr{D}$ Note

❒ You can select up to 30 files for one operation.

❒ If you select multiple files, the files will be sent in the order they were selected.

❒ If you press **[Display Selection]**, the selected files will be shown in the order of delivery.

D Press [OK].

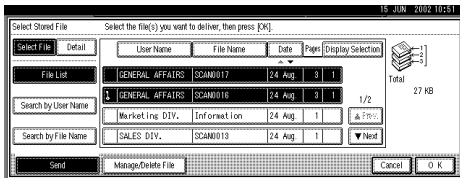The screen for specifying a destination is displayed.

E Specify a destination.

F If required, select the sender (scan data delivery source) and a subject.

G Press the 【Start】 key.

The selected stored files are sent.

7. 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 retrieved with a client computer.

⚠️Important

❒ There are no special security settings for document server. When a dial-up connection is used, there is a risk that document server will be accessed by an external DeskTopBinder user. We recommend using a security system such as a firewall.

🖉 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 it with the network delivery scanner or send it by e-mail simultaneously.⇒ p.65 "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.
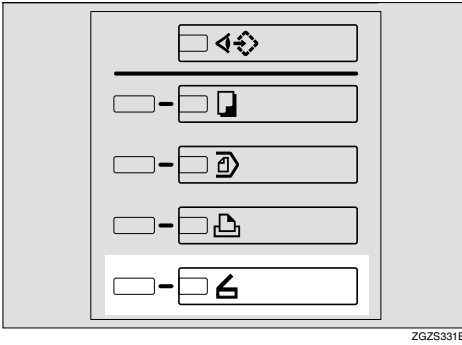
🖉 Note

❒ The data stored in the document server is deleted automatically later. For information about making settings and changes, see the General Settings Guide.

❒ The theoretical maximum number of files that can be stored is 3,000(or 1,000 pages). However, the actual maximum may be less, depending on the space used by the copy function and other functions of the machine.

❒ 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.
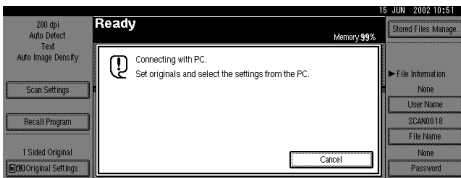
A **Press the 【Scanner】 key.**

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B **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 is displayed.

Note

❒ If the network TWAIN scanner screen is displayed, press **[Cancel]**.

C **Make sure that no previous setting remains.**

Note

❒ If the previous setting remains, press the 【Clear Modes】 key.

D **Place the original in the machine, and adjust the settings for original size and orientation if required.**

Reference

⇒ p.43 "Setting Originals"

E **Make the scan settings.**

To make the scan settings, call up the stored settings or make the settings individually.
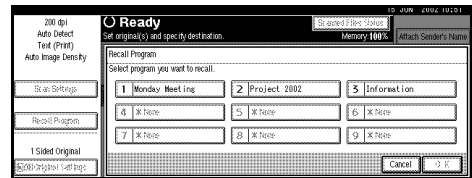
Reference

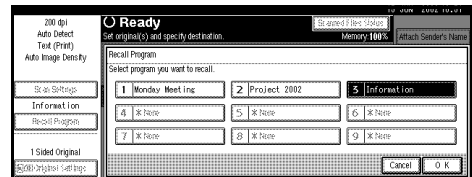⇒ p.21 "Setting Scanner Features"

Calling up stored scan settings

A **Press [Recall Program].**

The Recall Program screen is displayed.

B **Select a user program of scan settings.**
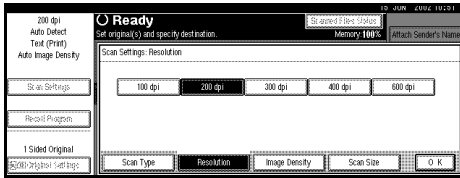

C **Press [OK].**

The selected user program settings become active.

Making settings individually

A **Press [Scan Settings].**

The screen for making scan settings is displayed.

B **Select the desired resolution, original size, and other items to change the settings.**
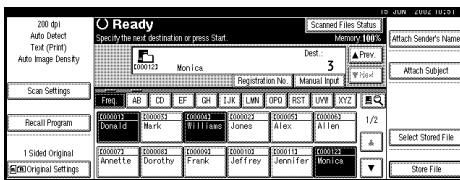

The way to make scan settings is the same way as programming scan settings. See p.21 "Setting Scanner Features".

