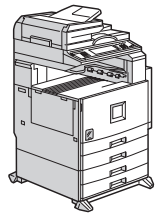

C2408/C3210

DSc224/DSc232

LD024c/LD032c

Aficio™ 1224C/1232C

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

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.



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 two AlGaInP laser diodes, 7-milliwatt, 645-660 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.

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: 24 copies/minute (8¹/₂" × 11" □)
- Type 2: 32 copies/minute (8¹/₂" × 11" □)

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

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

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

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

Power Source

120V, 60Hz, 12A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see P.141 "Power Connection".

TABLE OF CONTENTS

Notice	1
Copyrights and Trademarks	4
Trademarks	4
Information about Installed Software	4
How to Read this Manual	8
Safety Information	9
Safety During Operation	9
Positions of Labels and Hallmarks for ⚠WARNING and ⚠CAUTION	11
ENERGY STAR Program	12
Manuals for this Machine	14
Machine Types	15

1. What You Can Do With This Machine

Additional Functions Provided by Internal Options	17
Copy Mode	17
Facsimile Mode (Option)	17
Printer Mode (Option)	17
Scanner Mode (Option)	18
Document Server Mode	18
User Management	20

2. Basics

Guide To Components	21
External Options	23
Control Panel	24
Display Panel	26
Connecting the Machine (Network Connections)	27
Requirements	28
Connecting the Network Cable to the Network	30
Turning On the Power	32
Turning On the Main Power	32
Turning On the Power	32
Turning Off the Power	33
Turning Off the Main Power	33
Configuring the Network	34
Configuring the Network	34
Configuring the Network with the Operation Panel	36

3. Combined Function Operations

Changing Modes	47
Saving Energy	48
Multi-Access	50






4. Document Server

Relationship between the Document Server and Other Functions.....	55
Document Server Display	55
Using the Document Server.....	57
Scanning and Saving Originals	57
Changing the File Name, User Name, or Password	59
Selecting a Document	60
Searching Saved Documents.....	61
Printing Saved Documents.....	62
Deleting Saved Documents.....	64
Settings for the Document Server.....	66

5. User Tools (System Settings)

User Tools Menu (System Settings).....	67
Accessing User Tools (System Settings).....	72
Changing Settings.....	72
Exiting from User Tools.....	72
Settings You Can Change with the User Tools.....	73
General Features	73
Tray Paper Settings	76
Timer Setting.....	79
Interface Settings/Network	81
Interface Settings/Parallel Interface	83
Interface Settings/IEEE 1394 (Option)	84
Interface Settings/IEEE 802.11b (Option)	85
File Transfer	86
Key Operator Tools	88
User Code.....	94
Registering the New User Code.....	95
Changing a User Code.....	96
Clearing a User Code.....	97
Displaying the Number of Prints for Each User Code	98
Printing the Number of Prints for Each User Code	98
Clearing the Number of Prints.....	99
E-mail Destination.....	100
Registering an E-mail Destination	100
Changing a Registered E-mail Destination	102
Clearing a Registered E-mail Address	103
Registering E-mail Destinations to a Group.....	104
Registering a New Group	104
Registering the E-mail Destinations to a Group	105
Deleting an E-mail Destination from a Group.....	105
Displaying the E-mail Destinations.....	106
Deleting a Group	106
Changing a Group Name	107
Entering Text.....	108
Available Characters	108
Keys	108
How to Enter Text	109

6. Troubleshooting

If Your Machine Does Not Operate as You Want	111
General	111
Printing Problems.....	113
Document Server	114
 Loading Paper	115
Loading Paper in Tray 1 and 2.....	115
Loading Paper in Tray 3 and 4 (option).....	115
Loading Paper in the Large Capacity Tray (option)	116
 Adding Toner	117
Removing Toner	118
Inserting Toner	119
 Clearing Misfeeds	120
Checking paper jams around the heating roller	120
Changing the Paper Size	126
Changing the Paper Size of Tray 1 and 2	126
Changing the Paper Size of Tray 3 and 4 (option).....	128
Specifying Custom Paper Size.....	129
 Adding Staples	131
500-Sheet Finisher	131
1000-Sheet Finisher.....	132
 Removing Jammed Staples	134
500-Sheet Finisher.....	134
1000-Sheet Finisher.....	135

7. REMARKS

Do's And Don'ts	137
Saving Color Copies	138
Toner	139
Handling Toner.....	139
Toner Storage	139
Used Toner	139
Where to Put Your Machine	140
Machine Environment	140
Moving.....	140
Power Connection.....	141
Access to the Machine	141
Maintenance	142
Cleaning the Exposure Glass.....	142
Cleaning the Exposure Glass Cover	142
Cleaning the Document Feeder	142
Cleaning and Adjusting Internal Parts.....	143
Cleaning the Dustproof Glass	143
Other Functions	144
Inquiry	144
Changing the Display Language.....	144
Changing Paper Thickness Settings.....	145
Counter	146
Displaying the Total Counter.....	146

8. Specification

Mainframe	147
Options	152
Document Feeder	152
500-Sheet Finisher	153
1000-Sheet Finisher	154
Bridge Unit	155
Shift Sort Tray	155
Duplex Unit	156
Internal tray 2 (1 bin tray)	156
Bypass Tray	157
Large Capacity Tray (LCT)	157
Paper tray unit	158
Copy Paper	159
Recommended Paper Sizes and Types	159
Non-recommended Paper	163
Paper Storage	164
INDEX	165

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.

The color copy samples in this book may differ slightly from the actual copies due to printing effects.

The color on each Color key may differ slightly from that of the actual copy.

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

Notes 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.

This device complies with part 15 of the 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.

Warning

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

Note to users in Canada

Note:

This Class B digital apparatus complies with Canadian ICES-003.

Operation is subject to the following two conditions:

(1) This device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

IEEE 802.11b Interface Kit Type B:

This device complies with RSS-210 of Industry Canada.

The term "IC:" before the certification/registration number only signifies that the Industry Canada technical specifications were met.

To prevent radio interference to the licensed service, this device is intended to be operated indoors and away from windows to provide maximum shielding. Equipment (or its transmit antenna) that is installed outdoors is subject to licensing.

To reduce potential radio interference to other users, the antenna type and its gain should be so chosen that the equivalent isotropically radiated power (EIRP) is not more than that required for successful communication.

This device has been designed to operate with an antenna having a maximum gain of [0.45] dBi. Antenna having a higher gain is strictly prohibited per regulations of Industry Canada. The required antenna impedance is [50] ohms.

Remarque concernant les utilisateurs au Canada

Avertissement:

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

L'utilisation de ce dispositif est autorisée seulement aux conditions suivantes: (1) il ne doit pas produire de brouillage et (2) l'utilisateur du dispositif doit être prêt à accepter tout brouillage radioélectrique reçu, même si ce brouillage est susceptible de compromettre le fonctionnement du dispositif.

IEEE 802.11b Interface Kit Type B:

Ce dispositif est conforme à la norme CNR-210 d'Industrie Canada.

L'expression «IC:» avant le numéro d'homologation/enregistrement signifie seulement que les spécifications techniques d'Industrie Canada ont été respectées.

Pour empêcher que cet appareil cause du brouillage au service faisant l'objet d'une licence, il doit être utilisé à l'intérieur et devrait être placé loin des fenêtres afin de fournir un écran de blindage maximal.

Si le matériel (ou son antenne d'émission) est installé à l'extérieur, il doit faire l'objet d'une licence.

Afin de réduire le risque d'interférence aux autres utilisateurs, le type d'antenne et son gain doivent être choisis de façon à ce que la puissance isotrope rayonnée équivalente (p.i.r.e.) ne soit pas supérieure au niveau requis pour obtenir une communication satisfaisante.

Ce dispositif a été conçu pour fonctionner avec une antenne ayant un gain maximal de [0.45] dBi. Une antenne ayant un gain plus élevé est strictement interdite par les règlements d'Industrie Canada. L'impédance d'antenne requise est [50] ohms.

Copyrights and Trademarks

Trademarks

Ethernet® is a registered trademark of Xerox Corporation.

PostScript® and Acrobat® are registered trademarks of Adobe Systems Incorporated.

Apple Talk, Apple, Macintosh are registered trademarks of Apple Computer, Incorporated.

Novell, and Netware are registered trademarks of Novell, Inc.

Microsoft®, Windows® and Windows NT® are registered trademarks of Microsoft Corporation in the United States and/or other countries.

Note

The proper names of the Windows operating systems are as follows:

- Microsoft® Windows® 95 operating system
- Microsoft® Windows® 98 operating system
- Microsoft® Windows® Millennium Edition (Windows Me)
- Microsoft® Windows® 2000 Professional
- Microsoft® Windows® XP Professional
- Microsoft® Windows® XP Home Edition
- Microsoft® Windows® 2000 Server
- Microsoft® Windows NT® Server operating system Version 4.0
- Microsoft® Windows NT® Workstation operating system Version 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/>

Copyright (c) 1998, 1999, 2000 Thai Open Source Software Centre, Ltd. and Clark Cooper.

Permission is hereby granted, free of charge, to any person obtaining a copy of this software and associated documentation files (the "Software"), to deal in the Software without restriction, including without limitation the rights to use, copy, modify, merge, publish, distribute, sublicense, and/or sell copies of the Software, and to permit persons to whom the Software is furnished to do so, subject to the following conditions:

The above copyright notice and this permission notice shall be included in all copies or substantial portions of the Software.

THE SOFTWARE IS PROVIDED "AS IS", WITHOUT WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NONINFRINGEMENT. IN NO EVENT SHALL THE AUTHORS OR COPYRIGHT HOLDERS BE LIABLE FOR ANY CLAIM, DAMAGES OR OTHER LIABILITY, WHETHER IN AN ACTION OF CONTRACT, TORT OR OTHERWISE, ARISING FROM, OUT OF OR IN CONNECTION WITH THE SOFTWARE OR THE USE OR OTHER DEALINGS IN THE SOFTWARE.

NetBSD

Copyright Notice of NetBSD

For all users to use this product:

This product contains NetBSD operating system:

For the most part, the software constituting the NetBSD operating system is not in the public domain; its authors retain their copyright.

The following text shows the copyright notice used for many of the NetBSD source code. For exact copyright notice applicable for each of the files/binaries, the source code tree must be consulted.

A full source code can be found at <http://www.netbsd.org/>.

Copyright © 1999, 2000 The NetBSD Foundation, Inc.

All rights reserved.

Redistribution and use in source and binary forms, with or without modification, are permitted provided that the following conditions are met:

- ① Redistributions of source code must retain the above copyright notice, this list of conditions and the following disclaimer.
- ② Redistributions in binary form must reproduce the above copyright notice, this list of conditions and the following disclaimer in the documentation and/or other materials provided with the distribution.
- ③ All advertising materials mentioning features or use of this software must display the following acknowledgement:
This product includes software developed by the NetBSD Foundation, Inc. and its contributors.

- ④ Neither the name of The NetBSD Foundation nor the names of its contributors may be used to endorse or promote products derived from this software without specific prior written permission.

THIS SOFTWARE IS PROVIDED BY THE NETBSD FOUNDATION, INC. AND CONTRIBUTORS "AS IS" AND ANY EXPRESS OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE DISCLAIMED. IN NO EVENT SHALL THE FOUNDATION OR CONTRIBUTORS BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT LIMITED TO, PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES; LOSS OF USE, DATA, OR PROFITS; OR BUSINESS INTERRUPTION) HOWEVER CAUSED AND ON ANY THEORY OF LIABILITY, WHETHER IN CONTRACT, STRICT LIABILITY, OR TORT (INCLUDING NEGLIGENCE OR OTHERWISE) ARISING IN ANY WAY OUT OF THE USE OF THIS SOFTWARE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

Authors Name List

All product names mentioned herein are trademarks of their respective owners. The following notices are required to satisfy the license terms of the software that we have mentioned in this document:

- This product includes software developed by the University of California, Berkeley and its contributors.
- This product includes software developed by Jonathan R. Stone for the NetBSD Project.
- This product includes software developed by the NetBSD Foundation, Inc. and its contributors.
- This product includes software developed by Manuel Bouyer.
- This product includes software developed by Charles Hannum.
- This product includes software developed by Charles M. Hannum.
- This product includes software developed by Christopher G. Demetriou.
- This product includes software developed by Tools GmbH.
- This product includes software developed by Terrence R. Lambert.
- This product includes software developed by Adam Glass and Charles Hannum.
- This product includes software developed by Theo de Raadt.
- This product includes software developed by Jonathan Stone and Jason R. Thorpe for the NetBSD Project.
- This product includes software developed by the University of California, Lawrence Berkeley Laboratory and its contributors.
- This product includes software developed by Christos Zoulas.

- This product includes software developed by Christopher G. Demetriou for the NetBSD Project.
- This product includes software developed by Paul Kranenburg.
- This product includes software developed by Adam Glass.
- This product includes software developed by Jonathan Stone.
- This product includes software developed by Jonathan Stone for the NetBSD Project.
- This product includes software developed by Winning Strategies, Inc.
- This product includes software developed by Frank van der Linden for the NetBSD Project.
- This product includes software developed for the NetBSD Project by Frank van der Linden
- This product includes software developed for the NetBSD Project by Jason R. Thorpe.
- The software was developed by the University of California, Berkeley.
- This product includes software developed by Chris Provenzano, the University of California, Berkeley, and contributors.

JPEG LIBRARY

- The software installed on this product is based in part on the work of the Independent JPEG Group.

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.

Notice

- B4 JIS  , B5 JIS  , B6 JIS  are referred to as B4  , B5  , B6  in this manual.

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:

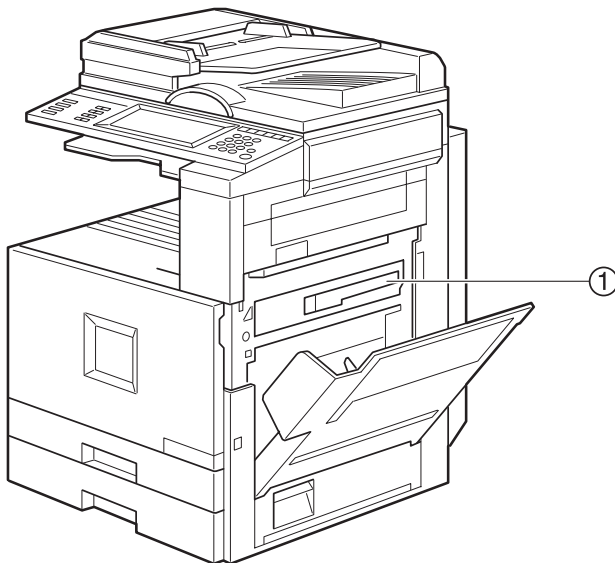
- **Connect the power cord directly into a wall outlet and never use an extension cord.**
- **Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.**
- **To avoid hazardous electric shock or laser radiation exposure, do not remove 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.**

⚠ 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.*

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.



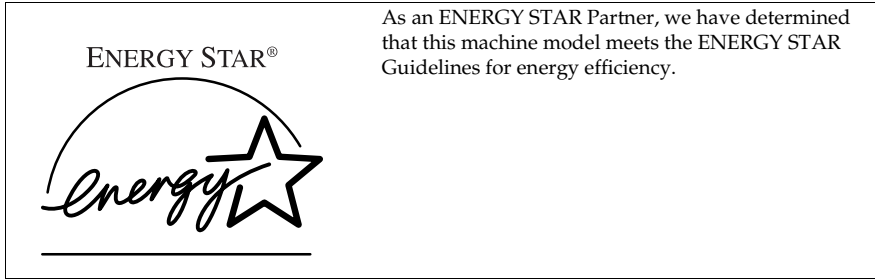
①

<p>CAUTION ATTENTION 注意 ACHTUNG ATTENZIONE PRECAUCIÓN</p>		<p>• High temperature. Be careful of hot parts when clearing paper jams. • Température élevée. Attention aux pièces chaudes en supprimant un bouchage papier. • Vorsicht hohe Temperaturen! Achten Sie auf heie Gereteile, wenn Sie einen Papierstau beheben. • Temperatura elevata. Fare attenzione alle parti calde quando si eliminano gli inceppamenti della carta. • Alta temperatura. Tenga cuidado con las partes calientes cuando elimine los atascamientos de papel. • 高温です。用紙づまり処理は、高温部分に注意しながら行ってください。</p>
--	--	---

ZGJS836E

ENERGY STAR Program

The machine model which meets the Guidelines is Type 2.



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.79 “Energy Saver Timer”.

- **Off Mode(Copier only)**
To conserve energy, this product automatically turns off 60 minutes after the last copying or printing job has been completed. This function is called “Auto Off”. Printing is available in this mode, but if you use the copier, press the operation switch.

 **Reference**

For details about how to change the default interval, see ⇒ p.79 “Auto Off Timer”.

- **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) is selected for 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

		Copier only
Low Power Mode	Power consumption	128.2W or less
	Default interval	15 minutes
	Recovery Time	30 sec. or less
Off Mode	Power consumption	15 W or less
	Default interval	60 minutes
Duplex Priority	1 Sided → 2 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.

Manuals for this Machine

This is a multi-functional machine combining copier, facsimile, printer and scanner functions. This manual describes procedures common to these functions. Each function's reference describes the operational procedures for that functions. Please consult the relevant parts of 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.

❖ **When using as a copier**

- **Copy Reference**
Describes the various copying functions from basic copying to more advanced functions such as reducing/enlarging copies or combining originals onto one sheet.

❖ **When using as a facsimile**

- **Facsimile Reference (option)**
Describes the operational procedures and functions to use the machine as a facsimile.

❖ **When using as a printer**









- **Printer Reference (option)**
Describes the system settings, procedures and functions for using the machine as a printer.

❖ **When using as a scanner**

- **Scanner Reference (option)**
Describes the system settings, procedures and functions for using the machine as a scanner.

Machine Types

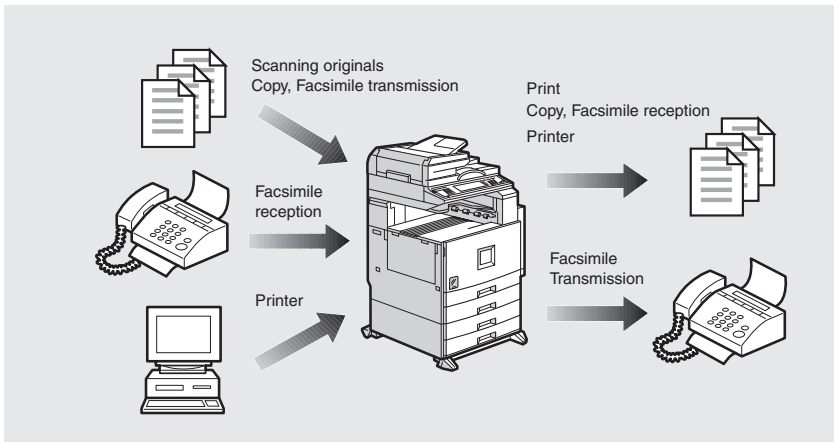
This machine comes in two models which vary in copy speed. To ascertain which model you have, see the inside front cover of this manual.

	Type 1	Type 2
Copy speed/Single Color	24 copies/minute (A4  , 8 ¹ / ₂ " × 11" )	32 copies/minutes (A4  , 8 ¹ / ₂ " × 11" )
Copy speed/Full Color	8 copies/minute (A4  , 8 ¹ / ₂ " × 11" )	10 copies/minutes (A4  , 8 ¹ / ₂ " × 11" )

1. What You Can Do With This Machine

Additional Functions Provided by Internal Options

You can expand the capabilities of this machine to include fax functions. When you want to add a function, contact your sales or service representative.



Copy Mode

In copy mode you can make basic copies and also copy using more sophisticated techniques, such as reduction/enlargement or combining several originals onto one copy. You can install optional expansion memory for storage of document images, thereby making the best use of memory with various copy functions.

Facsimile Mode (Option)

You can send and receive fax messages in facsimile mode. Installation of optional expansion memory allows more functions to be used and more data to be stored.

Printer Mode (Option)

You can print documents in color under various environments. Installation of optional expansion memory allows more data to be stored, enabling automatic copy stapling.

Scanner Mode (Option)

You can use this machine as a scanner.

It is also possible to E-mail scanned image as attached files via a LAN, or the Internet.

You can also E-mail to ScanRouter V2 Lite/Professional.