C **Press [OK].**
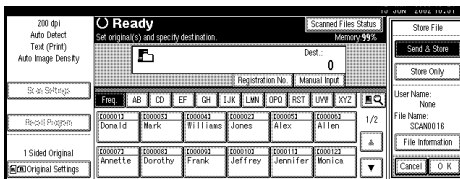
The scan settings are applied.

F **Make the settings for storing scanned data files.**

A **Press [Store File].**

The screen for setting storage parameters for scanned data is displayed.

B **Press [Store Only].**

Note

❒ To store and deliver scanned data, press **[Send & Store]**. ⇒ p.65 "Using the Network Delivery Scanner with the Document Server"

❒ **[Store Only]** cannot be pressed if even a single destination is selected.

C **Press [OK].**

G **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.81 "Specifying file information".

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

The original is scanned and the resulting data is stored as a file in the document server.

Note

❒ To abort the scanning process, press the **[Clear/Stop]** key or press **[Stop]** in the screen.

❒ When originals are being scanned using the SADF, load the next original. ⇒ p.46 "Placing the Divided Original in the Automatic Document Feeder (ADF)"

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.
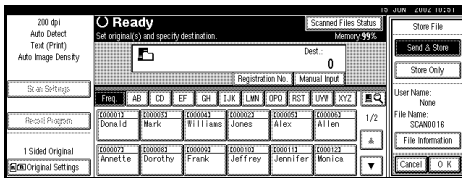
Note

❒ 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.

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A **Display the File Information screen.**

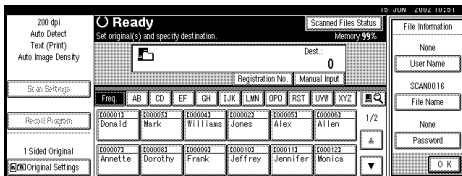A **Press [Store File].**
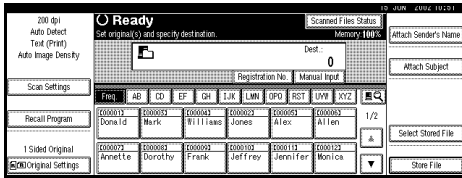
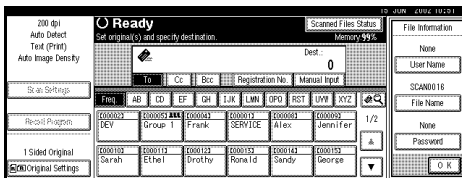B **Press [File Information].**

The File Information screen is displayed.

The following screen is displayed when the network delivery scanner function is used.

The following screen is displayed when the e-mail function is used.
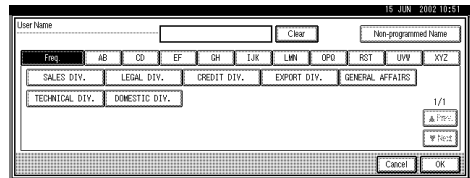

B **Specify file information.**

Specifying a user name

A **Press [User Name].**

The User Name screen is displayed.

Note

❒ If no user name is programmed in System Settings under the Administrator tab, the User Name screen does not appear. Instead, the Non-programmed Name screen is displayed. Enter the user name.

B **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.

C **Press [OK].**
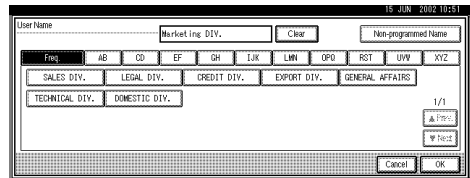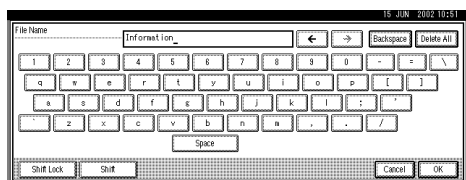

The user name is set.

Specifying a file name

Scanned data files are automatically named SCAN0001, SCAN0002, etc. If desired, you can change the file name.

A **Press [File Name].**

The File Name screen is displayed.

B **Enter the desired file name.**

Reference

> For information about how to enter characters, see the General Settings Guide.

C **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.

A **Press [Password].**

> The Password screen is displayed.

B **Enter a password consisting of four numbers.**
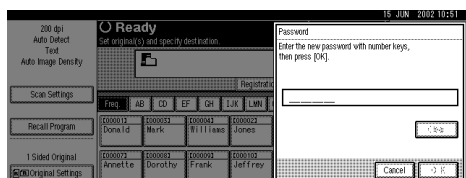
C **Press [OK].**

> The password is applied.

Important

❒ Do not forget the password. If you forget it, contact the key operators in charge of this machine.

C **When using the network delivery scanner function, press [OK] twice to return to the original screen.**

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Viewing a List of Stored Files

From the 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.
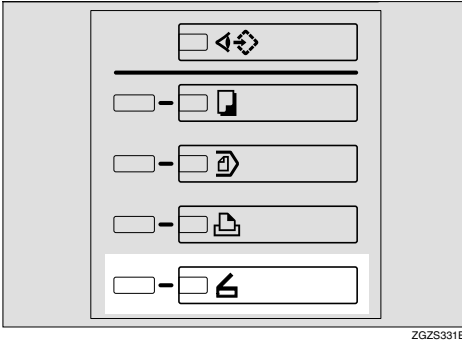
A **Press the 【Scanner】 key.**

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The scanner function screen is displayed.

Note

❒ If the network TWAIN scanner screen is displayed, press **[Cancel]**.

B **The list of stored files is displayed.**

A **Press [Select Stored File].**

B **Press [Manage/Delete File].**

Viewing the List

The list of stored files has the following elements.

❖ **When using the network delivery scanner or e-mail**

❖ **When using the document server only**

❖ **When displaying information of a selected stored file**

1. **Keys for searching files**

Switch to the screens for searching for a file by user name or file name, or to the screen for displaying all files.

2. **Key to switch to the information display**

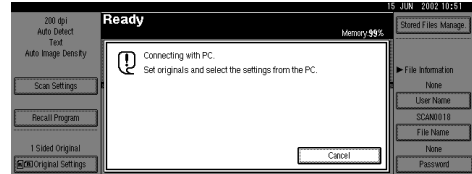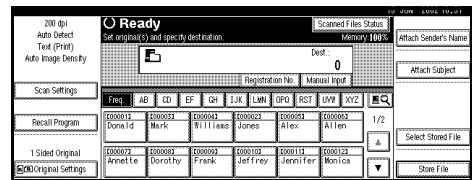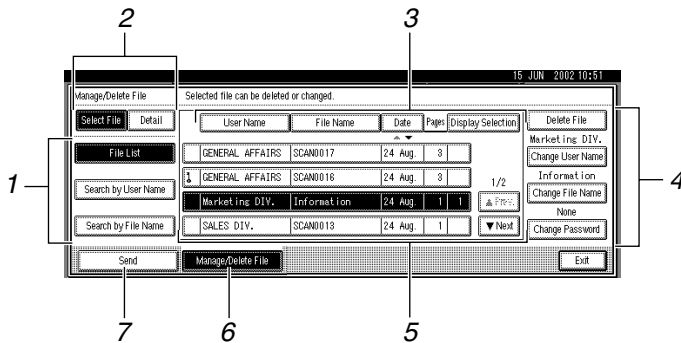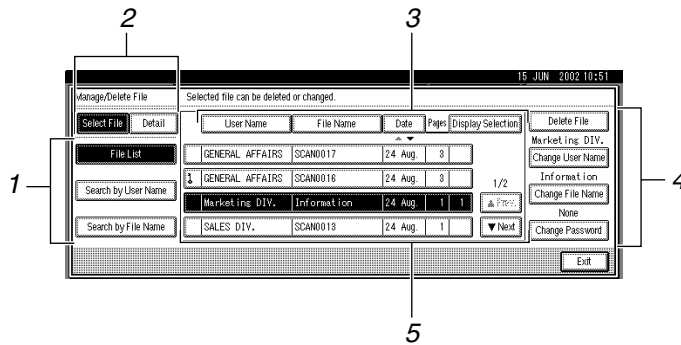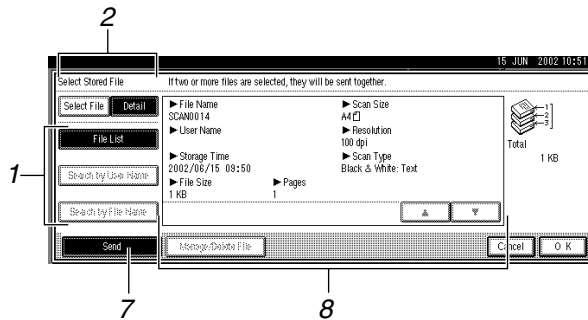Use to switch between the stored file list and the detailed information of the selected file.