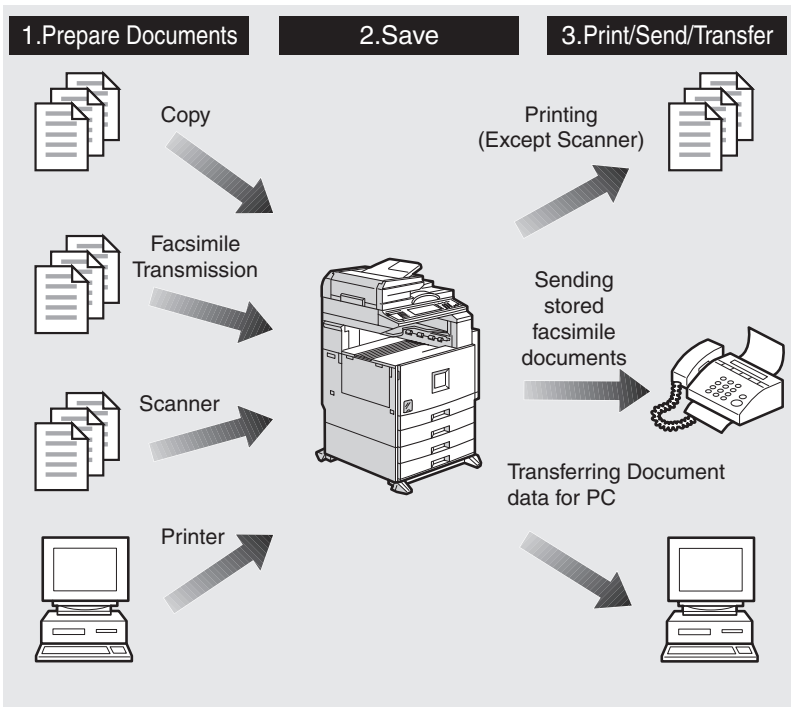
Document Server Mode

You can save documents from copy functions, facsimile transactions, the printer, and the scanner to the hard disk. Documents can be printed later ^{*1}, sent later ^{*2}, or you can transfer the document data to a PC ^{*3}. The machine can be controlled from a PC.

^{*1} You cannot print documents saved with the scanner.

^{*2} Only documents stored in facsimile mode can be sent as faxes.

^{*3} To transfer documents to a PC, DeskTopBinder V2 Professional/Lite must be installed. ⇒ p.19 "Operation from a Computer"



ZGJS833E

 **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

 **Important**

- Do not turn off the main power switch when the Operation Switch is on or 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 drive or delete stored files. For precautionary reasons, files should be copied to another local computer.
- Unauthorized access is possible to the Document Server when the network is connected to the Internet. To prevent the revelation of 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 created with different applications or created separately on different computers.
You can merge documents sent from a computer with scanned paper originals.

◆ Facsimile Resend

You can send data stored in memory when necessary. You can merge and send data stored from previous faxes with additional scanned originals.

 **Reference**

For details, see the “Facsimile Reference.”

◆ 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. These functions are available when the printer or the scanner function is installed.

 **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.

1

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 a list of usage amounts for each user.

The functions you can limit are as follows:

Function	Mode	Functions available to set the usage limit	Functions which the usage amounts can be managed
Copy	Black & White	<input type="radio"/>	<input type="radio"/>
	Single Color	<input type="radio"/>	<input type="radio"/>
	Two-color	<input type="radio"/>	<input type="radio"/>
	Full Color	<input type="radio"/>	<input type="radio"/>
Facsimile	Facsimile transmission	<input type="radio"/>	<input type="radio"/>
	Printing (when the document server is used) ^{*2}	--	<input type="radio"/> ^{*1}
Printer	Black & White	<input type="radio"/>	<input type="radio"/>
	Color	<input type="radio"/>	<input type="radio"/>
Scanner	Scanner mode	<input type="radio"/>	<input type="radio"/>
Document server	Document server mode	<input type="radio"/>	(depending on the mode to store the document) ^{*2}

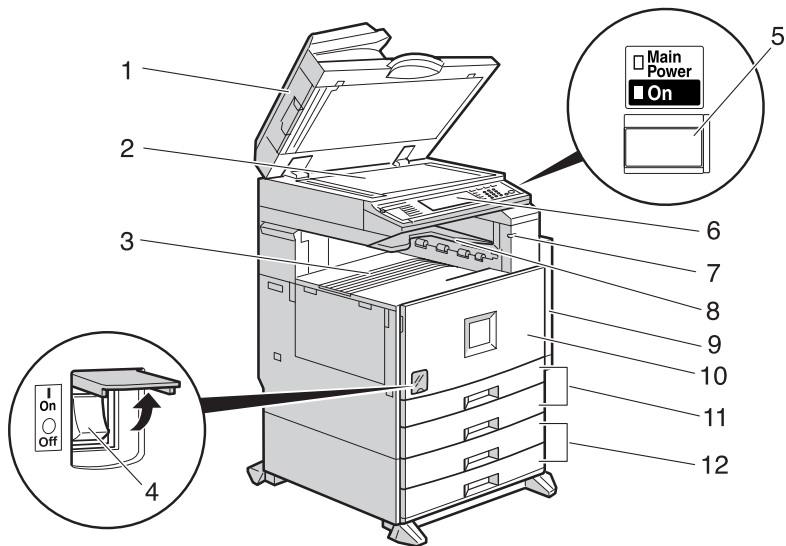
^{*1} The counter shows the number of copies when you print a document for transmission that is stored in the document server.

^{*2} When you print documents by pressing the **[Document Server]** key, the copy counter shows the number of copies for documents stored in copy mode, and for documents stored in facsimile mode or printer mode.

Reference

⇒ p.88 “User Code Management” ⇒ p.94 “User Code”

Guide To Components



ZGJS100N

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

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

(The illustration shows the document feeder.)

2. Exposure glass

Place originals face down here for copying.

3. Internal tray

Copied, printed paper or fax messages are delivered here.

4. Main power switch

If the machine does not operate after turning on the operation switch, check the main power switch is turned on. ⇒ p.32 "Turning On the Power"

5. 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"

6. Control panel

⇒ p.24 "Control Panel"

7. Remove Paper Indicator

The indicator is lit when paper is output to the internal tray 2 (1 bin tray). If the internal tray 2 has not been installed, the indicator does not light.

8. Internal tray 2 (1 bin tray) (option)

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

10. Front cover

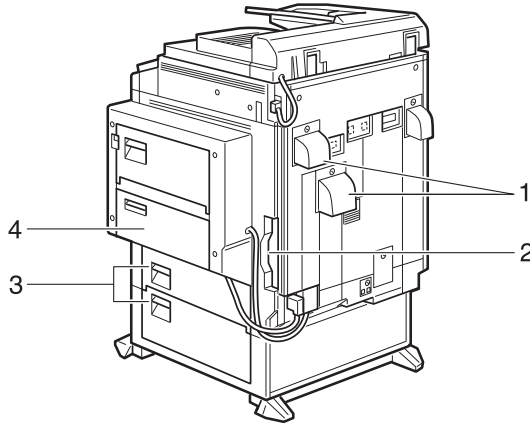
Open to access the inside of the machine.

11. Paper tray (upper: tray 1, lower: tray 2)

Load paper here.

12. Paper tray unit (option <upper: tray 3, lower: tray 4>)

Load paper here.



ZGJS840E

1. Ventilation holes

Prevent overheating. Do not obstruct the ventilation holes by placing objects near it or leaning things against it. If the machine overheats, a fault might occur.

2. Interface for network connections

⇒ p.27 “Connecting the Machine (Network Connections)”

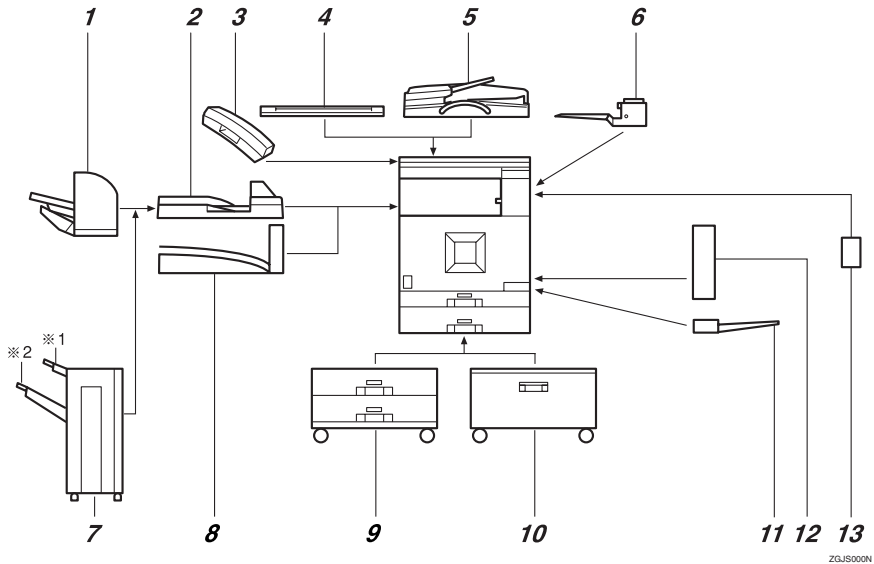
3. Paper tray cover

Open this cover to remove jammed paper.

4. Bypass tray (option)

Use when copying onto OHP transparencies, label paper (adhesive labels), translucent paper, postcards, envelopes and non-standard size paper.

External Options



1. 500-Sheet Finisher

Sorts, stacks and staples copies.

2. Bridge unit

Relays copies to the finisher.

3. Handset

Use as a telephone receiver when a facsimile unit is installed.

4. Exposure glass cover

Lower this over originals for copying.

5. Document feeder (ADF)

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

6. Internal tray 2 (1 bin tray)

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

7. 1000-Sheet Finisher

Sorts, stacks and staples copies.

*1 : Finisher proof tray

*2 : Finisher shift tray

Note

□ When you use the 1000-sheet Finisher, the adjustment table is required.

8. Shift sort tray

Sorts and stacks copies.

9. Paper tray unit

Consists of two paper trays.

10. Large Capacity Tray (LCT)

Holds 2000 sheets of paper.

11. Bypass tray

Use when copying onto OHP transparencies, label paper (adhesive labels), translucent paper, envelopes and non-standard size paper.

12. Duplex unit

Use to make two-sided copies and prints.

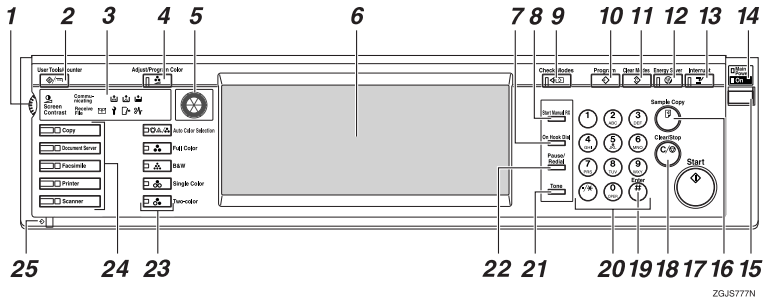
13. Interchange unit

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

Control Panel

Note

- This illustration shows the Control Panel of the machine with options fully installed.



ZGJS777N

1. Screen contrast knob

Adjusts the brightness of the display panel.

2. [User Tools/Counter] key

- User Tools**
Press to change the default settings and conditions to meet your requirements. ⇒ p.72 “Accessing User Tools (System Settings)”
- Counter**
Press to check or print the counter value.
- Inquiry**
Press to check where to contact for machine repairs and ordering toner.

3. Indicators

Show errors and machine status.

4. [Adjust/Program Color] key (copy mode)

Use to control the color balance and contrast for printing.

5. Color circle

Use as reference for color control.
⇒ “Color Adjustment” in the Copy Reference

6. Display panel

Shows operation status, error messages, and function menus.

7. [On Hook Dial] key (facsimile mode)

Press when the manual facsimile reception is set, or when using the facsimile information services.

8. [Start Manual RX] key (facsimile mode)

Press to start manual facsimile reception.

9. [Check Modes] key

Press this key to check settings.

10. [Program] key

Press to register frequently used settings, or to recall registered settings.

11. [Clear Modes] key

Press to clear previously entered copy job settings.

12. [Energy Saver] key

Press to switch to and from Energy Saver mode.

13. [Interrupt] key (copy mode)

Press to make interrupt copies during a copy run.

14. Main power indicator and power indicator

The main power indicator goes on when you turn on the main power switch.

The power indicator lights when the power is on.

Important

- Do not turn off the power while the power indicator is blinking. Doing so may damage the hard disk.

15. 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).

16. [Sample Copy] key

Press to make a single set of copies or prints to check for poor copying or printing before making multiple sets of copies or prints.

17. [Start] key

Press to start copying, scanning, or printing documents stored on the Document Server.

18. [Clear/Stop] key

- Clear
Press to delete a number entered.
- Stop
Press to stop a job such as scanning facsimile, or printing in progress.

19. [#] key

Press to enter a value.

20. Number keys

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

21. [Tone] key (facsimile mode)

Press to send tonal signals down a pulse dialing line.

22. [Pause/Redial] key (facsimile mode)

- Pause
Insert a pause when you are dialing or storing a fax number. A pause cannot be inserted as the first digit.
- Redial
Press to redial the last numbers.

23. Color function keys (copy mode)

Press to select color for copying.

24. Function keys/Function Status indicator

Press to select the following functions:

- Copy
- Document Server
- Facsimile
- Printer
- Scanner

The followings show the status of the above functions:

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

25. ⇨ indicator

The data indicator shows the status of data reception from a personal computer.

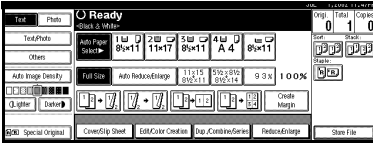
Display Panel

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

Important

- A force or impact of more than 30 N (about 3kgf) might damage the display panel.

The copying screen is displayed as default following 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

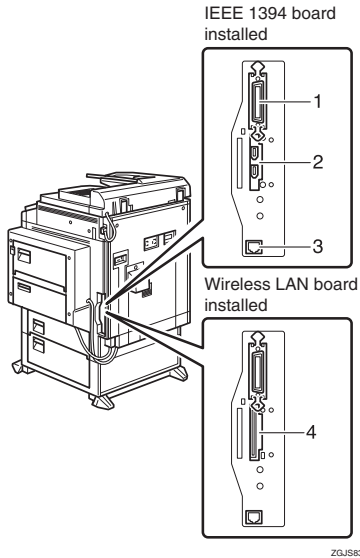
The following keys are common for all screens.

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.
[▲Previous],[▼Next]	Moves to the previous page or the next page when all the functions cannot be displayed on one page.
[OK] [Yes]	Closes the message screens.
[Clear]	Clears entered values and does not change the screen.
[Exit]	Returns to the previous screen.

Connecting the Machine (Network Connections)

2



1. Parallel port

2. IEEE 1394 ports (option)

3. 10BASE-T/100BASE-TX

4. Wireless LAN port (option)

Requirements

Requirements

Before using this machine, make sure that all appropriate environmental and electrical requirements are satisfied. 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. User is required to provide an interface cable suitable 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 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 driver
- Attaching the machine to a network computer set up as a server

Client	Windows 95/98/Me, Windows 2000, Windows NT 4.0 ^{*1} , Mac OS ^{*2} (optional PostScript 3 Board Type 1232 is required), UNIX ^{*4}
Driver	PCL 5c, 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 x86 CPU is supported.

^{*2} For information about usable versions of the Mac OS, see the "PostScript Supplement".

^{*3} Under Windows 95/98/Me, Windows 2000 and Windows NT 4.0 only. Only for Peer-Peer Printing. The SmartNetMonitor for Client is required to use this protocol.

^{*4} Concerning UNIX printing information, please visit our web site or consult your authorized dealer.

In a mixed network environment, the protocols switch automatically.

Reference

For more information about network connection settings, see p.67 "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 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. See p.86 "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 Board (option) and the Wireless LAN Board (option) cannot be installed at the same time.

📝 Note

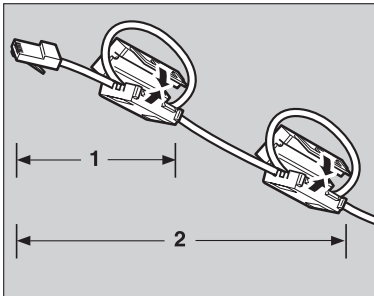
- Connect the machine to the computer. Set the network connection settings, then install any necessary software such as the printer driver. For details, see the Printer Reference.

Connecting to the Ethernet Interface

1 Turn off the main power switch.

2 Loop the cable approximately 5 cm (2") and 35 cm (14") from the machine end connector.

House the loops using the supplied cores.

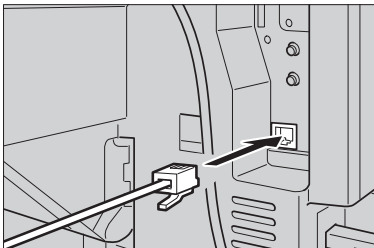


ZGJS112E

1. About 5 cm (2")

2. About 35 cm (14")

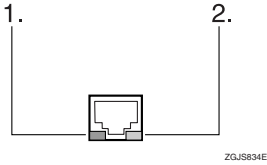
3 Attach the Ethernet interface cable to the jack on the board.



ZGJS832E

4 Turn on the main power switch.

❖ Indicators on Network Interface Board

**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.

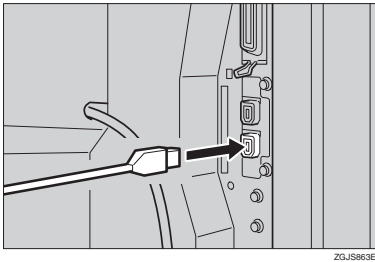
Connecting to the IEEE 1394 Interface (option)

Important

- Before making the connection, touch the metallic part to dissipate static electricity.

Note

- Use the interface cable supplied with the IEEE 1394 Board.
- The interface cable should not be looped.

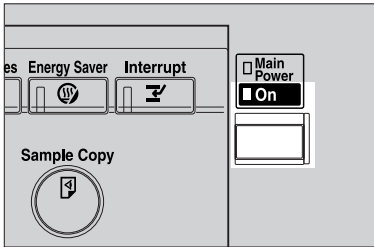
1 Attach the IEEE 1394 cable to the jack on the board.

Turning On the Power

This machine has two power switches.

❖ Operation switch (right side of the control panel)

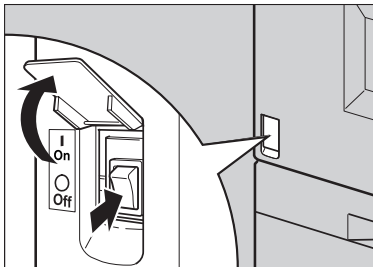
Press this switch to activate the machine. When the machine has warmed up, you can make copies.



ZGJS090N

❖ 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.



ZGJS070N

📌 Note

- ❑ This machine automatically enters Energy Saver mode or turns itself off if you do not use the machine for a while. See p.79 "Auto Off Timer" and p.79 "Energy Saver Timer".

Turning On the Main Power

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

⚠ Important

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

Turning On the Power

- 1 Press the operation switch to make the On indicator go on.

📌 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

- 1** Make sure that the exposure glass cover or the document feeder is in the right position.
- 2** Press the operation switch to make the On indicator go off.

Note

- Even if you press the operation switch, the indicator does not go off and blinks in the following cases:
 - When the exposure glass or the document feeder is open
 - When communication is in progress with external equipment
 - When the hard disk is operating

Turning Off the Main Power

Important

- Do not turn off the main power switch when the On indicator is on or blinking. Failure to observe this may result in damage to the hard disk or memory.
- Pull out the power plug after you turn off the main power switch. Failure to observe this may result in damage to the hard disk or memory.

- 1** Make sure that the On indicator is off.
- 2** Open the switch cover, and turn off the main power switch to make the Main Power indicator go off.

When a facsimile unit (option) is installed

When the main power switch is turned off while using the fax function, waiting fax jobs and print jobs may be canceled, and incoming fax documents cannot be received. When you have to turn off this switch for some reason, follow the procedure below.