3. **Keys for sorting files**

Sorts the files using the selected item. Select the same item once more for a reverse sort. However, the delivery order cannot be sorted in descending order.

4. **Keys for changing file information**

Use for deleting, changing the user name, file, or password of the selected file, or for checking file information.

5. **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 screen.

❒ For files which are password protected, a key symbol(🔑) is shown to the left of the file name.

6. **[Manage/Delete File]**

Press to manage or delete the files stored in the document server or change the file information.

7. **[Send]**

Press to deliver or send the files stored in the document server. For more information, see p.66 "Delivering Stored Files" or p.78 "Sending Stored Files".

8. **Information of a selected stored file**

Press **[Detail]** to display the information of a file after selecting the file from the file list.

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♡ Viewing a list of stored files in DeskTopBinder V2 Lite

The files stored in the document server are shown below in DeskTopBinder V2 Lite.
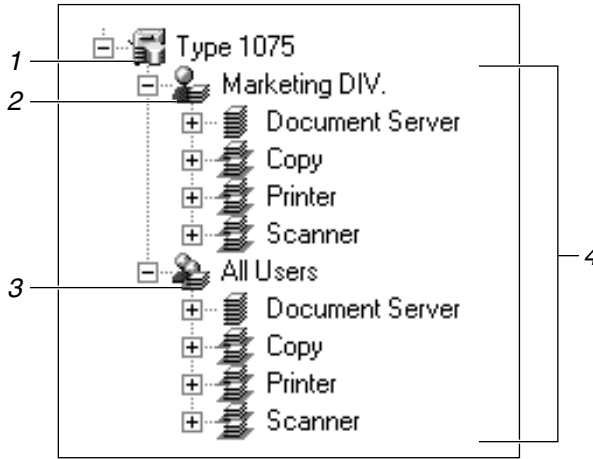
1. Connected device name

Displays the files stored in the connected device on the desk tree by dividing into User name and All Users 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.

4. Folder contents display

Displays the files in the selected folder.

- -

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

A **On the list of displayed files, press [Search by User Name].**

The Search by User Name screen is displayed.

B **Select the user name to be used for the search.**
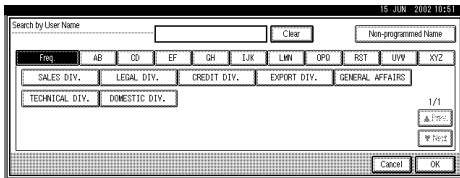
The user names shown here are names that were registered in System Settings under the Administrator tab. To enter user name not shown here, press **[Non-programmed Name]**, and then enter the name.

C **Press [OK].**

The search starts, and files whose user name starts with the entered string are displayed.
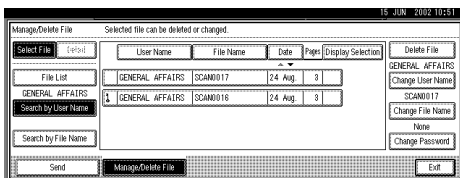
Searching by file name

A **On the list of displayed files, press [Search by File Name].**

The Search by File Name screen is displayed.

B **Enter the file name to search for.**
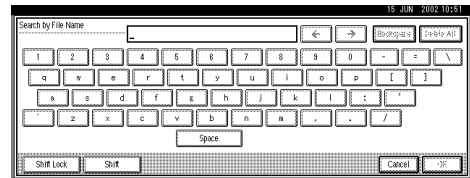
$\mathcal{P}$ Reference

For information about how to input characters, see the General Settings Guide.

C **Press [OK].**

The search starts, and file whose name starts with the entered string are displayed.