Important

- Make sure that 100% is shown on the display before you turn the main power switch is off or unplug the power cord. Fax files programmed in memory will be deleted an hour after you turn the main power switch off or unplug the power cord.
- The On indicator does not go off and blinks in dial-in mode even if you press the operation switch. In such a case, check the items below, and turn the main power switch off.
 - When the exposure glass cover or the document feeder is open
 - When the computer is controlling the machine

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
Distribute received fax documents ^{*1}	TCP/IP	IP Address, Sub-net Mask, Gateway Address, Network Boot, Effective Protocol, Interface Select, Fax RX File Transmission	⇒ p.38 "When using TCP/IP", p.38 "Acquiring the IP Address from the DHCP Server", p.43 "File Transfer Settings"
	IEEE 1394 ^{*6}	IP Address, Sub-net Mask, Gateway Address, Effective Protocol (TCP/IP) IP over 1394, Fax RX File Transmission	⇒ p.38 "When using TCP/IP", p.39 "When using the IEEE 1394 Interface (option)", p.43 "File Transfer Settings"
	Wireless LAN ^{*7}	IP Address, Sub-net Mask, Gateway Address, Network Boot, Effective Protocol, Interface Select, Communication Mode, Channel ^{*9} WEP, SSID ^{*8} , Fax RX File Transmission	⇒ p.38 "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", p.43 "File Transfer Settings"
Scanner (Network Twain Scanner) ^{*2}	TCP/IP	IP Address, Sub-net Mask, Gateway Address, Network Boot, Effective Protocol, Interface Select	⇒ p.38 "When using TCP/IP", p.38 "Acquiring the IP Address from the DHCP Server"
	IEEE 1394 ^{*6}	IP Address, Sub-net Mask, Gateway Address, Effective Protocol (TCP/IP), IP over 1394	⇒ p.38 "When using TCP/IP", p.39 "When using the IEEE 1394 Interface (option)"
	Wireless LAN ^{*7}	IP Address, Sub-net Mask, Gateway Address, Network Boot, Effective Protocol, Interface Select, Communication Mode, Channel ^{*9} , WEP, SSID ^{*8}	⇒ p.38 "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"

Mode	Network Environment	Network Settings	Reference
Scanner (Network Delivery Scanner) ^{*3}	TCP/IP	IP Address, Sub-net Mask, Gateway Address, Network Boot, Effective Protocol, Interface Select, Delivery Option	⇒ p.38 "When using TCP/IP", p.38 "Acquiring the IP Address from the DHCP Server"
	IEEE 1394 ^{*6}	IP Address, Sub-net Mask, Gateway Address, Effective Protocol (TCP/IP), IP over 1394, Delivery Option	⇒ p.38 "When using TCP/IP", p.39 "When using the IEEE 1394 Interface (option)"
	Wireless LAN ^{*7}	IP Address, Sub-net Mask, Gateway Address, Network Boot, Effective Protocol, Interface Select, Communication Mode, Channel ^{*8} , WEP, SSID ^{*9} , Delivery Option	⇒ p.38 "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 ^{*4}	IP Address, Sub-net Mask, Gateway Address, Network Boot, Effective Protocol, Interface Select	⇒ p.38 "When using TCP/IP", p.38 "Acquiring the IP Address from the DHCP Server"
	NetWare ^{*4 *5}	Effective Protocol, NW Frame Type	⇒ p.38 "When using NetWare"
	IEEE 1394 ^{*6}	IP Address, Sub-net Mask, Gateway Address, Effective Protocol (TCP/IP), IP over 1394	⇒ p.38 "When using TCP/IP", p.39 "When using the IEEE 1394 Interface (option)"
	Wireless LAN ^{*7}	IP Address, Sub-net Mask, Gateway Address, Network Boot, Effective Protocol, Interface Select, Communication Mode, Channel ^{*9} , WEP, SSID ^{*8}	⇒ p.38 "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", p.40 "When using the Wireless LAN Interface (option) in 802.11 Ad hoc Mode"

^{*1} To use this function, you'll need ScanRouter V2 Lite (packaged with optional Printer/Scanner Controller or ScanRouter V2 Professional). In addition to the network settings, you must set the "Delivery Server IP Address" and "Fax RX File Transmission" for file transfer.

^{*2} You will need to specify the settings for a network TWAIN scanner and network delivery scanner when using the scanner function.

^{*3} When you use this function, you need to have an optional 128MB or 256MB memory, or ScanRouter V2 Lite which is bundled with the optional Printer/Scanner Controller. If you need to have ScanRouter V2 Professional, see the Scanner Reference.

^{*4} Make necessary settings for your network environment. For details about settings, see the Printer Reference.

- *5 Configure the TCP/IP when you use pure IP of NetWare 5/5.1.
- *6 You will need the IEEE 1394 Interface Board (option).
- *7 You will need the IEEE 802.11b Interface Kit (option).
- *8 Make the necessary settings when the communication mode is infrastructure mode or 802.11b Ad hoc mode.
- *9 Make necessary settings when the communication mode is in 802.11b Ad hoc mode or Ad hoc mode.

 Note

- For a network environment that uses TCP/IP, you can use SmartNetMonitor to configure IP addresses for Admin and the web browser packaged with the Printer/Scanner Controller. For details about Smart Net Monitor, see the Network Printing Guide.
- For details on the setting values, see p.73 “Settings You Can Change with the User Tools”.

Configuring the Network with the Operation Panel

This section describes the basic procedures. Please make the settings appropriate for the network you are using.

 Important

- These settings should be made by your systems administrator or after consulting your systems administrator.

 Note

- In this manual, minimum settings for network connections are described. For more details, see the Network Printing Guide.

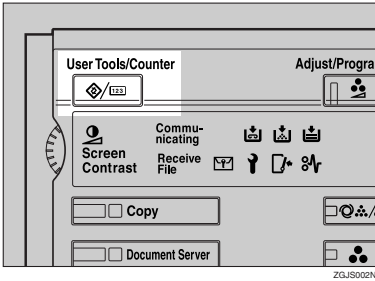
For default settings, see p.73 “Settings You Can Change with the User Tools”.

- ◆ “Interface Settings/Network” ⇒ p.81
- ◆ “Interface Settings/IEEE 1394 (Option)” ⇒ p.84
- ◆ “Interface Settings/IEEE 802.11b (Option)” ⇒ p.85
- ◆ “File Transfer” ⇒ p.86

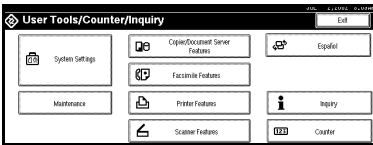
Network Settings

The following describes the settings required to use the machine in a network. For more information about the settings, see p.81 “Interface Settings/Network”.

1 Press the **[User Tools/Counter]** key.



2 Press **[System Settings]**.



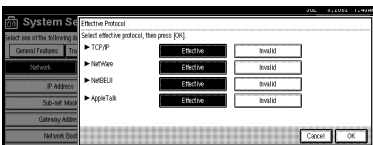
3 Press **[Interface Settings]**.

4 Make **[Effective Protocol]** settings.

Note

- You must configure the 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 **[Invalid]** for redundant protocols.
- Press **[Effective]** for TCP/IP protocol when you use pure IP of NetWare 5/5.1.

1 Press **[Effective Protocol]**.



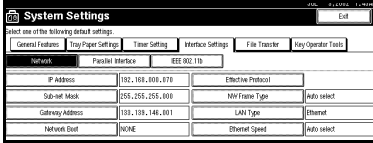
2 Press **[Invalid]** or **[Effective]** for each protocol.

3 Press **[OK]**.

The following operation will be different, according to each protocol.

When using TCP/IP

- 1 Make sure that **[Network]** is pressed, and then press **[IP Address]**.



- 2 Use the number keys to enter the IP address.
- 3 Press **[OK]**.
- 4 Make the **[Sub-net Mask]** and **[Gateway Address]** settings. For each item, press the corresponding button on the screen shown in step 1, and then perform the same procedure as described in steps 2 and 3.

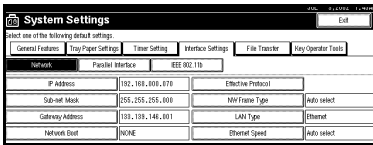
Acquiring the IP Address from the DHCP Server

To use the DHCP server to acquire the IP address, select **[DHCP]** from **[Network Boot]**.

Note

- You need to make the 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.

- 1 Make sure that **[Network]** is selected, and then press **[Network Boot]**.



- 2 Press **[DHCP]** and then press **[OK]**.

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

- Select a file server and a frame type with the same connection.
 - 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 4.
- 1 Make sure that **[Network]** is selected, and then press **[NW Frame Type]**.

System Settings			
Select one of the following default settings:			
General Features	Tray Paper Settings	Time Setting	Interface Settings
Network		Parallel Interface	IEEE 802.11b
IP Address	192, 168, 400, 470	Effective Protocol	
Sub-net Mask	255, 255, 255, 000	NW Frame Type	Auto select
Gateway Address	192, 168, 146, 001	LAN Type	Ethernet
Network Dist.	NONE	Ethernet Speed	Auto select

- 2 Select the Frame Type, and then press **[OK]**.

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 "Active". The factory default is set to "Active".

- 1 Make sure that **[Network]** is selected, and then press **[IEEE 1394]**.

System Settings			
Select one of the following default settings:			
General Features	Tray Paper Settings	Time Setting	Interface Settings
Network		Parallel Interface	IEEE 1394
IP Address	192, 168, 400, 470	Effective Protocol	
Sub-net Mask	255, 255, 255, 000	NW Frame Type	Auto select
Gateway Address	192, 168, 400, 001		
Network Dist.	NONE	Ethernet Speed	Auto select

- 2 Press **[IP Address]**.

System Settings			
Select one of the following default settings:			
General Features	Tray Paper Settings	Time Setting	Interface Settings
Network		Parallel Interface	IEEE 1394
IP Address	001, 000, 000, 000	Effective Protocol	IPv4
Sub-net Mask	001, 000, 000, 000		
IP over 1394	Active		
SCSI Print (SPP-V)	Active		

- 3 Use the number keys to enter the IP address, and then press **[OK]**.
- 4 Press **[Sub-net Mask]**.
- 5 Use the number keys to enter the Sub-net Mask, and then press **[OK]**.
- 6 Press **[IP over 1394]**.
- 7 Make sure that **[Active]** is selected, and then press **[OK]**.

Note

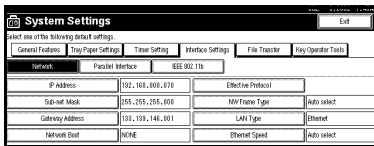
- If **[Active]** is not selected, press **[Active]**, and then press **[OK]**.

When using the Wireless LAN Interface (option) in 802.11 Ad hoc Mode

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 the 802.11 Ad hoc mode from the Web browser. For details on settings, see the Network Printing Guide.

1 Make sure that [Network] is selected, and then press [LAN Type].

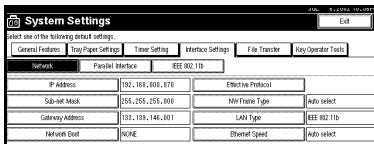


The screenshot shows the 'System Settings' window with the 'Network' tab selected. The 'IEEE 802.11b' option is highlighted. The fields are as follows:

IP Address	192.168.0.0, 870	Effective Protocol	
Subnet Mask	255.255.255.0	MV Frame Type	Auto select
Gateway Address	193.193.146.001	LAN Type	Ethernet
Network Dist	NONE	Ethernet Speed	Auto select

2 Press [IEEE 802.11b], and then press [OK].

3 Press [IEEE 802.11b].



The screenshot shows the 'System Settings' window with the 'Network' tab selected. The 'IEEE 802.11b' option is highlighted. The fields are as follows:

IP Address	192.168.0.0, 870	Effective Protocol	
Subnet Mask	255.255.255.0	MV Frame Type	Auto select
Gateway Address	193.193.146.001	LAN Type	IEEE 802.11b
Network Dist	NONE	Ethernet Speed	Auto select

4 Press [Communication Mode].



The screenshot shows the 'System Settings' window with the 'Network' tab selected. The 'IEEE 802.11b' option is highlighted. The fields are as follows:

Communication Mode	802.11 Ad hoc		
SSID Setting	ASCII	Wireless LAN Signal	
Channel	1		
WEP (Encryption) Setting	None		

5 Press [802.11 Ad hoc], and then press [OK].

6 Press [SSID Setting].

7 Press [Enter SSID] and enter the SSID, and then press [OK].

8 Press [Channel].

9 Use the number keys to enter the channel to be used, and then press [OK].

10 Press [WEP (Encryption) Setting], if setting is required.

11 Press [Active].

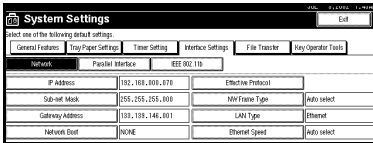
12 Press [Enter WEP Key] and enter the WEP key, and then press [OK].

13 Press [OK].

When using the Wireless LAN Interface (option) in Ad hoc Mode

Note

- You can set the Ad hoc Mode when you do not set SSID (Network Name) from your computer. In this case, setting SSID from this machine is ineffectual.
 - 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.
 - You can set the Ad hoc mode from the control panel or using the Web browser. For details on settings, see the Network Printing Guide.
- 1** Make sure that [Network] is selected, and press [LAN Type].

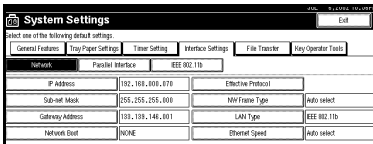


The screenshot shows the 'System Settings' window with the 'Network' tab selected. The 'IEEE 802.11b' option is highlighted in the 'Interface Settings' section. The 'LAN Type' is set to 'Ethernet'.

Network		Patch Interface	IEEE 802.11b
IP Address	192.168.100.100	Effective Protocol	
Subnet Mask	255.255.255.000	MV Frame Type	Auto select
Gateway Address	193.193.146.001	LAN Type	Ethernet
Network Boot	NONE	Ethernet Speed	Auto select

2 Press [IEEE 802.11b], and then press [OK].

3 Press [IEEE 802.11b].



The screenshot shows the 'System Settings' window with the 'Network' tab selected. The 'IEEE 802.11b' option is highlighted in the 'Interface Settings' section. The 'LAN Type' is set to 'IEEE 802.11b'.

Network		Patch Interface	IEEE 802.11b
IP Address	192.168.100.100	Effective Protocol	
Subnet Mask	255.255.255.000	MV Frame Type	Auto select
Gateway Address	193.193.146.001	LAN Type	IEEE 802.11b
Network Boot	NONE	Ethernet Speed	Auto select

4 Press [Communication Mode].



The screenshot shows the 'System Settings' window with the 'Network' tab selected. The 'IEEE 802.11b' option is highlighted in the 'Interface Settings' section. The 'Communication Mode' is set to '802.11 Ad hoc'.

Network		Patch Interface	IEEE 802.11b
Communication Mode	802.11 Ad hoc		
SSID Setting	AccessID		
Channel	1 D	Wireless LAN Signal	
WEP (Encryption) Setting	Inactive		

5 Press [Ad hoc], and then press [OK].

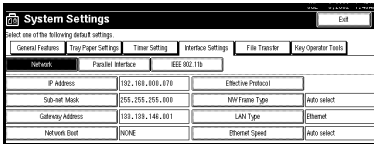
6 Press [Channel].

7 Use the number keys to enter the channel to be used, and press [OK].

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 0x20 to 0x7e> 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.
- 1** Make sure that [Network] is selected, and then press [LAN Type].

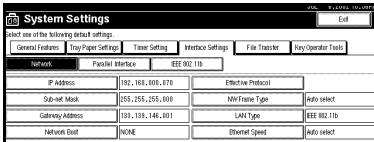


The screenshot shows the 'System Settings' window with the 'Network' tab selected. The 'IEEE 802.11b' option is highlighted in the 'Interface Settings' section. The 'LAN Type' is set to 'Ethernet'.

System Settings			
select one of the following default settings:			
General Features	Tray/Paper Settings	Timer Setting	Interface Settings
Network		IEEE 802.11b	
IP Address	192.168.0.0/8, 0/0	Effective Protocol	
Subnet Mask	255.255.255.0/0	MV Frame Type	Auto select
Gateway Address	193.193.146.0/1	LAN Type	Ethernet
Network Dist	NONE	Ethernet Speed	Auto select

2 Press [IEEE 802.11b], and then press [OK].

3 Press [IEEE 802.11b].



The screenshot shows the 'System Settings' window with the 'Network' tab selected. The 'IEEE 802.11b' option is highlighted in the 'Interface Settings' section. The 'LAN Type' is set to 'IEEE 802.11b'.

System Settings			
select one of the following default settings:			
General Features	Tray/Paper Settings	Timer Setting	Interface Settings
Network		IEEE 802.11b	
IP Address	192.168.0.0/8, 0/0	Effective Protocol	
Subnet Mask	255.255.255.0/0	MV Frame Type	Auto select
Gateway Address	193.193.146.0/1	LAN Type	IEEE 802.11b
Network Dist	NONE	Ethernet Speed	Auto select

4 Press [Communication Mode].



The screenshot shows the 'System Settings' window with the 'IEEE 802.11b' tab selected. The 'Communication Mode' is set to 'Infrastructure Mode'. The 'SSID Setting' is set to 'ASCII'. The 'WEP (Encryption) Setting' is set to 'Inactive'.

System Settings			
select one of the following default settings:			
General Features	Tray/Paper Settings	Timer Setting	Interface Settings
Network		IEEE 802.11b	
Communication Mode	IEEE 802.11b Inf Mod		
SSID Setting	ASCII		
Channel	1 D Wireless LAN Signal		
WEP (Encryption) Setting	Inactive		

5 Press [Infrastructure], and then press [OK].

6 Press [SSID Setting].

7 Press [Enter SSID].

8 Enter the SSID, and then press [OK].

9 Press [WEP (Encryption) Setting] if setting is required.

10 Press [Active].

11 Press [Enter WEP Key] and enter the WEP key.

12 Press [OK].

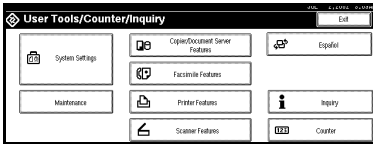
5 Press [Exit].

6 Print out the list of the entered settings if necessary.

Reference

For details about List/Test Print, see "Printer Features Menu" in the Printer Reference.

1 Press [Printer Features].



2 Press [Config. Page].

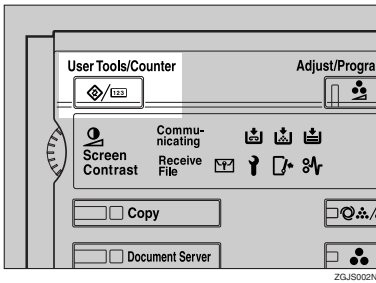
7 Press the [User Tools/Counter] key.

The new settings become effective and the display returns to the main function menu.

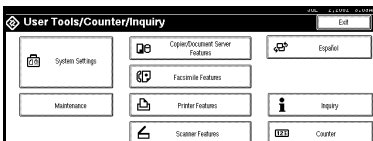
File Transfer Settings

The following describes the file transfer settings required for sending received facsimile files and the scanner function. For more information about the settings, see p.86 "File Transfer".

1 Press the [User Tools/Counter] key.



2 Press [System Settings].



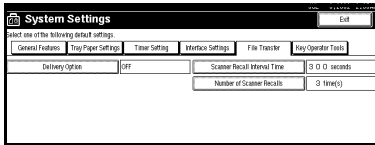
3 Press **[File Transfer]**.

When using a delivery server

Note

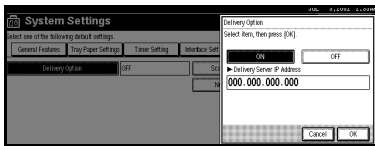
- You must set the delivery server IP address from the ScanRouter V2 Lite/Professional. You cannot set the address from the machine.

1 Press **[Delivery Option]**.



2 Press **[ON]**.

3 Press **[OK]**.

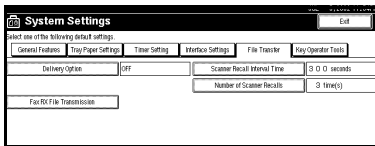


Note

- The delivery server IP address set from the ScanRouter V2 Lite/Professional will be displayed on the machine.

Making settings to transmit received facsimile files

1 Press **[Fax RX File Transmission]**.



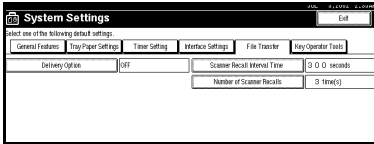
2 Make the following settings as required:

- Setting per Line
- Print at Delivery
- File to Deliver
- Dlvry Failure File

3 Press **[OK]**.

Setting the recall interval time

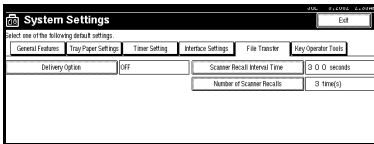
- 1 Press **[Scanner Recall Interval Time]**.



- 2 Use the number keys to enter the recall interval time, and then press **[OK]**.

Setting the number of recalls

- 1 Press **[Number of Scanner Recalls]**.



- 2 To resend files to the delivery server, press **[ON]**.
- 3 Use the number keys to enter the number of recalls, and then press **[OK]**.
- 4 Press **[Exit]**.
- 5 Press the **[User Tools/Counter]** key.

The new settings become effective and the display returns to the main function menu.

3. Combined Function Operations

Changing Modes

Note

- You cannot switch modes in any of the following situations:
 - When scanning in a fax message for transmission
 - During immediate transmission
 - When accessing the user tools
 - During interrupt copying
 - During On hook dialing for fax transmission
 - While scanning an original ⇒ p.73 “Function Priority”
- The copying screen is displayed as default following power on.

The diagram illustrates the process of switching between different modes on a multifunction device. On the left, the 'User Tools/Counter' menu is shown with options for Copy, Document Server, Facsimile, Printer, and Scanner. Arrows point from these options to their respective mode screens:

- Copy Mode:** Shows a 'Ready' screen with various settings like 'Auto Detect', 'Auto Inhibit', and 'Auto Release'.
- Document Server Mode:** Shows a 'File List' screen with columns for 'User Name', 'File Name', 'Date', and 'Page'.
- Facsimile Mode:** Shows a 'Ready' screen with 'Standard' and 'Recorded' options, and a 'Select File to Print' section.
- Printer Mode:** Shows a 'Ready' screen with 'In-Tray' and 'Out-Tray' options, and a 'Page Tray Status' section.
- Scanner Mode:** Shows a 'Ready' screen with 'Scan Settings' and 'Scan Program' options.