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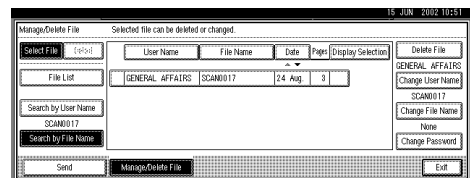
Deleting Stored Files

You can delete files that are no longer needed.

❗ Limitation

❐ Delivery waiting files cannot be deleted.

A Display the list of stored files.

🔍 Reference

⇒ p.84 "Viewing a List of Stored Files"

B Press [Manage/Delete File].

The Manage/Delete File screen is displayed.

C Select the file to be deleted.
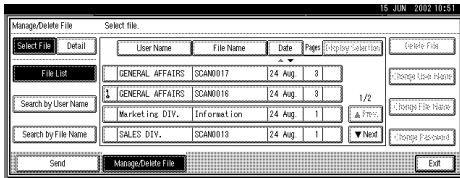
📝 Note

❐ Up to 30 files can be selected.

❐ When you select a password protected file, the Password screen is displayed. Enter the correct password, and then press **[OK]**. When more than one file are selected, the Password screen is displayed for each file.
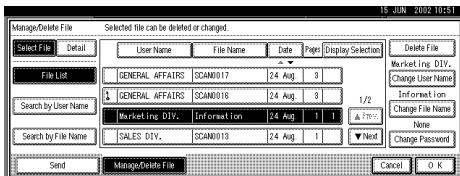
D Press [Delete File].

A confirmation message is displayed.
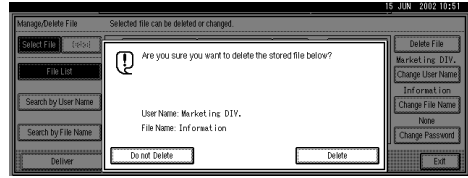
E Press [Delete].

The file is deleted.

F 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 waiting files cannot be changed.

A Display the list of stored files.

⌕ Reference
⇒ p.84 "Viewing a List of Stored Files"

B Press [Manage/Delete File]

The Manage/Delete File screen is displayed.

C Select the file for which you want to change the file information.
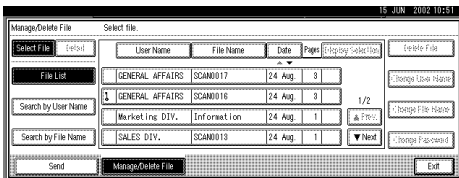
✎ Note
❐ When you select a password protected file, the Password screen is displayed. Enter the correct password, and then press [OK].

D Change the file information.

Changing the user name

❶ Press [Change User Name].
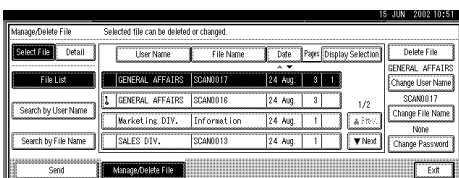
The Change User Name screen is displayed.

B Select the new user name.
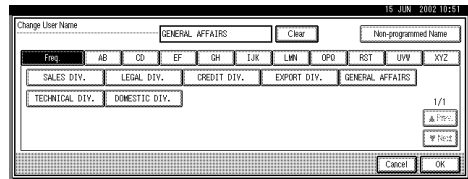
The user names shown here are names that were registered in System Settings under the Administrator tab. To specify a user name not shown here, press [Non-programmed Name], and then enter the user name.
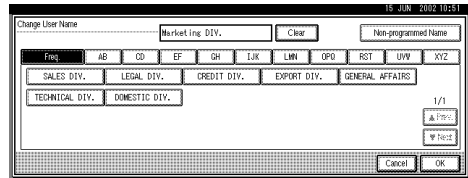
❸ Press [OK].

The user name is changed.

Changing the file name

❶ Press [Change File Name].
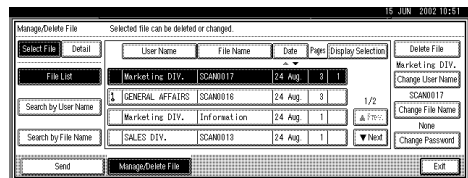
The Change File Name screen is displayed.
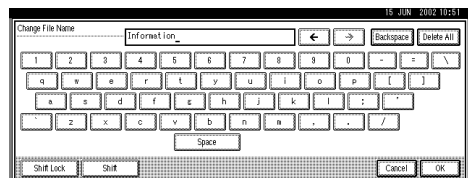
❷ Enter the new file name.

⌕ Reference
For information about how to enter characters, see the General Settings Guide.

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C Press **[OK].**

The file name is changed.

Changing a password

A Press **[Change Password].**
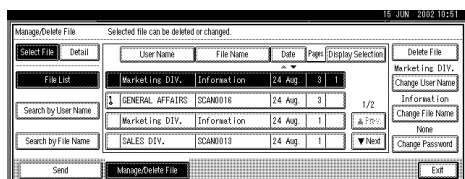
B Enter the new password consisting of four numbers.
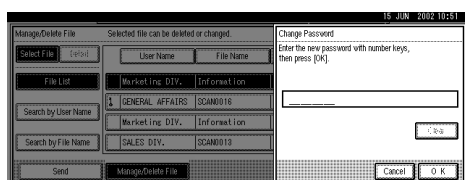
C Press **[OK].**

The new password is stored.

⚠️Important

❒ Do not forget the password. If you forget it, ask the key operators in charge of this machine.

E Verify that the file information change was made as desired, and press **[Exit].**
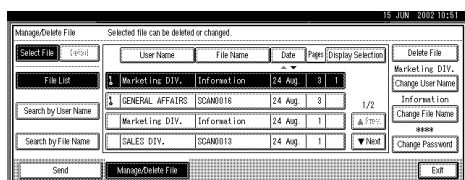
The Relationship between the Resolution and the Data Size

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, e-mail, 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.

❖ **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.

	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)	○	○	○	○	
$5^1/_2$x$8^1/_2$	○	○	○	○	○

Troubleshooting

This section contains advice on what to do if you have problems scanning an original or if the network delivery scanner and e-mail function do 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 at all.	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.43 "Setting Originals"
The image is distorted or out of position.	• 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.	• If the network TWAIN scanner screen appears when the machine is switched to scanner operation, press **[Cancel]** to switch to the network delivery scanner screen. • If the display does not switch from network TWAIN scanner to network delivery scanner, the delivery scanner settings are not correct. See p.18 "Default Settings" and make the appropriate settings.

When an 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 the General Settings Guide.

Message	Possible Cause and Action
Cannot cancel sending certain file(s). To confirm the result, check **[Scanned Files Status]**.	Only files in waiting can be cancelled. Files with a delivery status of successful or resulted cannot be cancelled.
Cannot communicate with SMTP server. Check the server status.	• Check whether this machine and the SMTP server are correctly connected to the network. • The SMTP server is not running or is not in service. • Check whether the setting of "Network" at the initial state is correct.
Cannot communicate with the delivery server. Check the server status.	No response from the delivery server. Possible causes are as follows: • 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. Register 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. ⇒General Settings Guide
Cannot detect original size. Select scan size. ✐ **Note** ❒ These messages are shown alternately.	• 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.

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Message	Possible Cause and Action
Cannot find SMTP server. Check DNS or SMTP.	• Check whether this machine and the mail server are correctly connected to the network. • The mail server is not running or is not in service. • Check whether the "Network" setting for the initial system setup is correct.
Cannot select over 30 files at the same time.	To deliver more than 30 stored files, divide the files and perform the operation several times.
Cannot specify more than 100 destinations.	When there are 100 or more destinations, split the destinations into 2 or more groups for delivery.
E-mail address entered is not correct. Please reenter.	Make sure the e-mail address is correct, and then enter it again.
Exceeded max. data capacity. Check the scanning resolution, then press start again.	Specify the scan size and resolution again. Note that it may not be possible to scan very large originals. ⇒ p.91 "The Relationship between the Resolution and the Data Size"
Exceeded max. E-mail size. Complete scan has not been made. Press **[Send]** to send the current scanned data, or press **[Cancel & Delete]**.	The size of the e-mail exceeded the maximum size possible. Reduce the volume of images and send it again.
Exceeded max. E-mail size. Sending E-mail has been cancelled. Check **[Max. E-mail Size]** in Scanner Features.	• Increase the size of **[Max. E-mail Size]**. • Set **[Divide & Send E-mail]** to "On".
Exceeded max. file capacity. Delete the unnecessary stored files.	The maximum number of files that can be stored is 3000. Delete unneeded files.
Exceeded max. number of destinations which can be programmed.	More than 2001 destinations were programmed. Keep the number at 2000 or less.
Exceeded max. number of 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 pages that weren't scanned, and store them as a new file.
Exceeded max. number of results.	Search again after changing the search conditions.
Exceeded max. number of standby files. Try again after the current file is sent.	There are 50 waiting files in the sending queue for the delivery server. Wait until files have been sent.
Exceeded max. page capacity per file. The current scanned data will be sent.	Because the number of pages has reached the maximum number that can be sent, the data up to this point is sent. Scan the remaining pages after transmission.
Load paper of the following sizes. _Required: A3⊐ B4⊐ JIS A4⊏ A4⊐...	Load paper of the sizes listed in the message.
Load the following paper in _%_.	Load paper in the tray indicated.