Saving Energy

Energy Saver 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 Energy Saver mode. When you press the **[Energy Saver]** key again, the machine returns to the ready condition. In Energy Saver mode, the machine uses less electricity.

Note

- You can set the power consumption in Energy Saver mode and the time to return to ready status from Energy Saver mode in three steps. ⇒ p.89 “Panel Off Level”
- You can also change the setting of the Panel Off Timer. ⇒ p.79 “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.79 “System 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.79 “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 "Add Toner" message is displayed
 - When the toner is being replenished

- When the User Tools/Counter screen is displayed
 - When fixed warm-up is in progress
 - When the facsimile, printer or other functions are operating
 - When operations have been suspended during printing
 - When the handset is in use
 - When the On-hook dialing function is in use
 - When a recipient is being registered in the address list or group dial list
 - When the Data In indicator is on or blinking
 - When the sample print or confidential print screen is displayed
- 

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-accessing.

This allows you to handle your jobs efficiently, regardless of how the machine is being used. For example:

- While making copies, you can scan documents to store in the Document Server.
- While printing documents saved in the Document Server, the machine can receive print data.
- You can make copies while receiving fax data.
- While printing print data, you can make operations for copying.

Note

- You can set the priority of functions on p.73 "Print Priority". As default, the display function is set to first priority.
- When the optional Internal Tray, Shift Sort Tray, 500-Sheet Finisher, or 1000-Sheet Finisher 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.74 "Output: Copier (Copy mode)"
 - p.75 "Output: Document Server (Document server)"
 - p.75 "Output: Facsimile (Facsimile)"
 - p.75 "Output: Printer"

❖ What you can do with the Multi-Access Function

The multi-access function enables you to do the operations below.

- Copying during fax transmission
You can copy originals while sending documents by fax.
 - ① Set documents for sending by fax, enter the fax number, and press the **【Start】** key.
 - ② Press the **【Copy】** key.
The copy screen appears. At the top of the screen, the destination name and fax number appears.
 - ③ Set originals, and then press the **【Start】** key.
- 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. 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 the document is finished, the machine starts printing the printer data.

💡 Sample operations

The chart below shows the sample operations of when the "Print priority" is set to "Interleave". ⇒ p.73 "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 possible.)

		Mode after you select		Copy		Facsimile		Printer							
				Operations for Copying	Interrupt Copying	Transmission	Reception	Print	Scanner	Document Server	DeskTopBinder V2 Professional/Lite				
		Mode before you select		Operations for Copying	Stapling	Sort	Copying	Transmission Operation	Reception Operation	Print	Scanner	Document Server	DeskTopBinder V2 Professional/Lite		
Copy	Operations for Copying	×	×	×	×	○	○	●	●	△	△	●	●	△	△
	Stapling	△	→	→	○	○	○	●	●	△	△	●	●	△	△
	Sort	△	→	→	○	○	○	●	●	△	△	●	●	△	△
Interrupt Copying	Operations for Copying	○	○	×	×	×	×	×	×	△	△	×	×	×	△
	Copying	○	○	×	×	×	×	×	×	→	△	→	→	×	△

		Mode after you select		Copy		Interrupt Copying		Facsimile				Printer		Scanner		Document Server		DeskTopBinder V2 Professional/Lite								
		Mode before you select	Operations for Copying	Stapling	Sort	Operations for Copying	Copying	Transmission Operation/Manual Reception Operation	Scanning an Original for Memory Transmission	Memory Transmission	Immediate Transmission	Memory Reception	Printing Received Data	Data Reception	Printing	Stapling	Operations for Scanning	Scanning	Operations for Document Server	Scanning a Document to Store in Document Server	Printing from Document Server	Printing from Document Server	Sending a Facsimile from Document Server			
Facsimile	Reception	Transmission Operation/Manual Reception Operation	●	●	○	○	×	×	×	×	△	△	△	△	△	×	●	●	●	●	●	△	△	△		
		Transmission	Scanning an original for Memory Transmission	×	×	×	×	×	×	×	×	△	△	△	△	△	×	×	×	×	×	×	△	△	△	
			Memory Transmission	△	△	△	△	△	△	△	△	△ ^{*3}	△ ^{*3}	△ ^{*3}	△ ^{*7}	△	△	△	△	△	△	△	△	△	△	→
		Immediate Transmission	×	×	×	×	×	×	×	△	△ ^{*3}	×	△ ^{*3}	△	△	△	×	×	×	×	×	×	△	△	→	
		Memory Reception	△	△	△	△	△	△	△	△	△ ^{*3}	△ ^{*3}	△ ^{*3}	△ ^{*7}	△	△	△	△	△	△	△	△	△	△	△	△
		Printing Received Data	△	△	△	△	△	△	△	△	△ ^{*7}	△	△	△ ^{*7}	×	△	△	△	△	△	△	△	△	△	△	△
Printer	Print	Data Reception	△	△	△	△	△	△	△	△	△	△	△	△	→	→	→	△	△	△	△	△	△	△	△	
		Sort Print	△	△	△	○	○	△	△	△	△	△	△	△	△	→	→	△	△	△	△	△	△	△	△	
		Stapling	△	→	△	○	○	△	△	△	△	△	△	△	△	→	→	△	△	△	△	△	△	△	△	
Scanner		Operations for Scanning	●	●	●	○	○	●	●	○	●	△	△	△	△	△	×	×	●	●	●	△	△	△	△	
		Scanning	×	×	×	×	×	×	×	△	×	△	△	△	△	△	×	×	×	×	×	×	△	△	△	
Document Server		Operations for Document Server	●	●	●	○	○	●	●	△	●	△	△	△	△	△	●	●	×	×	×	×	△	△	△	
		Scanning a Document to Store in Document Server	●	×	×	○	○	●	×	×	×	△	△	△	△	△	●	×	×	×	×	×	△	△	△	
DeskTopBinder V2 Professional/Lite		Printing from Document Server	●	△ ^{*4}	△	○	○	△	△	△	△	△	△	△	△	△	△	△	△	△ ^{*6}	△ ^{*6}	△ ^{*6}	△	△	△	
		Printing from Document Server	△	△ ^{*4}	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	×	△	
		Sending a Facsimile from Document Server	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	×	

- *1 Simultaneous operations are only possible once the preceding job documents are all scanned and **[Next Job]** appears.
- *2 You can scan a document once the preceding job documents are all scanned.
- *3 Simultaneous operations are only possible with an additional line installed and when the facsimile function is not using the line given line priority in the facsimile settings.
- *4 During stapling, printing automatically starts after the current job.
- *5 Stapling is not available.
- *6 Simultaneous operations become available after you press **[Next Job]**.
- *7 During parallel reception, any subsequent job is suspended until reception is completed.

Limitation

- Stapling cannot be used at the same time for multiple functions.

Note

- A machine with the 500-Sheet Finisher installed cannot accept other jobs while printing with the stapling operation.
 - A machine with the 1000-Sheet Finisher installed, that is printing with the stapling operation on paper larger than A4 size starts the subsequent job (for which Internal Shift Tray is specified as the output tray) only after the current print job finishes.
 - While printing is in progress, scanning a document using another function may take more time.
-

3

4. Document Server

Relationship between the Document Server and Other Functions

The following table describes the relationship between the Document Server and other machine functions.

Function name	From where to store documents	Displaying a list	Printing saved documents	Sending documents
Copy	Copy/Document Server	Enabled	Enabled	Disabled
Printer	Personal computer	Enabled	Enabled	Disabled
Facsimile	Facsimile	Enabled	Enabled	Enabled *1
Scanner	Scanner	Disabled *2	Disabled	Enabled *3

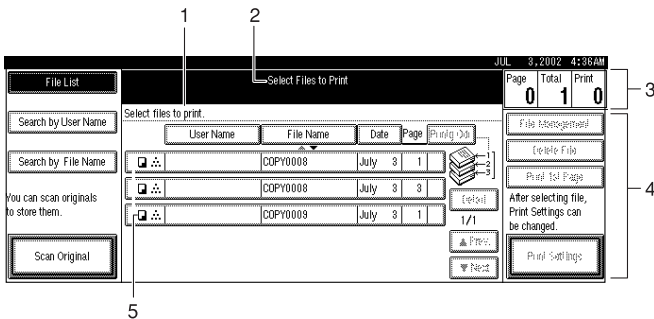
*1 See the "Facsimile Reference (option) <Advanced Features>".

*2 You can display the stored documents from the Scanner Mode.

*3 See the "Scanner Reference".

Document Server Display

◆ Document Server Main Display



ZGJS842N

1. Operating status and messages appear.




2. The title of the currently selected screen appear.

3. The numbers of originals, copies, and printed pages appears.

4. The operation keys appear.

5. The modes in which the documents were stored are displayed.

The icons below show the operation mode when documents have been stored in the Document Server.

Function	Copier	Facsimile	Printer	Scanner
Icon				--

Using the Document Server

Scanning and Saving Originals

◆ File name

The saved documents will automatically be named as "COPY001", "COPY002". 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 it, you can register the user name by using the name assigned to the user code or by entering the name.

🔍 Reference

For more information about the user codes, see ⇒ p.94 "User Code".

◆ Password

You can set a password for the saved documents, and use the password to prevent others from printing the saved documents. When a password is set for the documents,  is added to the documents.

🔍 Reference

To store documents in a mode other than Document Server mode, see References for the respective functions.

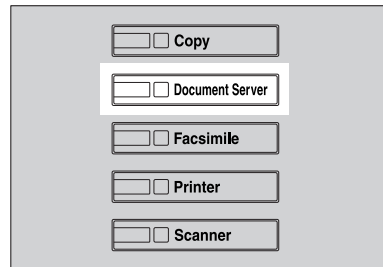
⚠ Important

- ❑ 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.

📎 Note

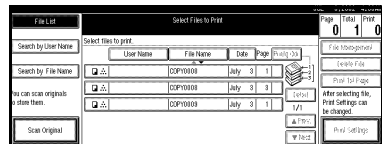
- ❑ Data stored in the Document Server is set to be deleted after 3 days (72 hours) by the factory default value. You can specify the period after which the stored data is deleted automatically. ⇒ p.93 "Auto Delete File"

1 Press the **[Document Server]** key.



ZGJS776N

2 Press **[Scan Original]**.



3 Enter a file name, user name, or password if necessary.

📎 Note

- ❑ If you do not register a file name, one is automatically assigned.

🔍 Reference

⇒ p.58 "To register or change the user name"

⇒ p.59 "To change the file name"

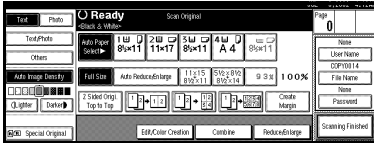
⇒ p.59 "To set or change the password"

4 Place your originals either on the exposure glass or in the document feeder.

Reference

For more information about how to place the types of originals that can be placed, see the Copy Reference.

5 Make any desired settings.



Reference

For details, see the Copy Reference.

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

The document is saved in the Document Server.

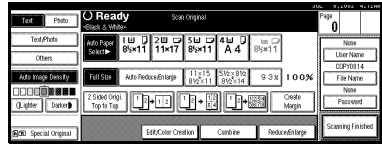
Note

- To stop scanning, press the **[Clear/Stop]** key. To resume the paused scanning job, press **[Continue]** in the confirmation dialog box. To delete the saved images and cancel the job, press **[Stop]**.
- When a password is stored, **1** appears on the left side of the file name.
- The saved documents are displayed on the "Select Files to Print" display.

To register or change the user name

1 Display the "Scan Original" display.

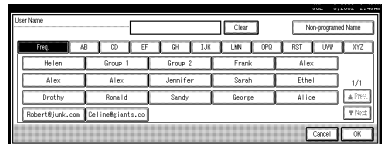
2 Press **[User Name]**.



If user names have already been registered, the "Change User Name" display appears.

If the user names registered are used

1 To change your user name to a registered user name, select a registered user name from the list, and then press **[OK]**.



To change your user name to an unregistered user name, go to the next step.

Reference

⇒ p.95 "Registering the New User Code"

2 To enter an unregistered user name, press **[Non-programmed Name]**.

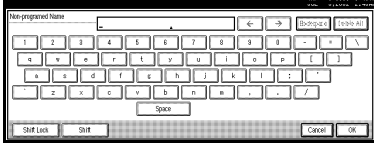
3 Enter the new user name, and then press **[OK]**.

Reference

⇒ p.108 "Entering Text"

If user names have not been registered

- 1 Enter the new user name, and then press [OK].

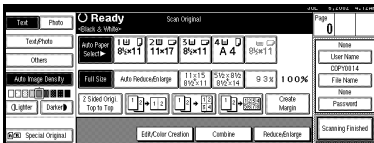


Reference

⇒ p.108 "Entering Text".

To change the file name

- 1 Display the "Scan Original" display.
- 2 Press [File Name].



The "Change File Name" display appears.

- 3 Press [Delete All] to delete the old file name.

Note

- You can also use [Backspace] to delete unnecessary characters.

- 4 Enter a new file name, and then press [OK].

Note

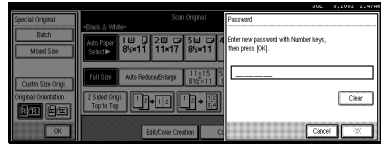
- A string of up to 10 characters can be entered as a file name. Note that only eight characters of each file name are displayed in the document list.

Reference

⇒ p.108 "Entering Text"

To set or change the password

- 1 Display the "Scan Original" display.
- 2 Press [Password].

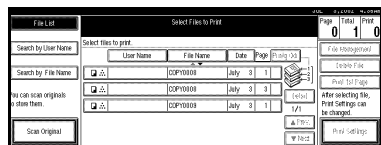


- 3 Enter the password using the number keys (4 digits), and then press [OK] or the [#] key.

4

Changing the File Name, User Name, or Password

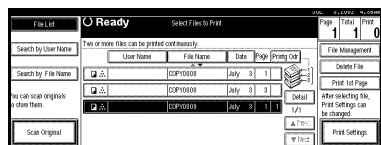
- 1 Press the [Document Server] key.
- 2 Select the document for which the user name, file name, or password is to be changed.



Note

- If a password has already been set for the document, enter the password, and then press [OK].

- 3 Press [File Management].
- 4 Press [Change File Name], [Change User Name], or [Change Password].



- 5** Enter the new file name, user name, or password using the letter keys or number keys, and then press **[OK]**.

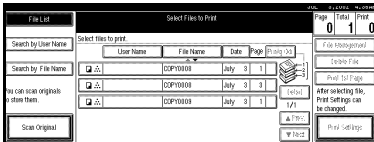
Reference

- ⇒ p.58 “To register or change the user name”
- ⇒ p.59 “To change the file name”
- ⇒ p.59 “To set or change the password”

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

Selecting a Document

- 1** Press the **[Document Server]** key.
- 2** Select a document to be printed.



Note

- If a password has been set for the document, enter the password, and then press **[OK]**.
- You can search for the document using **[Search by User Name]** or **[Search by File Name]** at the left top of the display. ⇒ p.61 “Searching Saved Documents”
- You can sort document names in the list by user name, file name or date. To sort the documents, press **[User Name]**, **[File Name]** or **[Date]**.
- If you cannot determine the contents of a document by its file name, you can print just the first page of the document for checking purposes. ⇒ p.64 “Print First Page”

- To cancel document selection, press the highlighted line for the selected document.

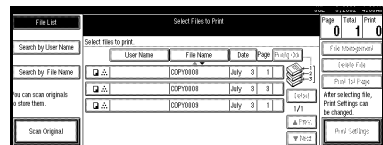
- 3** To print multiple documents, repeat step **2** in the order of documents to be printed.

Note

- You can select up to 30 documents.
- If the sizes or resolution of the selected documents are not the same, the documents may not be printed.
- If you wish to change the order of printing, cancel the selection, and select documents again in the desired order.
- If you press the **[Clear Modes]** key, selection of all documents will be canceled.
- If you press **[Printg Odr]**, the documents will be displayed in the order of printing.

To Check the Details of Stored Documents

- 1** Select the document for which you want detailed information.



Note

- If a password has been set for the document, the password entry dialog box appears. Enter the password and then press **[OK]**.

2 Press **[Detail]**.

Detailed information about the document is displayed.

 **Note**

- If you have selected several documents, use **[▲]** and **[▼]** to view the details of each.
- Press **[OK]**. The "Select Files to Print" display appears.

Searching Saved Documents

You can use either **[Search by File Name]** or **[Search by User Name]** to search for documents stored on the Document Server. You can also list the stored documents in the order you prefer.

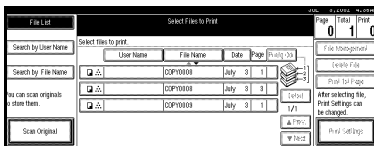
 **Note**

- If you install DeskTopBinder V2 Professional or DeskTopBinder V2 Lite on your computer, you can search and rearrange the documents from your computer.

 **Reference**

For more detailed information refer to DeskTopBinder V2 Professional/Lite manuals.

To Search by File Name

1 Press the **[Document Server]** key.**2** Press **[Search by File Name]**.**3** Enter the file name using the letter keys, and then press **[OK]**.

Only the files beginning with the name entered appear in the "Select Files to Print" display.

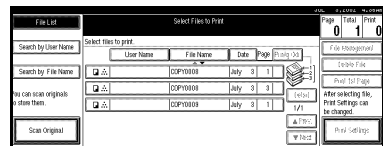
 **Reference**

⇒ p.108 "Entering Text".

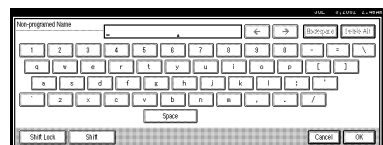
 **Note**

- To display all the files saved in the Document Server, press **[File List]**.

To Search by User Name

1 Press the **[Document Server]** key.**2** Press **[Search by User Name]**.**3** To specify a registered user name, select the user name from the displayed list, and then press **[OK]**. **Note**

- To specify an unregistered user name, follow the procedure below.

4 To specify an unregistered user name, press **[Non-programmed Name]**. The entry dialog box below appears. Enter the unregistered user name in the entry dialog box, and then press **[OK]**. **Reference**

⇒ p.108 "Entering Text"

5 Press [OK].

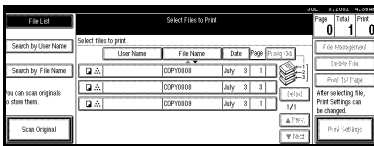
Only the files beginning with the name entered appear in the “Select Files to Print” display.

Note

- To display all the files saved in the Document Server, press [File List].

Printing Saved Documents

1 Press the line for the document you want to print.

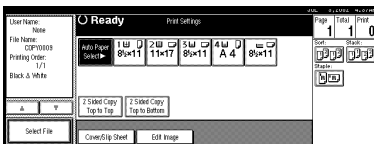


Note

- If a password has been set for the document, the password entry dialog box appears. Enter the password, and then press [OK].
- You can print multiple documents. ⇒ p.60 “Selecting a Document”

2 If you need to change any of the print settings, press [Print Settings].

The “Print Settings” display appears. User names, file names, and print order of documents appear.



Note

- Print settings made for printing in copier or printer mode are stored after printing and applied to the next printing. Print settings made in facsimile mode, however, are not stored.
- If you select multiple documents, print settings remain in the first document, but they do not remain in the other documents.
- Print setting items are listed below. For more information about the print results according to each setting, see the Copy Reference.

◆ **Binding format**

- 2 Sided Copy Top to Top
- 2 Sided Copy Top to Bottom

◆ **Cover handling**

- Cover/Slip Sheet
- Edit Image

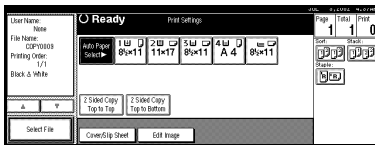
◆ **Finish**

- Sort
- Stack
- Staple

- 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.63 “Sample Copy”.
- When multiple documents are printed at the same time, the print settings made for the document printed first are applied to all other documents.

- If you select multiple files, you can confirm the file names or print order of the files selected in step 1 by scrolling through the list with [▼] and [▲].
- Press [Select File] to return to the "Select Files to Print" display.
- "Stamp" cannot be set for documents saved in facsimile mode.

3 Enter the required number of prints using the number keys.



Note

- Up to 99 can be entered.

4 Press the [Start] key.

The machine starts printing.

Stop printing

1 Press the [Clear/Stop] key.

2 Press [Stop].

Changing the number of copies during printing

Limitation

- The number of copies can only be changed when the Sort function is selected in the print settings.

1 Press the [Clear/Stop] key.

2 Press [Change Quantity].

3 Use the number keys to enter a new number of copies.

4 Press the [#] key.

5 Press [Continue].

Printing restarts.

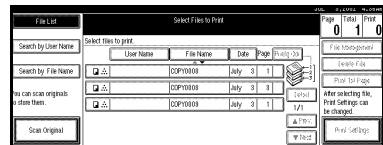
Sample Copy

If you print multiple sets using the Sort function, you can check if the print order or the print settings are correct by printing out only the first set using the [Sample Copy] key.