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Message	Possible Cause and Action
Memory is full. Cannot scan.	Because of insufficient hard disk space, the first page could not be scanned. Try one of the following measures. • Wait for a while and retry the scan operation. • Reduce the scan area. • Delete unneeded stored files.
Memory is full. Cannot scan. Only sending stored files is available. 🖉 **Note** ❒ These messages are shown alternately.	There is not enough free hard disk space. No more files can be stored. Delete unneeded files.
Memory is full. Delete the unnecessary stored files. 🖉 **Note** ❒ These messages are shown alternately.	There is not enough free hard disk space. Delete unneeded files.
Memory is full. Press **[Send]** to send the current scanned data, or press **[Cancel]** to delete.	Because there is not enough free hard disk space in the machine, the page could only be partially scanned. Specify whether to use this data or not.
Memory is full. Scanning has been cancelled. Do you want to store the scanned data? 🖉 **Note** ❒ These messages are shown alternately.	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.
No HDD is available for this function. Cannot store. Set original and select the TWAIN settings from the PC.	Files can be scanned with TWAIN by switching to the network TWAIN scanner.
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.
Output buffer is full. Sending the data has been cancelled. Please try again later.	Too many files are in waiting. Please try again after they have been delivered.
Scanner is currently in use for another function. Cannot scan. 🖉 **Note** ❒ These messages are shown alternately.	The machine is currently using the scanner for another function, such as copying. Retry the operation after the other function is completed.
Scanning cannot continue because of insufficient memory space. Do you send the scanned data? When the delivery is stopped, the scanned data is deleted.	Scanning has not been completed because of insufficient hard disk space in the machine. Select whether or not the scanned file is delivered.

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Message	Possible Cause and Action
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 a waiting queue cannot be changed. Try the operation again after editing is finished or waiting is 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 a waiting queue cannot be changed. Try the operation again after editing is finished or waiting is 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 a waiting queue cannot be changed. Try the operation again after editing is finished or waiting is 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 waiting queue cannot be deleted. Try the operation again after editing is finished or waiting is cancelled.
Sender's name is not selected. Sending E-mail has been cancelled.	A sender's name should be specified before sending e-mail. Send e-mail after specifying the sender's name.
Sending the data has been cancelled due to containing some deleted file(s). Try again after checking the stored files.	Before sending the files, some files were deleted with DeskTopBinder V2 Lite/Professional. Perform the selection process again and resend the files.
Sending the data has failed. Insufficient memory in SMTP server.	There is not enough free space on the hard disk of the SMTP server. Free up the required amount.
Sending the data to SMTP server has failed. The data will be resent later.	A network error has occurred and a file was not sent correctly to SMTP server. Wait until delivery is retried automatically after the preset interval. If the delivery fails again, notify the network administrator.
Sending the data to SMTP server has failed. To confirm the result, check **[Scanned Files Status]**.	While sending a file to the SMTP 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. Notify the network administrator. If multiple files were sent, use the Scanned Files Status screen to check for which file the problem occurred. ⇒ p.64 "Checking the Status of Delivery" ⇒ p.76 "Checking the Status of E-mail"