Limitation

- This function can be used only when the Sort function is selected.

1 Select the document to be printed.



Note

- If a password has been set for the document, the password entry dialog box appears. Enter the password, and then press [OK].
- You can search for a document by user or file name using [Search by User Name] or [Search by File Name] respectively. ⇒ p.61 "Searching Saved Documents"
- You can sort document names in the list by user name, file name, or date. To sort documents, press [User Name], [File Name], or [Date].
- To cancel a document selection, press the highlighted line for the selected document.

2 Press the [Sample Copy] key.

The first set is printed out.

3 Press **[Continue]**.

Printing restarts.

Note

- Press **[Suspend]** to cancel printing and return to the “Print Settings” menu to change settings.

Print First Page

You can print the first page of the document selected in the “Select Files to Print” display to check content.

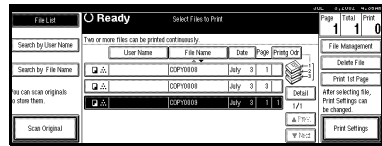
If more than one document is selected, the first page of each is printed.

1 Select the document to be printed.**Note**

- If a password has been set for the document, the password entry dialog box appears. Enter the password, and then press **[OK]**.

Note

- You can search for a document by user or file name, using **[Search by User Name]** or **[Search by File Name]** respectively. ⇒ p.61 “Searching Saved Documents”
- You can sort document names in the list by user name, file name, or date. To sort documents, press **[User Name]**, **[File Name]**, or **[Date]**.
- To cancel a document selection, press the highlighted line for the selected document.

2 Press **[Print 1st Page]**.**3** Press the **[Start]** key.**Deleting Saved Documents****Important**

- You can save up to 1,000 documents in the Document Server. No more documents can be saved when there are 1,000 documents in the Document Server. You should delete unnecessary documents.

Note

- You can delete all the saved documents at once with the User Tools. ⇒ p.93 “Delete All Files”

1 Press the **[Document Server]** key.**2** Select the document to be deleted.**Note**

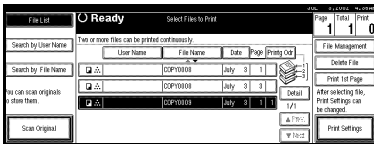
- If a password has been set for the document, the password entry dialog box appears. Enter the password, and then press **[OK]**.

Note

- You can delete multiple documents at once. ⇒ p.60 “Selecting a Document”
- You can search for a document by user or file name, using **[Search by User Name]** or **[Search by File Name]** respectively. ⇒ p.61 “Searching Saved Documents”

- ❑ You can sort document names in the list by the user name, file name, or date. To sort documents, press **[User Name]**, **[File Name]**, or **[Date]**.
- ❑ If you cannot find the document using the name, you can print the first page of a document to check its contents. ⇒ p.64 “Print First Page”
- ❑ Press the selected line again to cancel the print job.

3 Press **[Delete File]**.



4 Press **[Delete]** to delete the document.

Settings for the Document Server

❖ Copier/Document Server Features ⇒ "General Features 4/5" in Copy Reference

Items		Default settings
Copy Settings	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

4

❖ System Settings ⇒ p.73 "General Features", ⇒ p.76 "Tray Paper Settings", p.79 "Timer Setting", p.88 "Key Operator Tools"

	Items	Default settings
General Features	Warm Up Notice	ON
	Copy Counter Display	Up
	Output:Document Server	Internal tray
Tray Paper Settings	Paper Tray Priority: Document Server	Tray 1
	Cover Sheet Tray	OFF
	Slip Sheet Tray	OFF
Timer Settings	Copier / Document Server Auto Reset Timer	60 seconds
Key Operator Tools	Auto Delete File	Yes After 3 day(s)
	Delete All Files	--
	Display Password with Stored File	OFF

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.73 “General Features”

	Default	Copier	Facsimile	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	○	○	○	
Output: Copier	Internal Tray 1	○			
Output: Document Server	Internal Tray 1				
Output: Facsimile	Internal Tray 1		○		
Output: Printer	Internal Tray 1			○	

◆ Tray Paper Settings ⇒ p.76 “Tray Paper Settings”

	Default	Copier	Facsimile	Printer	Scanner
Paper Tray Priority: Copier	Tray 1	○			
Paper Tray Priority: Printer	Tray 1			○	
Tray Paper Size: Tray 1	Auto Detect	○	○	○	
Tray Paper Size: Tray 2	Auto Detect	○	○	○	
Tray Paper Size: Tray 3	Auto Detect	○	○	○	
Tray Paper Size: Tray 4	Auto Detect	○	○	○	
Paper Type: Bypass tray	No display	○		○	
Paper Type: Tray 1	No display / 2 Sided Copy / Auto Paper Select	○		○	

	Default	Copier	Facsimile	Printer	Scanner
Paper Type: Tray 2	No display /2 Sided Copy /Auto Paper Select	<input type="radio"/>		<input type="radio"/>	
Paper Type: Tray 3	No display /2 Sided Copy /Auto Paper Select	<input type="radio"/>		<input type="radio"/>	
Paper Type: Tray 4	No display /2 Sided Copy /Auto Paper Select	<input type="radio"/>		<input type="radio"/>	
Cover Sheet Tray	OFF	<input type="radio"/>		<input type="radio"/>	
Slip Sheet Tray	OFF	<input type="radio"/>		<input type="radio"/>	

◆ **Timer Setting ⇒ p.79 “Timer Setting”**

	Default	Copier	Facsimile	Printer	Scanner
Auto Off Timer	60 minute(s)	<input type="radio"/>	<input type="radio"/>		
Energy Saver Timer	15 minute(s)	<input type="radio"/>	<input type="radio"/>		
Panel Off Timer	60 seconds	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>
System Reset Timer	60 seconds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Copier/Document Server Auto Reset Timer	60 seconds	<input type="radio"/>			
Facsimile Auto Reset Timer	30 seconds		<input type="radio"/>		
Scanner Auto Reset Timer	60 seconds				<input type="radio"/>
Set Date	--	<input checked="" type="radio"/>	<input checked="" type="radio"/>		
Set Time	--	<input checked="" type="radio"/>	<input checked="" type="radio"/>		

◆ **Interface Settings** ⇒ p.81 “Interface Settings/Network”, p.83 “Interface Settings/Parallel Interface”, p.84 “Interface Settings/IEEE 1394 (Option)”, p.85 “Interface Settings/IEEE 802.11b (Option)”

		Default	Copier	Facsimile	Printer	Scanner
Network	IP Address	011.022.033.044		<input type="radio"/>	<input type="radio"/>	<input type="radio"/> *3
	Sub-net Mask	000.000.000.000		<input type="radio"/>	<input type="radio"/>	<input type="radio"/> *3
	Gateway Address	000.000.000.000		<input type="radio"/>	<input type="radio"/>	<input type="radio"/> *3
	Network Boot	NONE		<input type="radio"/>	<input type="radio"/>	<input type="radio"/> *3
	Effective Protocol	(all effective)		<input type="radio"/>	<input type="radio"/>	<input type="radio"/> *3 *4
	NW Frame Type	Auto select		<input type="radio"/>	<input type="radio"/>	
	LAN Type	Ethernet		<input type="radio"/>	<input type="radio"/>	<input type="radio"/> *3
	Ethernet Speed	Auto select		<input type="radio"/>	<input type="radio"/>	<input type="radio"/> *3
Parallel interface	Parallel Timing	ACK outside		<input type="radio"/>	<input type="radio"/>	
	Parallel Communication Speed	High speed		<input type="radio"/>	<input type="radio"/>	
	Selection Signal Status	High		<input type="radio"/>	<input type="radio"/>	
	Input Prime	Invalid		<input type="radio"/>	<input type="radio"/>	
	Bidirectional Communication	ON		<input type="radio"/>	<input type="radio"/>	
	Signal Control	Job acceptance priority		<input type="radio"/>	<input type="radio"/>	
IEEE 1394 *1	IP address	000.000.000.000		<input type="radio"/>	<input type="radio"/>	<input type="radio"/> *3
	Sub-net Mask	000.000.000.000		<input type="radio"/>	<input type="radio"/>	<input type="radio"/> *3
	IP over 1394	Active		<input type="radio"/>	<input type="radio"/>	<input type="radio"/> *3
	SCSI Print (SBP-2)	Active			<input type="radio"/>	
	Bidirectional SCSI print	ON			<input type="radio"/>	

		Default	Copier	Facsimile	Printer	Scanner
IEEE 802.11b *2	Communication Mode	802.11 Ad hoc		<input type="radio"/>	<input type="radio"/>	<input type="radio"/> *3
	SSID Setting	ASSID		<input type="radio"/>	<input type="radio"/>	<input type="radio"/> *3
	Channel	11		<input type="radio"/>	<input type="radio"/>	<input type="radio"/> *3
	WEP (Encryption) Setting	Inactive		<input type="radio"/>	<input type="radio"/>	<input type="radio"/> *3
	Wireless LAN Signal	--				
	Transmission Speed	Auto		<input type="radio"/>	<input type="radio"/>	<input type="radio"/> *3
	Return to Defaults	--				

*1 Displayed when the IEEE1394 board (option) is installed.

*2 Displayed when the Wireless LAN board (option) is installed.

*3 Settings are required when using the delivery, TWAIN, store file, or mail delivery functions.

*4 Effective Protocol Setting is required when using TCP/IP.

❖ File Transfer

	Default	Copier	Facsimile	Printer	Scanner
Delivery Option	OFF		<input type="radio"/>		<input type="radio"/>
Fax RX File Transmission	--		<input type="radio"/>		
Scanner Recall Interval Time	300 seconds				<input type="radio"/>
Number of Scanner Recalls	3 time(s)				<input type="radio"/>

❖ Key Operator Tools

	Default	Copier	Facsimile	Printer	Scanner
User Code Management	OFF	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Key Counter Management	All OFF	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
External Charge Unit Management	--	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Key Operator Code	OFF	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Panel Off Level	Level 1	<input type="radio"/>	<input type="radio"/>		
Display/Print Counter	--	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Display/Clear/Print Counter per User Code	--	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Default	Copier	Facsimile	Printer	Scanner
Address Book Management	--	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Address Book: Program/Change/Delete Group	--				<input type="radio"/>
Address Book: Change Order	--				<input type="radio"/>
Address Book: Edit Title	--	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Address Book: Select Title	Title 1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Auto Delete File	Yes After 3 day(s)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Delete All Files	--	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Display Password with Stored File	OFF	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Key Operator's E-mail Address	--				<input type="radio"/>
AOF (Always ON)	ON				

Accessing User Tools (System Settings)

This section is the 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.
- 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.

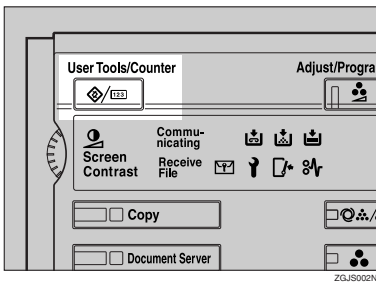
5

Changing Settings

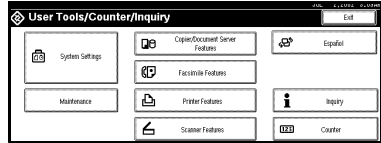
Note

- If a key operator code has been set, the key operator code entry dialog box appears. Enter the key operator code, and then press **[OK]**. → p.88 “Key Operator Code”

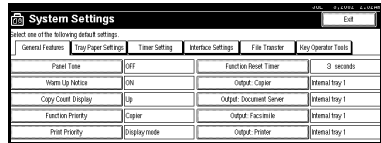
1 Press the **[User Tools/Counter]** key.



2 Press **[System Settings]**.



3 Select the desired menu and press the desired key.



4 Change settings by following instructions on the display panel. Then press **[OK]**.

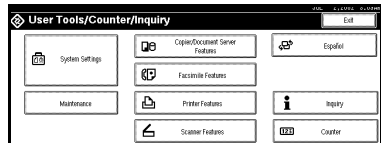
Note

- To cancel changes made to settings and return to the normal function display, press the **[User Tools/Counter]** key.

Exiting from User Tools

1 Press the **[User Tools/Counter]** key.

Changing the system setting is finished, and the machine returns to Copy or Print mode.



Note

- You can also exit from User Tools by pressing **[Exit]**.

Settings You Can Change with the User Tools

Reference

For how to access User Tools, see p.72 “Changing Settings”.

General Features

❖ Panel Tone

The beeper (key tone) sounds when a key is pressed.

Note

Default: *ON*

❖ Warm Up Notice (Copier/Document Server)

Specify whether the beeper sounds when the machine becomes ready for copying after Energy Saver mode is deactivated or the power is turned on.

Note

If the “Panel Tone” setting is “OFF”, the beeper does not sound, whatever the “Warm Up Notice” setting.

Default: *ON*

❖ 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 to be made (count down).

Note

Default: *Up* (count up)

❖ Function Priority

You can specify the mode to be displayed immediately after the operation switch is turned on or System Reset mode is turned on.

Note

Default: *Copier*

❖ Print Priority

Print priority is given to the mode selected.

Reference

⇒ p.50 “Multi-Access”

Note

- Default: *Display mode*
- When "Interleave" is selected, the current print job will be interrupted after maximum of 5 sheets.
- When the optional Internal Tray, Shift Sort Tray, 500-Sheet Finisher, or 1000-Sheet Finisher is installed on the machine, 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.74 "Output: Copier (Copy mode)"
 - p.75 "Output: Document Server (Document server)"
 - p.75 "Output: Facsimile (Facsimile)"
 - p.75 "Output: Printer"

❖ Function Reset Timer

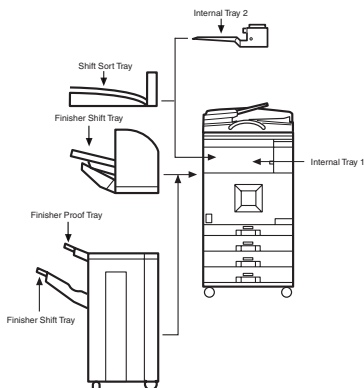
You can set the length of time the machine waits before changing modes when using the multi-access function (⇒ p.50 "Multi-Access"). This is useful if you make many copies and you have to change the settings for each copy. If you set a large value, you can prevent jobs from other functions interrupting the copy job.

Note

- Default: *3 Seconds*
- The Function Reset Timer setting is ignored if "Interleave" is set for "Print Priority" (⇒ p.73).
- When you select "Set Time", enter the time (3~30 seconds by 1 second steps) with the number keys.

❖ Output: Copier (Copy mode)

You can specify a tray to which documents are delivered.

**Note**

- Default: *Internal Tray 1*

❖ **Output: Document Server (Document server)**

You can specify a tray to which documents are delivered.

Note

- Default: *Internal Tray 1*
- For details about output trays, refer to p.74 “Output: Copier (Copy mode)”.

❖ **Output: Facsimile (Facsimile)**

You can specify a tray to which documents are delivered.

Note

- Default: *Internal Tray 1*
- For details about output trays, refer to p.74 “Output: Copier (Copy mode)”.

❖ **Output: Printer**

You can specify a tray to which documents are delivered.

Note

- Default: *Internal Tray 1*
- The output trays set on the Printer Driver have priority over the output tray specified above.
- For details about output trays, refer to the illustration in p.74 “Output: Copier (Copy mode)”.

Output tray settings

Limitation

- You cannot interrupt the current stapling job even when a stapling job is specified with a different function.
- When the 500-Sheet Finisher or 1000-Sheet Finisher is installed and stapling or shift-sorting is specified for a job, the job will be delivered to the Finisher Shift Tray regardless of the output tray specified.
- The output tray used can be changed, when a stapling job of a different function is interrupted by copying, as in the following cases:

❖ **When the 500-Sheet Finisher is installed and the finisher tray is specified for the output tray:**

- The interrupting job will be delivered to Internal Tray 1.

❖ **When the 1000-Sheet Finisher is installed and the finisher tray is specified for the output tray:**

- The interrupting job will be delivered to Finisher Proof Tray.

Tray Paper Settings

❖ Paper Tray Priority:Copier (Copier/Document Server)

You can specify the tray to supply paper for output.

Note

Default: *Tray 1*

❖ Paper Tray Priority:Printer (Printer)













































You can specify the tray to supply paper for output.

Note

Default: *Tray 1*

❖ Tray Paper Size: (Tray 1–4)

Select the size of the copy paper set in the paper tray.

- The paper sizes you can set for trays 1 and 2 are as follows:
 - Auto Detect, A3 , B4 , A4 , A4 , B5 , B5 , A5 , A5 , A6 , 8K , 16K , 16K 
 - 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" , 7 1/4"×10 1/2" , 5 1/2"×8 1/2" , 5 1/2"×8 1/2" , custom size (100.0-297.0 mm (3.94"-11.69") wide × 148.0-432.0 mm (5.83"-17.00") long)
- The paper sizes you can set for trays 3 and 4 are as follows:
 - Auto Detect, A3 , B4 , A4 , A4 , B5 , B5 , A5 , A5 , 8K , 16K , 16K 
 - 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" , custom size (148.0-297.0 mm (5.83"-11.69") wide × 148.0-432.0 mm (5.83"-17.00") long)

Important

- If the specified paper size differs from the size of paper actually set in the paper tray, a paper misfeed might occur because the paper size is not detected correctly.

Note

- The tray fence for the optional large capacity tray (LCT) is fixed. If you need to change the paper size, contact your service representative.
- Default: *Auto Detect*

Reference


⇒ p.126 "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.

- The paper types you can set for the bypass tray are as follows:
 - Thick Paper, Recycled Paper, Special Paper, Color Paper, Letterhead, Preprinted Paper, OHP, Label Paper, Punched Paper, Bond Paper, Cardstock, Plain: Dup. Back, Thick: Dup. Back

Note


- Paper size which can be detected automatically, will be detected in  direction.
- Default: *No display*

❖ Paper Type:Tray1-4

Sets the display so you can see what type of paper is loaded in each of the paper trays. This information is used by the print function to automatically select the paper tray.

- The paper types you can set for trays 1 and 2 are as follows:
 - Recycled Paper, Special Paper, Color Paper, Letterhead, Preprinted Paper, Punched Paper, Label Paper, Bond Paper, Cardstock, OHP, Thick Paper
- The paper types you can set for trays 3 and 4 are as follows:
 - Recycled Paper, Special Paper, Color Paper, Letterhead, Preprinted Paper, Punched Paper, Bond Paper, Cardstock

Note

- Default:
 - 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 in “Auto Paper Select”.

Limitation

- “Auto Paper Select” can only be selected for the Copy function if “No display” and “Recycled Paper” are selected. If “No” is selected, “Auto Paper Select” will not be valid for the tray.

❖ 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:
 - Tray to program: *NONE*
- The functions that use the Cover Sheet Tray setting are the front cover function and front/back cover function.
- When “At Mode Selected” is selected, the Cover Sheet Tray settings are only displayed when the cover function is selected.
- When “Full Time” is selected, the Cover Sheet Tray is always displayed.
- You can set the Copying Method in Duplex setting only when “At Mode Selected” is selected.

Reference

⇒ “Covers” in the Copy Reference

❖ Slip Sheet Tray

Allows you to specify and display the paper tray to set slip sheets. After selecting the paper tray, you can also specify the display timing and copy method for two-sided copying.

Note

- Default:
 - Tray to program: *NONE*
- When “At Mode Selected” is selected, the Slip Sheet Tray settings are only displayed when the cover function is selected.
- When “Full Time” is selected, the Slip Sheet Tray is always displayed.

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 the Auto Off operation is called "Off mode" or "Sleep mode". For the Auto Off Timer, specify the time to elapse before the Auto Off function is activated.

The time can be set from 1 minute to 240 minutes using the number keys.

Note

- Default: 60 minute(s)
- When in "Off mode" or "Sleep mode", the machine can be ready for use within 99 seconds.
- Auto off may not work when errors are displayed.

❖ Energy Saver Timer

Set the amount of time the machine waits before switching to lower-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: 15 minute(s)

❖ Panel Off Timer

Set the amount of time the machine waits before switching the panel off after copying has finished or the last operation is performed.

Note

- The warm up time for making a copy from standby mode is 3 seconds for Panel off Level 1 and 10 seconds for Panel off Level 2.
- Default: 60 seconds
- Enter a time interval between 10 seconds and 999 seconds using the number keys.

❖ System Reset Timer

The System Reset setting is a setting that automatically switches to the screen for the function set in Function Priority. This happens if no operations are performed or when an interrupted job is cleared. This setting sets the system reset interval. ⇒ p.73 "Function Priority"

Note

- Default: 60 seconds
- The time can be set from 10 to 999 seconds by 1 second steps using the number keys.

❖ Copier/Document Server Auto Reset Timer (Copier/Document Server)

Specifies the time to elapse before the copier and Document Server functions reset.

 Note

- If **[No]** is selected, the machine will not automatically switch to the user code entry screen.
- Default: *60 seconds*
- The time can be set from 10 to 999 seconds using the number keys.

❖ Facsimile Auto Reset Timer (Facsimile)

Specifies the time to elapse before the facsimile function is reset.

 Note

- Default: *30 seconds*
- The time can be set from 30 to 999 seconds using the number keys.

❖ Scanner Auto Reset Timer (Scanner)

Specifies the time to elapse before the scanner function resets.

 Note

- If **[No]** is selected, the machine will not automatically switch to the user code entry screen.
- Default: *60 seconds*
- The time can be set from 10 to 999 seconds 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 **[←]** and **[→]**.

❖ Set Time

Set the time for the copier's internal clock using the number keys.

 Note

- To change between minutes and seconds, press **[←]** and **[→]**.

Interface Settings/Network

❖ IP Address

Before using this machine with the network environment, you must configure the IP address.

Note

- Default: *011.022.033.044*
- Do not use an IP address that is used for another machine. To get the addresses, contact your network administrator.
- If you install the IEEE 1394 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 [**←**] or [**→**] to move between each group of three numbers.

❖ 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 the machines on the network.

Note

- Default: *000.000.000.000*
- Press [**←**] or [**→**] to move between each group of three numbers.

❖ 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: *000.000.000.000*
- Press [**←**] or [**→**] to move between each group of three numbers.
- To get the address, contact your network administrator.

❖ Network Boot

Select how to set an IP address from a client.

Note

- Default: *NONE*
- For details about settings, consult your network administrator.

Reference

For details, see the Printer Reference

❖ **Effective Protocol**

Select the protocol to use in the network.

 **Note**

- Default: *TCP/IP:Effective, NetWare:Effective, NetBEUI:Effective, AppleTalk:Effective*

❖ **NW Frame Type**

Select the frame type when you use NetWare.

 **Note**

- Default: *Auto Select*

❖ **LAN Type**

When you have installed the Wireless LAN board (option), select the interface, Wireless LAN (IEEE 802.11b) or Ethernet.

 **Note**

- Default: *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: *Auto Select*

Interface Settings/Parallel Interface

❖ Parallel Timing

Specifies the timing setting for the parallel interface. Under normal circumstances, you will not need to change this setting.

Note

Default: *ACK outside*

❖ Parallel Communication Speed

Specifies the communication speed 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: *High speed*

❖ Selection Signal Status

Specifies the signal setting of the parallel interface.

Note

Default: *High*

❖ Input Prime

Specifies whether the prime signal is active or inactive when an input prime signal is sent. Under normal circumstances, you will not need to change this setting.

Note

Default: *Invalid*

❖ Bidirectional Communication

Specifies the printer's response mode and so forth for a status request when using the parallel interface. If you experience problems when using other manufacturers' printers, set this to “OFF”.

Limitation

If this is set to “OFF”, asynchronous functions will not work.

Note

Default: *ON*

❖ Signal Control

Specifies the error processing settings for when an error occurs when printing from a computer or sending faxes. Under normal circumstances, you will not need to change this setting.

Note

Default: *Job acceptance priority*

Interface Settings/IEEE 1394 (Option)

Preparation

You must install the IEEE 1394 board (option) into the machine.

The Wireless LAN board (option) cannot be installed at the same time.

◆ IP Address

When you connect this machine to a network using the IEEE 1394 board (option), you must configure the IP address.

Note

Default: *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 it 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 the machines on the network.

Note

Default: *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 it in the same domain, set the different value for the Sub-net Mask.

Press [**←**] or [**→**] to move between each group of three numbers.

◆ 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 the IP over 1394. This function is supported by Windows Me or Windows XP.

Note

Default: *Active*

When using the IP over 1394 function, set the IP Address and the Sub-net Mask.

Reference

For details, see the Printer Reference.

❖ **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. For details, see the Network Reference.

Note

- Default: *Active*
- When using the SCSI Print (SBP-2), setting the IP Address and the Sub-net Mask is not required.

❖ **Bidirectional SCSI Print**

Specifies the printer's response mode and so forth for a status request when using the IEEE 1394 interface.

Note

- Default: *ON*
- If this is set to "OFF", asynchronous functions will not work.

Interface Settings/IEEE 802.11b (Option)

5

Preparation

You must install the Wireless LAN board (option) into the machine.
The IEEE 1394 board (option) cannot be installed at the same time.

Note

- Be sure to make all settings simultaneously.

❖ **Communication Mode**

Specifies the communication mode of the Wireless LAN.

Note

- Default: *802.11 Ad hoc*

❖ **SSID Setting**

Specifies SSID to distinguish the access point in the Infrastructure mode.

Note

- Default: *ASSID*
- If SSID is left blank for the 802.11b Ad hoc Mode or Ad hoc Mode, "ASSID" is displayed.

❖ **Channel**

Specifies a channel when you select 802.11b Ad hoc mode or Ad hoc mode.

Note

- The channel can be set from 1 - 11.
- Default: *11*

❖ **Wireless LAN Signal**

Shows the radio-wave status of the access point connected in Infrastructure mode.

Radio wave status is shown when you press **[Wireless LAN Signal]**.

❖ **WEP (Encryption) Setting**

Specifies encryption of the Wireless LAN. If this is set to effective, you must enter the WEP key.

 **Note**

Default: *Inactive*

❖ **Transmission Speed**

Specifies the communication speed of the Wireless LAN.

 **Note**

Default: *Auto*

❖ **Return to Defaults**

You can return Wireless LAN settings to the factory default value.

5

File Transfer

Make these settings as required when using ScanRouter V2 Lite/Professional.

 **Note**

The optional ScanRouter V2 Professional is required for distributing received fax documents.

❖ **Delivery Option**

If **[ON]** is selected, the delivery server IP address will be displayed.

 **Note**

Default: *OFF*

The delivery server IP address can only be set from ScanRouter V2 Lite/Professional.

❖ **Fax RX File Transmission**

• **Setting per Line**

Specifies whether or not received fax documents should be sent to ScanRouter V2 Professional for each of the fax lines.

 **Note**

Default: *G3 Port 1/Do not Deliver, G3 Port 2/Do not Deliver, G3 Port 3/Do not Deliver*

- **Print at Delivery**
Specifies whether or not received fax documents that are sent to ScanRouter V2 Professional should also be printed by the machine at the same time.

 **Note**

- Default: *No*

- **File to Deliver**
Specifies whether all received fax documents or only received fax documents that include delivery codes (documents with an ID and F code) should be sent to ScanRouter V2 Professional.

 **Note**

- Default: *File with Dlvry Code*

- **Delivery Failure File**
If a received fax document cannot be sent to ScanRouter V2 Professional, the document is stored in the machine's memory. To print this stored data, select "Print File"; to delete the data, select "Delete File".

 **Note**

- If the machine can send data to ScanRouter V2 Professional, data is sent automatically.
- If you delete the data, you will not be able to distribute or print the data.

◆ **Delivery Server IP Address**

 **Note**

- Default: *000.000.000.000*

◆ **Scanner Recall Interval Time**

Specifies the interval period waits before resending data or a document, if it could not be sent to ScanRouter V2 Lite/Professional.

 **Note**

- Default: *300 seconds*
- Enter an interval within the range of "60-900 seconds" (in one second intervals) with the number keys.
- This setting is for the Scanner function. Received faxes continue to be distributed.

◆ **Number of Scanner Recalls**

 **Note**

- Default: *3 time(s)*
- Enter the number of times within the range of "1 to 99" using the number keys.
- This setting is for the Scanner function. The distribution of received fax documents will still be performed.

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.94 "User Code".

Note

- Default: *Copier/OFF, Document Server/OFF, Facsimile/OFF, Scanner/OFF, Printer/PC Control:ON*
- By selecting "PC Control:ON" for the printer, you can keep a print log for each user code entered from the driver.

❖ Key Counter Management

Use the key counter to specify whether users are limited or not.

Note

- Default: *Copier/OFF, Document Server/OFF, Facsimile/OFF, Scanner/OFF, Printer/OFF*

❖ External Charge Unit Management

Use the external charge unit to limit the user's charge and to manage the use.

Note

- Default: *Copier/OFF, Document Server/OFF, Facsimile/OFF, Scanner/OFF, Printer/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 access codes.

Note

- Default: *OFF*
- If you select "ON", enter the access code (max. 8 digits) with the number keys, and then select "Partial" or "All Initial Settings" to set the access limit.
 - If you selected "Partial"
 - An access code is only required for the "Timer Setting", "Key Operator Tools" initial settings and for "Key Operator Tools" for the fax initial settings. "MENU PROTECT" will be set for "CHANGE/CONTROL" in the printer initial settings. If you set "MENU PROTECT", you can set the key operator code under of the printer initial settings. ⇒ "Printer Features Parameters" in the Printer Reference

- If you selected “All Initial Settings”
An access code will be required to access all the items in the System Settings, Copier/Document Server Features, Facsimile Features, Printer Features, and Scanner Features.
- If you select “All Initial Settings”, you will need to enter the access code to access the Key Operator Code screen.

◆ Panel Off Level

Specifies the panel off level.

Level	Warm-up time
Level 1	about 3 second
Level 2	about 10 seconds

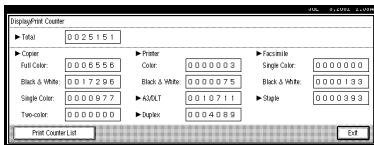
Note

- Default: *Level 1*

◆ Display/Print Counter

Allows you to view and print the number of prints.

- Display/Print Counter
Displays the number of prints for each functions (Total, Copier (Full Color/Black & White/Single Color/Two-color), Facsimile (Single Color/Black & White), and Printer (Color/Black & White), A3/DLT, Duplex, Staple).
- Print Counter List
Prints out a list of the number of prints for each functions.
- To print the counter list
 - ① Press the **[User Tools/Counter]** key.
 - ② Press **[System Settings]**.
 - ③ Press **[Key Operator Tools]**.
 - ④ Press **[Display/Print Counter]**.
 - ⑤ Press **[Print Counter List]**.



- ⑥ Press the **[Start]** key.
- ⑦ Press **[Exit]**.

❖ Display/Clear/Print Counter per User Code

Allows you to view and print the number of prints accessed with user codes and to set the values to 0.

Note

- Press [**▲**] and [**▼**] to show all the number of prints.
 - Print Counter per User Code
Prints the number of prints for each of the user codes.
 - Clear Counter per User Code
Sets the number of prints for each of the user codes to 0.
 - The number of prints may differ from the counter value of Total Counter in the User Tools.

Note

- Print List for Each User Code ⇒ p.98 “Printing the Number of Prints for Each User Code”.
 - Print Counter for All User Codes
Prints the number of prints for all the user codes.
 - Clear Counter for All User Codes
Sets the number of prints for all the user codes to 0.

5

❖ Address Book Management

Adds, changes or deletes user codes (max 8 digits). For details on operations, see p.94 “User Code”.

Note

- You can register up to 2000 user names.
- You can register up to 80 user codes. If you add the optional functions, you can register up to 200 user codes.
- You can also register user codes from SmartNetMonitor for Admin (printer option required).
- Even if you change user codes, number of prints are not cleared.
- If you clear a user code, its number of prints associated with it are also automatically cleared.
 - **[Program/Change]**
This registers new user codes. You can register and change user codes and user names.
 - User name
User (destination) name, key display, registration number, title selection
 - User code
User code, available functions
 - By E-mail Address
E-mail address, sender's password, enter password
 - **[Delete]**
Deletes a user.

◆ Address Book: Program/Change/Delete Group

You can register multiple users in a group.

Then you can easily control the registered users for each group.

- **[Program/Change]**

This registers new groups, or changes the group name, key display, title selection, or registration number.

- **[Delete]**

Deletes a group.

◆ Address Book: Change Order

Changes the order of the registered user (destination).

Note

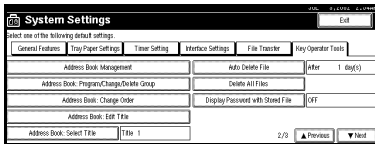
You can rearrange the order of items on the same page, but you cannot move the items to another page. For example, you cannot move an item from “PLANNING” ([OPQ]) to “DAILY” ([CD]).

① Press the **[User Tools/Counter]** key.

② Press **[System Settings]**.

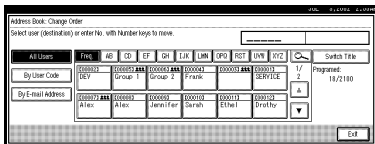
③ Press **[Key Operator Tools]**.

④ Press **[Address Book: Change Order]**.



System Settings	
Select one of the following default settings.	
General Features	Tray/Paper Settings
Timer Setting	Interface Settings
File Transfer	Key Operator Tools
Address Book: Management	Auto Delete File
After 1 day(s)	
Address Book: Program/Change/Delete Group	Delete All Files
Address Book: Change Order	Display Password with Stand File
Address Book: Edit Title	OFF
Address Book: Select Title	Title 1
	2/0 ▲ Previous ▼ Next

⑤ Press the user (destination) key to be moved.

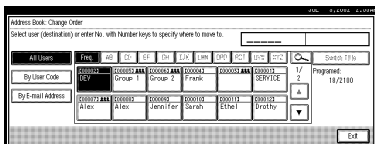


All Users	FNC	AD	CD	EF	CH	LXV	LNK	OPQ	RST	UVX	XYZ	Switch Title
By User Code	000033	000037	000041	000045	000049	000053	000057	000061	000065	000069	000073	Prepared: 1/2 18/2180
By E-mail Address	000033	000037	000041	000045	000049	000053	000057	000061	000065	000069	000073	
Alias:	Alan	Ann	Ben	Carl	Dora	Edna	Frank	Gertie	Helen	Irene	Jack	

Note

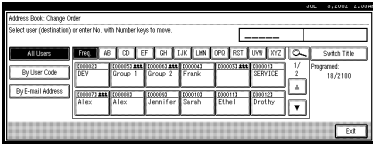
You can select a user with the number keys.

⑥ Press the user destination key which is in the place, you want to move to.



All Users	FNC	AD	CD	EF	CH	LXV	LNK	OPQ	RST	UVX	XYZ	Switch Title
By User Code	000033	000037	000041	000045	000049	000053	000057	000061	000065	000069	000073	Prepared: 1/2 18/2180
By E-mail Address	000033	000037	000041	000045	000049	000053	000057	000061	000065	000069	000073	
Alias:	Alan	Ann	Ben	Carl	Dora	Edna	Frank	Gertie	Helen	Irene	Jack	

The user (destination) selected in step ⑤ moves to the place selected in step ⑥, and the keys for the other users will shift.



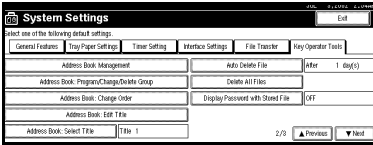
Note

You can select a user using the number keys.

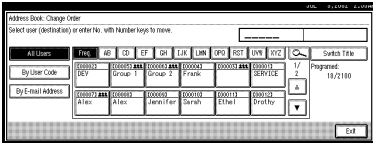
◆ **Address Book: Edit Title**

You can edit the title to find a desired user easily.

- ① Press the **[User Tools/Counter]** key.
- ② Press **[System Settings]**.
- ③ Press **[Key Operator Tools]**.
- ④ Press **[Address Book: Edit Title]**.



- ⑤ Press the title key to be changed.



- ⑥ Enter the new name, and then press **[OK]**.
- ⑦ Press **[Exit]**.

◆ **Address Book: Select Title**

Specifies the title to select a user.

Note

Default: *Title 1*

❖ Auto Delete File

Specifies whether the documents stored in the document server are to be deleted or not after a specified period of time.

Note

- Default: *Yes After 3 day(s)*
- If you select *Yes*, the documents stored after this setting will be deleted.
- If you select *No*, documents will not be deleted automatically.
- If you select *Yes*, enter the number of days within the range of 1 - 180.
- The factory 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 **[OK]**.

❖ Display Password with Stored File

Specifies whether the password for the documents stored in the document server is temporarily displayed or not.

Note

- Default: *OFF*
- Only when you forget the password, select **[Yes]**. After you confirm the password, be sure to return the setting to **[No]**.

❖ Key Operator's E-mail Address

By registering the operator's E-mail Address, you can send an E-mail if problems arise. Specifies whether or not to use this function.

The default setting is blank, the E-mail address is not installed.

❖ AOF (Always ON)

Specifies to keep the Auto Off function ON.

Note

- Default: *ON*
- For details of this function, contact your service representative.

User Code

By registering user codes, you can limit users to particular functions and check their use of each function. By installing an optional external charge unit in the machine, you can summarize and manage data on each function and monitor function usage in more detail.

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 users for each color settings.

The number of copies for each color settings is counted for each user code. So you can check the usage for each user.

Note

- Select the color in User Code Management. ⇒ p.88

◆ Document Server

When you set User Code Management, entering the user code is requested before using the Document Server function. This enables you to limit the users of the Document Server.

The number of copies in Document Server mode is counted for each user code as the accumulated printings.

Note

- Select the Document Server function in User Code Management. ⇒ p.88

◆ Facsimile

When you set User Code Management, entering the user code is requested before using the Facsimile function. This enables you to limit the users of the facsimile transmission.

The number of copies for the document stored in the document server in facsimile mode is counted for each user code. So you can check the usage for each user.

Note

- Select the Facsimile function in User Code Management. ⇒ p.88

◆ Printer

When you set User Code Management, you can print documents from the printer driver with the user code registered.

Black & White documents are counted as Black & White print, and documents which includes any of the colors are counted as color print for each user code. You can check usage for each user.

Note

- To register the user code of the printer driver automatically, select PC Control:ON for the printer in User Code Management. If you use the user code set in User Tools, select PC Control:OFF and set the user code for each color. Set the user codes registered in User Tools for the printer driver ⇒ p.88.

❖ Scanner

Limits users who can use the Scanner function and manages the use of each user code.

Note

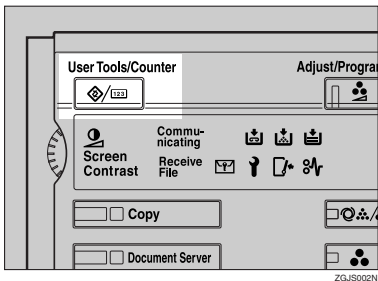
- Select the Scanner function in User Code Management settings (⇒ p.88).

Important

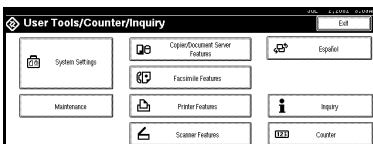
- The functions associated with each user code are the same. If you change or delete user codes, management data and limits of that code will become invalid.

Registering the New User Code

- 1** Press the **[User Tools/Counter]** key.



- 2** Press **[System Settings]**.



- 3** Press **[Key Operator Tools]**.

- 4** Press **[Address Book Management]**.

- 5** Press **[New Program]**.

Note

- To register a user code to a registered user, press the user key whose user code is to be registered, or enter the registered number using the number keys.

- 6** Set the user information.

Note

- To register a user code to a registered user, skip to step **7**.

To register the user name and key name

- 1** Press **[Change]** on the right of the user name or key name.

The user name or key name entry dialog box appears.

- 2** Enter the user name or key name, and then press **[OK]**.

Note

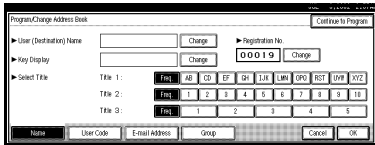
- You can use the same user name as that assigned to the documents in document server mode. In this case, entry of the user code is not required. ⇒ p.55 “Document Server”

Reference

⇒ p.108 “Entering Text”

To select the title

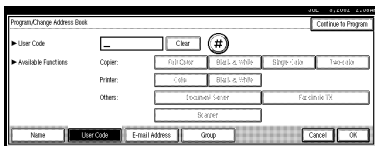
- 1 Press the key for the classification you want to use from “Select Title”.



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”.

- 7 Press [User Code].
- 8 Enter the user code using the number keys and then press [#].

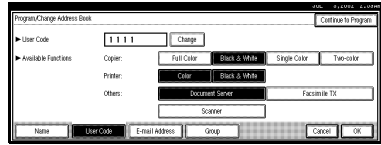


Note

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

- 9 Select the functions to be used with the user code from “Available Functions”.

- 10 To continue registering user codes, press [Continue to Program], and then repeat the procedures from step 6.



- 11 Press [OK].
- 12 Press [Exit].
- 13 Press the [User Tools/Counter] key.

Changing a User Code

- 1 Press the [User Tools/Counter] key.
- 2 Press [System Settings].
- 3 Press [Key Operator Tools].
- 4 Press [Address Book Management].
- 5 Press [Program/Change].
- 6 Select the registered user code you want to change.
You can also enter the registered number using the number keys.
- 7 Enter the new information for the item you want to change.

To change the user (destination) name or key name

- 1 Press [Change] on the right of the user (destination) name or key name.
- 2 Enter the user (destination) name, and press [OK].