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Message	Possible Cause and Action
Sending the data to the delivery server has been failed. To confirm the result, check **[Scanned 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. Notify the network administrator. If multiple files were sent, use the Scanned Files Status screen to check for which file the problem occurred. ⇒ p.64 "Checking the Status of Delivery"
Sending the data to the delivery server has failed. The data will be resent later.	A network error has occurred and a file was not sent correctly to the delivery server. Wait until delivery is retried automatically after the preset interval. If the delivery fails again, notify the network administrator.
Specified SMTP server is not set correctly. Sending E-mail has been cancelled.	Check whether the "Network" setting for the initial system setup is correct.
Switching. Please wait.	No destinations can be specified until after the switching is completed.
The destination list has been updated. Specified destination(s) or sender's name has been cleared.	A specified destination or sender's name was cleared when the destination list in the delivery server was updated. Specify the destination or sender's name again.
The password entered is not correct. Try again.	Enter the password again.
The selected files contain the file deleted. Check the stored files status.	After the files were selected, some files were deleted with DeskTopBinder V2 Lite/Professional. Perform the selection process again.
The specified group contains some user(s) who do not have E-mail addresses. Are you sure you want to send E-mail only to the user(s) who have addresses?	The group contains members whose e-mail addresses are not registered. Please check the e-mail addresses of the group and repeat the selection.
Transmission has been failed. Insufficient memory in the delivery server.	There is not enough free space on the hard disk of the delivery server. Free up the required amount.
Updating the destination list. Please wait. Specified destination(s) or sender's name has been cleared.	If a destination or sender's name was already selected, re-select it after this display is cleared.
Updating the destination list has failed. Try again?	Check whether the delivery server has started operation.

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When an 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

❒ 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 the General Settings Guide.

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.]	• 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.]	Check whether the main power switch of the machine is turned off.
[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.
[Error has occurred in the scanner.]	Check whether the scanning settings made with the application exceed the setting range of the machine.
[Error has occurred in the scanner driver.]	• Check whether the 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 the TCP/IP protocol.
[Insufficient memory. Close all applications, then re-start scanning.]	Close unnecessary applications running on the computer.

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Message	Cause and Action
[Insufficient memory. Reduce the scanning area.]	• Reset the scan size. • Lower the resolution. • Set with no compression. ⇒ p.25 "Making Scanner Settings" 📎 **Note** ❒ The "The Relationship between the Resolution and the Scanning Area" chart 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. ❒ When a 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.]	• Check whether the machine is connected to the network correctly. • The network is crowded. Reconnect after a while.
[No User Code is registered. Consult your system administrator.]	Access is restricted with user codes. Consult the system administrator of the machine.
[Please call your service representative.]	An unrecoverable error has occurred in the machine. Call your service representative.
[Please wait.]	The machine is in warming up. Please wait. Automatic scanning will start soon.
[Scanner is in use for other function. Please wait.]	A function of the machine other than the scanner function is being used such as the copy function. Wait for a while and reconnect.
[Scanner is in use by other user. Please wait.]	Another user is using the machine to scan originals. Wait for a while and reconnect.
[Scanner is not available. Check the scanner connection status.]	Check whether the machine is connected to the network correctly.
[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 tried to register a name that is already in use. Use another name.
[The scanner power is off.]	• Check whether the main power switch of the machine is turned on. • Check whether the machine is connected to the network correctly.

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Specifications

Scan method	Flat bed scanning
Image sensor type	CCD Image Sensor
Scan type	Sheet, book
Interface	Ethernet interface (10BASE-T or 100BASE-TX), IEEE 1394(option), Wireless LAN(option)
Maximum scan size	A3/11"x17" (297mm×432mm)
Scan density	600dpi
Variable range of scan resolution	• When used as a network TWAIN scanner Setting range: 100dpi - 1200dpi • When used as a network delivery scanner or for sending e-mail Setting range: 100dpi, 200dpi, 300dpi, 400dpi, 600dpi

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EE GB G338

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

❙ **means POWER ON.**

○ **means POWER OFF.**

⏻ **means STAND BY.**

$$\mathsf{C\,E}$$

Declaration of Conformity

"The Product complies with the requirements of the EMC Directive 89/336/EEC and the Low Voltage Directive 73/23/EEC."

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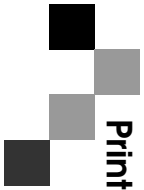Microsoft® Windows® 2000 Advanced Server
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Printer/Scanner Kit Type 1075 Operating Instructions   Scanner Reference