Reference

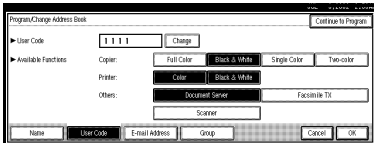
⇒ p.108 “Entering Text”

To change the title

- 1 Press the key for the classification you want to use from “Select Title”.
-

Changing the user code

- 1 Press [User Code].
- 2 Press [Change], and then enter the new user code using the number keys.



- 3 Press [#].
-

To change the available functions

- 1 Press [User Code].
- 2 Press the key to select the functions to be enabled.

Note

- Press the key to make it highlighted, and the key will be enabled.

- 8 Press [OK].
- 9 Press [Exit].
- 10 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.

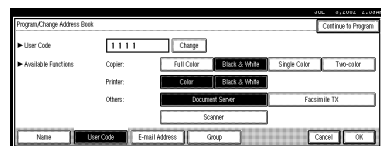
- 1 Press the [User Tools/Counter] key.
 - 2 Press [System Settings].
 - 3 Press [Key Operator Tools].
 - 4 Press [Address Book Management].
-

To clear a user (destination)

- 1 Press [Delete].
 - 2 Select the user (destination) you want to delete.
Press the user (destination) key, or enter the registered number using the number keys.
 - 3 Press [Yes] in the confirmation screen.
-

To delete the user code

- 1 Select a user (destination) whose user code is to be deleted.
Press the user (destination) key, or enter the registered number using the number key.
- 2 Press [User Code].
- 3 Press [Change] to delete the user code, and then press [#].



- 4 Press [OK].

- 5 Press [Exit].
- 6 Press the [User Tools/Counter] key.

Displaying the Number of Prints for Each User Code

You can check the number of prints for each function's user code.

- 1 Press the [User Tools/Counter] key.
- 2 Press [System Settings].
- 3 Press [Key Operator Tools].
- 4 Press [Display/Clear/Print Counter per User Code].
- 5 Press [Print Counter].

The individual function counters for each user code are displayed.

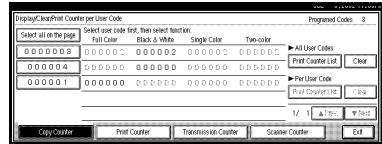
Printing the Number of Prints for Each User Code

You can print out the number of prints for each user code using [Copy Counter] or [Print Counter]. Also, you can print out by using both of them together.

- 1 Press the [User Tools/Counter] key.
- 2 Press [System Settings].
- 3 Press [Key Operator Tools].
- 4 Press [Display/Clear/Print Counter per User Code].

To print the number of prints for each user code

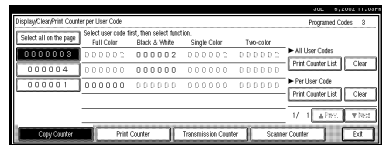
- 1 Select a User Code from the left side of the display.



Note

- Press [Select all on the page] if you want to select all user codes on the page.

- 2 Press [Print Counter List] of "Per User Code".

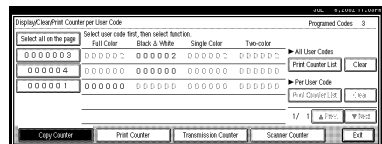


Note

- Enter the user code, and then press [#] if the user code is registered.

To print the number of prints for all user codes

- 1 Press [Print Counter List] of "All User Codes".



Note

- Enter the user code, and then press [#] if the user code is registered.

5 Press [Print Counter].

6 Press [Print].

Clearing the Number of Prints

1 Press the [User Tools/Counter] key.

2 Press [System Settings].

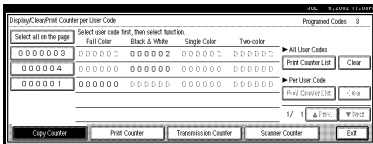
3 Press [Key Operator Tools].

4 Press [Display/Clear/Print Counter per User Code].

5 Select the User Code to clear.

To clear the number of prints for each user code

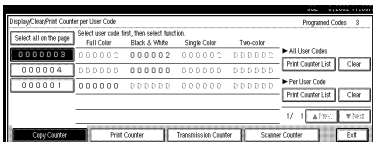
1 Select a User Code from the left side of the display.



Note

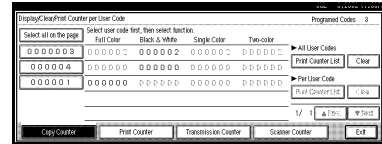
Press [All on The Page] if you want to select all user codes on the page.

2 Press [Clear] for "Per User Codes".



To clear the number of prints for all user codes

1 Press [Clear] for "All User Codes".



6 Press [Print Counter].

7 Press [Print].

E-mail Destination

By registering an E-mail destination, you can send scanned documents by E-mail.

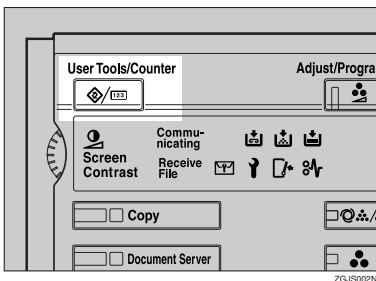
- It is easy to select the E-mail destination if you register "User (Destination) Name" and "Key Display" for the E-mail destination.
- You can register an E-mail destination as a group.
- You can use the E-mail destination as the Sender's address. In this case, you can set a password in order to prevent the use of other people.

Reference

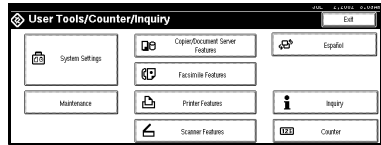
E-mail destinations can also be registered using SmartNetMonitor for Admin (printer option required). ⇒ Network Printing Guide

Registering an E-mail Destination

1 Press the **[User Tools/Counter]** key.



2 Press **[System Settings]**.



3 Press **[Key Operator Tools]**.

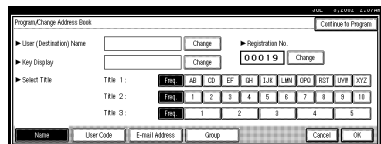
4 Press **[Address Book Management]**.

5 Press **[New Program]**.

Note

- To register an E-mail address to a registered user, press the user key you want to register, or enter the registered number using the number keys.

6 Set the user's information.



Note

- To register an E-mail address to a registered user, skip to step **7**.
- Registration No. will automatically be set to the minimum number which is not used.

To register the user (destination) name and key name

1 Press **[Change]** on the right of the user (destination) name or key name.

The user (destination) name or key name entry dialog box appears.

- 2** Enter the user (destination) name or key name, and then press [OK].

 **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, refer to "User Code" ⇒ p.94.

 **Reference**

⇒ p.108 "Entering Text"

To select the title

- 1** 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 select-ed.

- You can only select one page for "Select Title".

- 7** Press [E-mail Address].

- 8** Press [Change] on the right of the "E-mail Address".



The E-mail address entry dialog box appears.

- 9** 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 the use of other people.
- E-mail address can be set in "name" or "name@domain" form. You can enter up to 128 characters for one address. Enter more than one character from the followings:
 - Numerals
 - Alphabets (uppercase and lowercase)
 - Symbols (! # \$ % & ' * + - / = ? ^ _ ` { | } ~)
 - periods

You cannot enter periods continuously, or as the first or the last character.

 **Reference**

⇒ p.108 "Entering Text"

Using as a sender

- 1** Press [ON] on the right of "Register as Sender".

Setting a password

- 1** Press [ON] on the right of "Sender's Password".
- 2** Press [Change] on the right of the "Enter Password".
- 3** Enter the password using the number keys and then press [#].

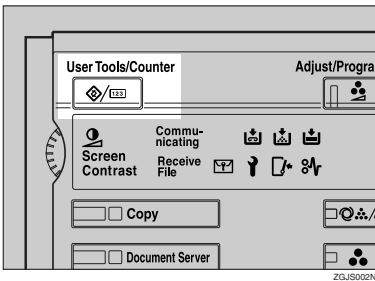
10 Press [OK].

Note

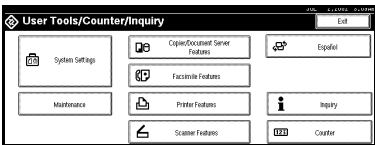
- When a group is registered, other E-mail destinations can be added to the group. (⇒ p.105 “Registering the E-mail Destinations to a Group”)

Changing a Registered E-mail Destination

1 Press the [User Tools/Counter] key.



2 Press [System Settings].



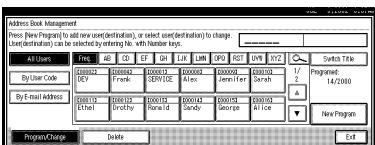
3 Press [Key Operator Tools].

4 Press [Address Book Management].

The registered user list appears.

5 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.



6 Press [E-mail Address].

7 Enter the items.

To change the E-mail address

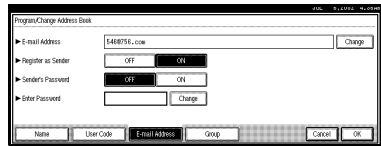
- 1** Press [Change] on the right of the E-mail address.
- 2** Enter the E-mail address, and then press [OK].

Reference

⇒ p.108 “Entering Text”

To change the password

- 1** Press [Change] on the right of the password.



- 2** Enter the new password using the number keys and then press [#].

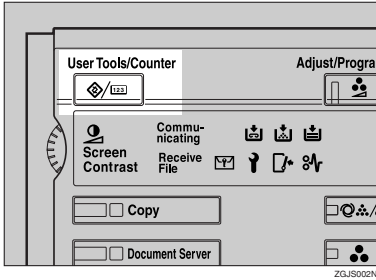
8 Press [OK].

Note

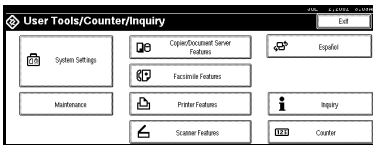
- To change the user name, refer to ⇒ p.106 “Deleting a Group”.
- To clear the user name, refer to ⇒ p.106 “Deleting a Group”

Clearing a Registered E-mail Address

- 1 Press the **[User Tools/Counter]** key.



- 2 Press **[System Settings]**.



- 3 Press **[Key Operator Tools]**.
- 4 Press **[Address Book Management]**.

To clear only the E-mail address

- 1 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.
- 2 Press **[E-mail Address]**.
- 3 Press **[Change]** on the right of the "E-mail Address".
- 4 Press **[Delete All]**, and then press **[OK]**.

To clear all user information

- 1 Press **[Delete]**.
- 2 Select the user you want to clear.
Press the user key you want to clear or enter the registered number using the number keys.
- 3 Press **[Yes]**.
- 5 Press **[Exit]**.

Registering E-mail Destinations to a Group

Registered groups can be used as followings:

- To easily control registered E-mail destinations for each group.
- To send the same messages to multiple addresses in a group.

To divide E-mail destinations into groups, the groups must be registered beforehand.

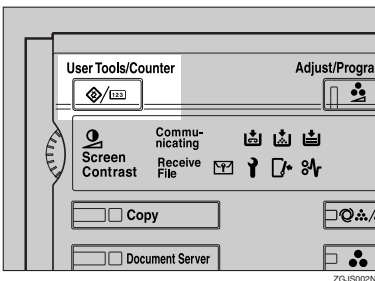
Reference

E-mail destinations can also be registered into groups using SmartNetMonitor for Admin (printer option required). ⇒Network Printing Guide

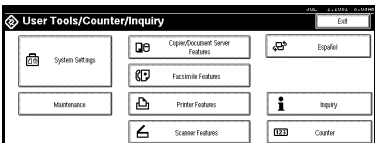
5

Registering a New Group

1 Press the **[User Tools/Counter]** key.



2 Press **[System Settings]**.

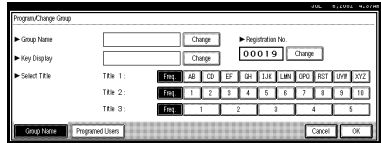


3 Press **[Key Operator Tools]**.

4 Press **[Address Book: Program/Change /Delete Group]**.

5 Press **[New Program]**.

6 Press **[Change]** on the right of the **Group Name**.



7 Enter the group name, and press **[OK]**.

8 When you want to change the key name, press **[Change]** on the right of the key name. Enter the key name and then press **[OK]**.

The Key Display name is automatically set.

9 Press the keys of "Select Title" to classify the group. Go to step **10** if you do not need to classify.

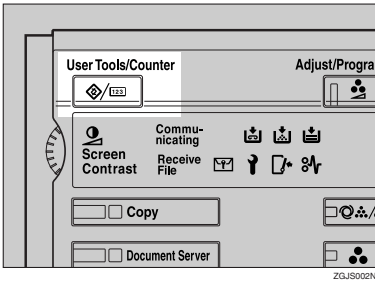
10 Press **[OK]**.

Registering the E-mail Destinations to a Group

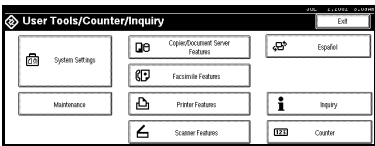
Note

- When registering new E-mail destinations, you can also register groups at the same time.

1 Press the **[User Tools/Counter]** key.



2 Press **[System Settings]**.



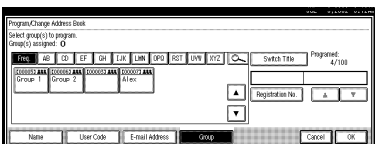
3 Press **[Key Operator Tools]**.

4 Press **[Address Book Management]**.

5 Press the user (destination) key which you want to register in a group.

6 Press **[Group]**.

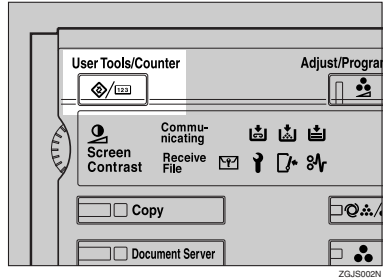
7 Select a group to which you want to register the E-mail destinations.



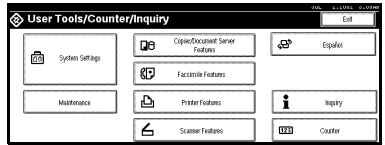
8 Press **[OK]**.

Deleting an E-mail Destination from a Group

1 Press the **[User Tools/Counter]** key.



2 Press **[System Settings]**.



3 Press **[Key Operator Tools]**.

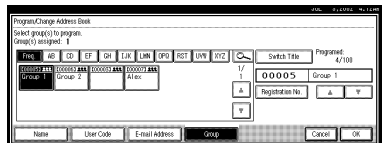
4 Press **[Address Book Management]**.

5 Select the user (destination) to delete from a group.

Press the user (destination) key which you want to delete or enter the registered number using the number keys.

6 Press **[Group]**.

7 Press the highlighted group key.



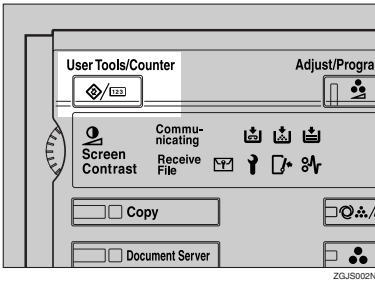
The user is deleted.

8 Press **[OK]**.

Displaying the E-mail Destinations

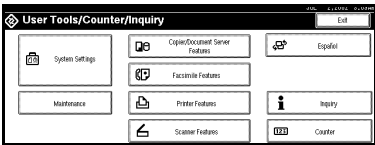
You can confirm the user (destination) of each group.

1 Press the **[User Tools/Counter]** key.



5

2 Press **[System Settings]**.



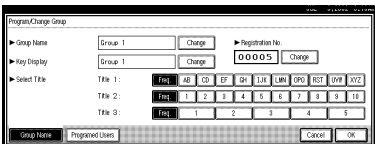
3 Press **[Key Operator Tools]**.

4 Press **[Address Book: Program/Change/Delete Group]**.

5 Select a group where the data you want to confirm is registered.

6 Press **[Programmed Users]**.

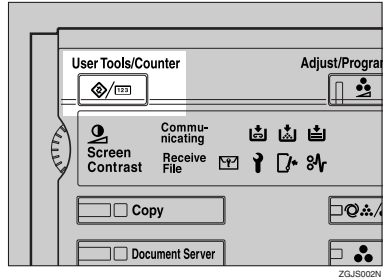
All the user names (E-mail destinations) are displayed.



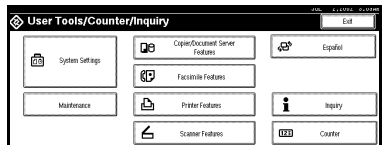
Press **[OK]**.

Deleting a Group

1 Press the **[User Tools/Counter]** key.



2 Press **[System Settings]**.



3 Press **[Key Operator Tools]**.

4 Press **[Address Book: Program/Change/Delete Group]**.

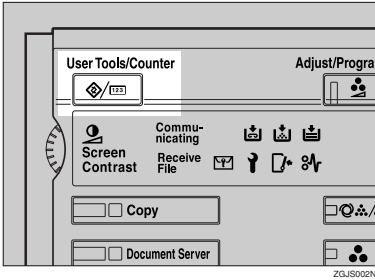
5 Press **[Delete]**.

6 Press the group key you want to delete.

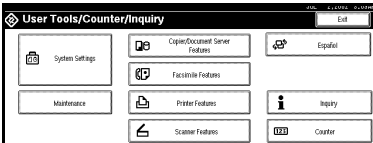
7 Press **[Yes]**.

Changing a Group Name

- 1 Press the **[User Tools/Counter]** key.

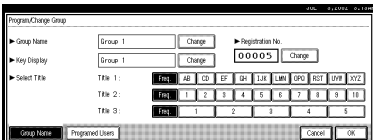


- 2 Press **[System Settings]**.



5

- 3 Press **[Key Operator Tools]**.
- 4 Press **[Address Book: Program/Change/Delete Group]**.
- 5 Press the group key you want to change.
- 6 Press **[Change]** on the right of the group name.
- 7 Enter the new group name, and then press **[OK]**.



- 8 Press **[OK]**.
The group name is changed.

Entering Text

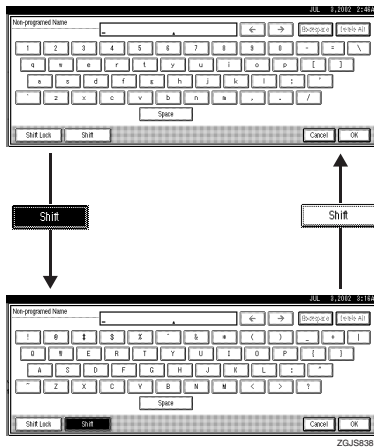
This section describes how to enter characters. When you enter a character, it is shown at the position of the cursor. If there is a character at the cursor position, the entered character is shown before that character.

Available Characters

- Alphabetic characters
ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz
- Symbols
- Numerals
0123456789

5

Keys



Note

- When entering uppercase or lowercase letters continuously, use **[Shift Lock]** to lock the case.

How to Enter Text

Entering letters

- 1** Press [Shift] to switch between uppercase and lowercase.
 - 2** Press the letters you want to enter.
-

Deleting characters



- 1** Press [Backspace] or [Delete All] to delete characters.

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 to get ready.
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 Panel Off mode or Energy Saver mode.	Press the [Energy Saver] key to cancel Energy Saver mode.
	The operation switch is turned off.	Turn on the operation switch.
Nothing happens when the operation switch is turned on.	The main power switch is turned off.	Turn on the main power switch.
Memory is full.	The number of scanned pages, the number of files, or capacity of the hard disk has exceeded.	Press [Delete File] to delete unnecessary 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 operation panel.
The user code entry dialog box is displayed.	Users are restricted by user management.	Enter the user code (up to 8 digits), and press [#] .
"Self checking.", "Color is being adjusted." appears.	The machine is performing image adjustment operations.	The machine may perform periodic maintenance during operations. The frequency and duration of maintenance depends on the humidity, temperature, and printing factors such as number of prints, paper size, and paper type. Wait for the machine to get ready.

Machine Status	Problem/Cause	Action
The main power indicator continues blinking and does not turn off when pressed.	This occurs in the following cases: <ul style="list-style-type: none"> • The exposure glass cover or document feeder (ADF) is open. • The machine is in communication with external equipment. • The hard disk is in operation. 	Wait till the blinking stops, and then turn off the operation switch.
The original images are printed on the reverse side of the paper.	You may have loaded the paper incorrectly.	Load paper into trays 1, 2, 3, and 4, and the large capacity tray with the print side up, or into a bypass tray with the print side down. ⇒ p.115 “  Loading Paper”
Misfeeds occur frequently.	The tray's side guides may not be locked.	Check that the side guides are locked. ⇒ p.126 “Changing the Paper Size”
	The tray's end guide may not be locked.	Check that the end guide is locked. ⇒ p.126 “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.76 “Tray Paper Size: (Tray 1-4)” ⇒ p.159 “Copy Paper”
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.120 “  Clearing Misfeeds”
Cannot print in duplex mode.	You cannot use the paper in the bypass tray for duplex printing.	For duplex printing, select Tray 1 - 4 in Copier mode or with the printer driver.
	If you select thick paper, thick dup. back paper, OHP or label paper as the paper type, duplex printing is disabled.	Select another paper type. ⇒ p.76 “Tray Paper Size: (Tray 1-4)”
	The setting for the Paper Type: Tray 1-4 is “1 Side copy”.	Select “2 Sided copy” for Paper Type:Tray 1-4 ⇒ p.77 “Paper Type:Tray1-4”

Printing Problems

Problem	Action
<p>Colors are missing in some parts.</p> 	<p>Perform [Clean / Adjust] in the Maintenance menu. See ⇒ p.143 "Cleaning and Adjusting Internal Parts".</p>
<p>White lines appear.</p> 	<p>Clean the dustproof glass. See ⇒ p.143 "Cleaning the Dustproof Glass".</p> <p>Perform [Clean / Adjust] in the Maintenance menu. See ⇒ p.143 "Cleaning and Adjusting Internal Parts".</p>
<p>Color lines appear.</p> 	<p>Perform [Clean / Adjust] in the Maintenance menu. See ⇒ p.143 "Cleaning and Adjusting Internal Parts".</p>

Document Server

Problem	Action
<p>"Scanned pages exceeded max. number. Do you want to store the scanned pages as a file?" appears.</p>	<p>The number of scanned pages exceeds the capacity per file of the Document Server.</p> <p>If you want to store scanned originals as a file, press [Store File]. The originals are stored as a file in the Document Server. If you don't want any scanned originals to be stored, press [No]. The scanning data will be cleared.</p>
<p>You forgot your password.</p>	<p>You can confirm your password.</p> <p>Press [ON] temporarily for "Display Password with Stored File" in the User Tools. You can check the password when you have selected the file. ⇒ p.93 "Display Password with Stored File"</p> <p>You can delete all the saved documents at once with the User Tools. ⇒ p.93 "Delete All Files"</p> <p>Make sure that no important documents are saved in the Document Server before deleting all saved documents.</p>
<p>You cannot find out what is saved in a file.</p>	<p>Check the date or time column in the "Document Server: Files" display.</p>
	<p>Check the contents of the document by printing the first page of it. Press the line for the desired document in the "Document Server: Files" display, and press [Print 1st Page] followed by the [Start] key.</p>
<p>Memory becomes full frequently.</p>	<p>Press [Delete File] to delete selected documents, thereby increasing available memory.</p>
<p>You want to check print quality before making a large print run.</p>	<p>Check print quality by printing out only the first set using the [Sample Copy] key.</p>
<p>You want to save documents so they will not be deleted automatically.</p>	<p>Turn "Auto Delete File" off, and then save the documents in the Document Server. ⇒ p.93 "Auto Delete File"</p> <p>If you turn on "Auto Delete File" after, the function is only applied to subsequent documents.</p>
<p>"Cannot copy. Original is being scanned by other functions." appears.</p>	<p>The Copy function is in use. To cancel the job in process, first press [Exit]. and then press the [Copy] key. Next press the [Clear/Stop] key. When the message "Stop printing?" appears, press [Stop].</p>

Loading Paper

Reference

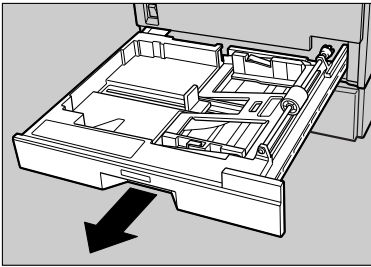
Regarding Paper types and sizes,
 ⇒ p.159 "Copy Paper"

Loading Paper in Tray 1 and 2

Note

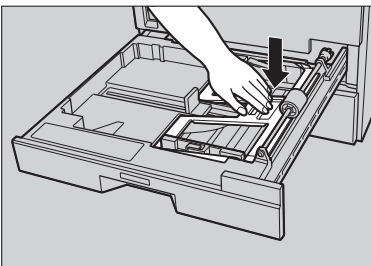
- You can change the paper size ⇒
 p.126 "Changing the Paper Size"

- 1** Pull out the paper tray slowly until it stops.



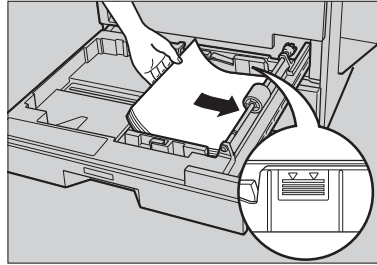
ZGJS120E

- 2** Lower the base panel by pushing "Push". When paper is set in the tray, push down on the paper.



ZGJS130E

- 3** Load paper into the tray with the print side up.



ZGJS140E

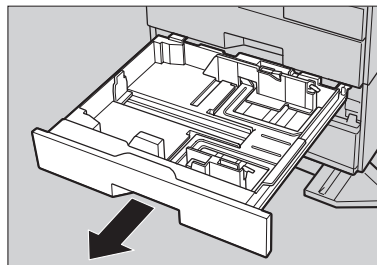
Important

- Confirm that the top of the stack is not higher than the limit mark inside the tray.

- 4** Slide the paper tray into the printer carefully until it stops.

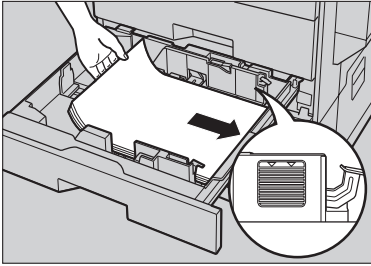
Loading Paper in Tray 3 and 4 (option)

- 1** Pull out the paper tray slowly until it stops.



ZGJS150E

- 2** Load paper into the tray with the print side up.



ZGJS230E

Important

- Check that the top of the stack is not higher than the limit mark inside the tray.

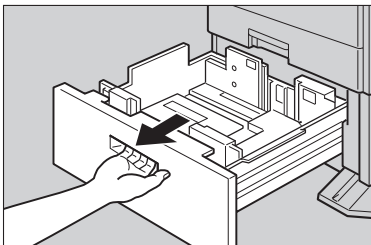
- 3** Slide the paper tray into the printer carefully until it stops.

Loading Paper in the Large Capacity Tray (option)

Note

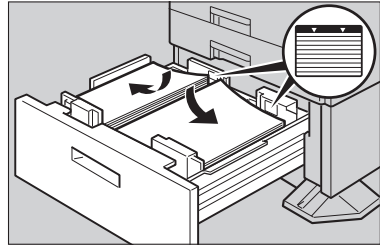
- Load copy paper of the same size and direction in both left and right side trays.

- 1** Pull out the large capacity tray.



ZGJS170E

- 2** Align the paper and load it in the tray with the print side up.



ZGJS180E

Important


- Align the right edge of the right copy paper stack to the right edge of the tray.
- Align the left edge of the left copy paper stack to the left edge of the tray.
- Do not stack paper over the limit mark.

Note

- Shuffle the paper before loading it in the tray.
- Straighten curled or warped paper before placing it in the tray.

- 3** Push the paper tray in until it stops.

Adding Toner

When  is displayed, it is time to add toner.

WARNING:

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


CAUTION:

- *Keep toner (used or unused) and toner containers out of reach of children.*

Important

- If you use toner other than that recommended, an error might occur.
- When adding toner, do not turn off the operation switch.
- Always add toner after the machine instructs you.
- Do not install and remove the toner cartridges over and over. This could result in a toner leak.
- Do not shake the removed toner cartridge. The remaining toner might scatter.

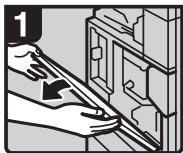
Note

- You can still make about 50 copies after the messages “ Toner is almost empty.”, “Replace Toner Cartridge(s).”, and “Black, Yellow, Magenta, Cyan” appear cyclically, but replace toner early to prevent poor copy quality.
- Change all four color-toner cartridges in the same way.
- If “Toner Cartridge is not set properly.” appears, slide the toner cartridge back and forth twice, and push it until it stops.
- The consumption of toner depends on the humidity, temperature and printing factors such as image size, density, number of prints, paper size, and paper type. Moreover, to preserve print quality, this machine automatically performs periodic maintenance using the toner.

Reference

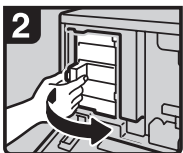
Regarding toner storage, ⇒ p.139 “Toner Storage”.

Removing Toner



ZGJIS791E

- 1: Open the front cover of the machine.



ZGJIS860E

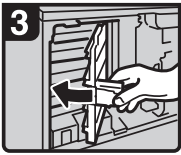
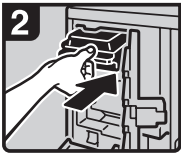
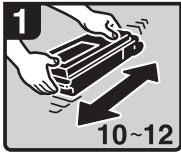
- 2: Pull the lever and open the green cover.



ZGJIS861E

- 3: Gently pull out the toner cartridge.

Inserting Toner



- 1: Hold a new cartridge and shake it 10~12 times.

 **Note**

- Do not touch the “metal contact point” of the cartridge, or it may be damaged.

- 2: Insert the cartridge horizontally, and gently push it in completely.

- 3: Close the green cover.
- 4: Close the front cover of the machine.

✂ 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 lost.
- To prevent misfeeds, do not leave any torn scraps of paper inside the machine.
- If paper misfeeds occur repeatedly, contact your service representative.

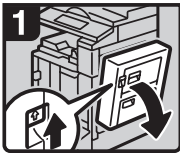
📝 Note

- More than one misfeed area may be indicated. In such cases, check every applicable area. See the following charts: A, B, C, D, P, R, Y, Z
- You can find a sticker explaining how to remove misfed paper inside the front cover or inside the finisher.

6

Checking paper jams around the heating roller

Generally, the orange heating roller should be visible when you open the right side cover. Check it once in a while, and if you find any misfed paper, call your service representative.



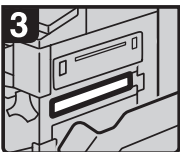
ZGJIS781E

- 1: Open the Duplex unit.



ZGJIS782E

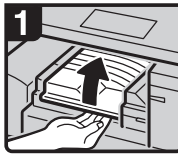
- 2: Open the right cover.



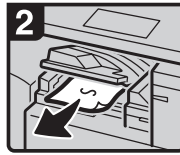
ZGJIS783E

- 3: See if there is any misfed paper inside.

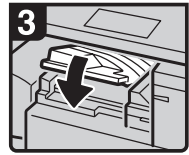
D When D is lit



1. Open the Bridge unit cover.



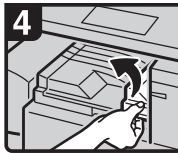
2. Remove the misfed paper.



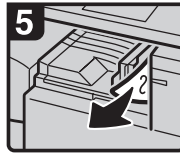
3. Close the cover.

Note

- Hold the cover while removing the paper.

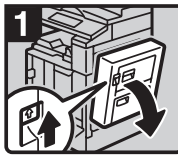


4. If you cannot remove the misfed paper, open the right cover of the Bridge unit.



5. Remove the misfed paper.
6. Close the cover.

B When B is lit



1. Open the Duplex unit and the front cover of the machine.



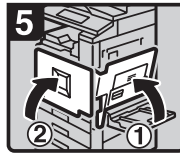
2. Open the right cover.



3. Remove the misfed paper.



4. To remove the paper from the top feed, slowly turn the blue dial to the left or right and remove the paper.

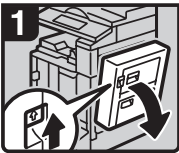


5. Close the Duplex unit.
6. Close the front cover of the machine.

Note

- If you cannot see the paper, look at the right side of the machine from a lower angle.
- If you still cannot remove the paper, contact your service representative.

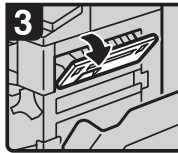
C When C is lit



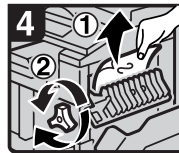
1. Open the Duplex unit and the front cover of the machine.



2. Open the right cover.



3. Open the upper right cover.



4. Slowly turn the blue dial to the left or right and remove the misfed paper.

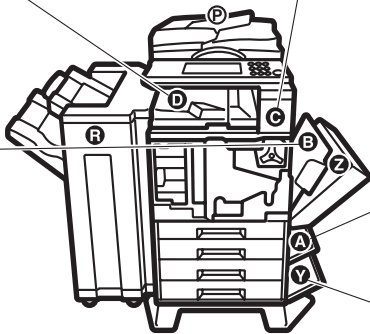


5. If you cannot remove the misfed original, turn the blue dial to the left and remove the misfed paper from the internal tray.

6. Close the Duplex unit and front cover of the machine.

Note

- If you cannot see the paper, look at the right side of the machine from a lower angle.
- If you still cannot remove the paper, contact your service representative.



A When A is lit



1. Open the upper right cover and the front cover of the machine.

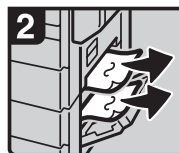


2. Remove the misfed paper.

Y When Y is lit



1. Open the right cover.



2. Remove the misfed paper.
3. Close the cover.

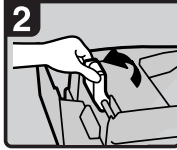
6

You can make an enlarged copy of this page and stick it on the walls.

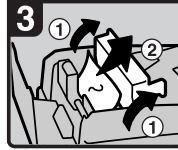
P When P is lit



1. Open the cover of the auto document feeder (ADF) and remove the misfed original.



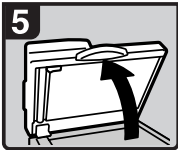
2. Lift the lever.



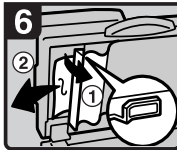
3. Open the cover and remove the misfed original.



4. If you cannot remove the misfed original, open the ADF external cover and remove the misfed original.



5. Open the auto document feeder (ADF).

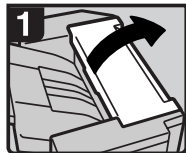


6. Pull the green lever in the upper left corner and remove the misfed original.

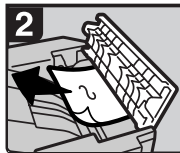
6

R When R is lit

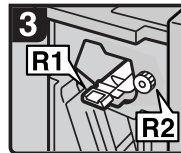
1000-sheet finisher



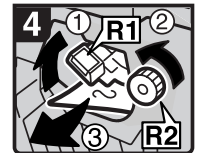
1. Open the upper cover.



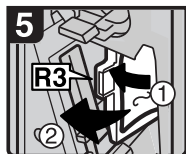
2. Remove the misfed paper.



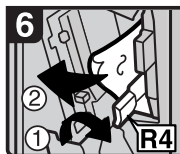
3. Open the front cover.



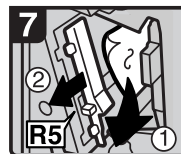
4. Hold up lever R1, turn knob R2 and remove the misfed paper.



5. Open lever R3 to the left and remove the misfed paper.

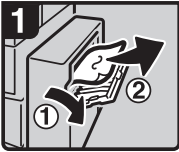


6. Push lever R4 to the right and remove the misfed paper.



7. Pull lever R5 and remove the misfed paper.

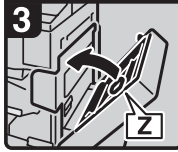
Z When Z is lit



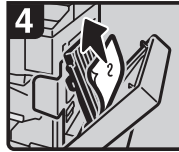
1. Open the Duplex unit cover and remove the misfed paper.



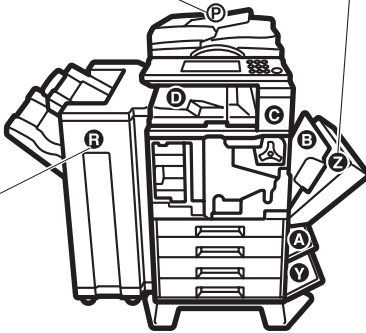
2. Open the Duplex unit and the front cover of the machine.



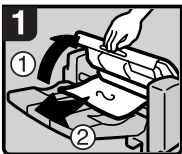
3. Raise the cover Z.



4. Remove the misfed original and close the unit.



500-sheet finisher



1. Open the upper cover and remove the misfed paper.

You can make an enlarged copy of this page and stick it on walls.

Changing the Paper Size

Preparation

Be sure to select the paper size with the user tools. Otherwise, misfeeds might occur. ⇒ p.76 "Tray Paper Size: (Tray 1-4)"

Important

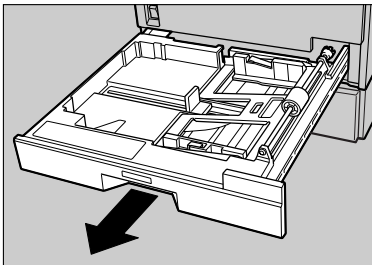
- ❑ If you wish to change the paper size set in the optional large capacity tray (LCT), contact your service representative.
- ❑ The procedures for changing the paper size are different depending on the tray (paper tray 1, paper tray 2 or the optional paper tray units). Check that you are following the appropriate procedure before you start.

Reference

For paper sizes, and types ⇒ p.159 "Copy Paper".

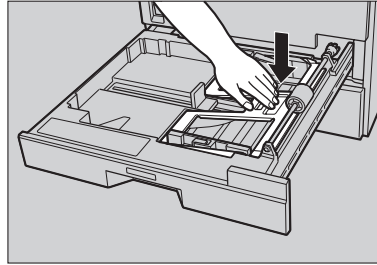
Changing the Paper Size of Tray 1 and 2

- 1** Pull out the paper tray slowly until it stops.



ZGJS120E

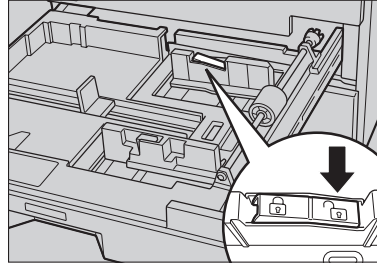
- 2** Lower the base panel by pushing "Push". When paper is set in the tray, push down on the paper.



ZGJS130E

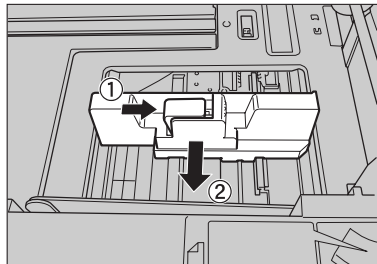
- 3** When paper is set in the tray, remove them.

- 4** Set the paper guide lock to the "unlocked" position.



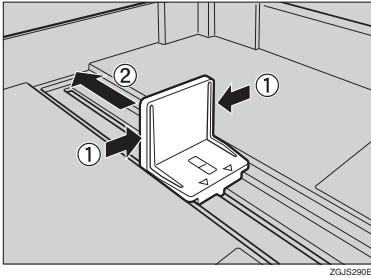
ZGGH270E

- 5** Pushing the green lever of the side guide (①), move the side guide toward you to open it (②).

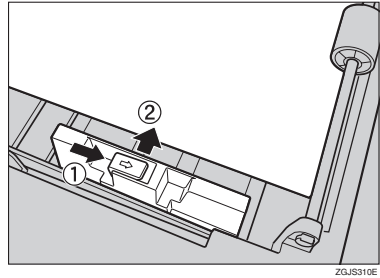


ZGJS210E

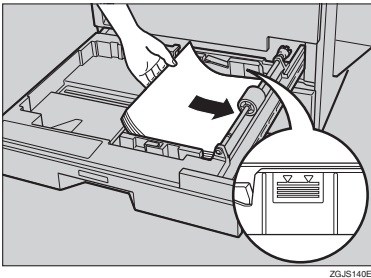
- 6** Pinching both sides of the end guide (①), move the end guide in the direction of the arrow (②) to open it.



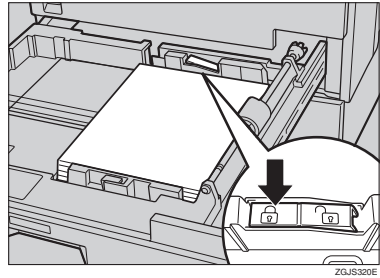
- 8** Pushing the green lever of the side guide (①), move the side guide toward the paper stack until it stops (②).



- 7** Load paper into the tray with the print side up.



- 9** Confirm that the paper is fixed in place, and then lock the side guides.

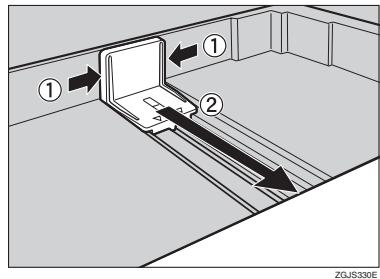


6

Important

- ❑ Confirm that the top of the stack is not higher than the limit mark inside the tray.

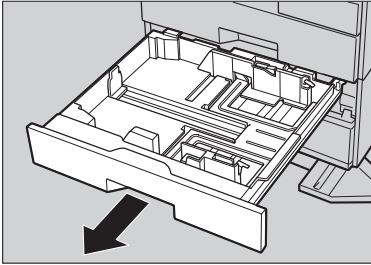
- 10** Pinching both sides of the end guide (①), move the end guide toward the paper stack until it stops (②).



- 11** Slide the paper tray into the printer carefully until it stops.

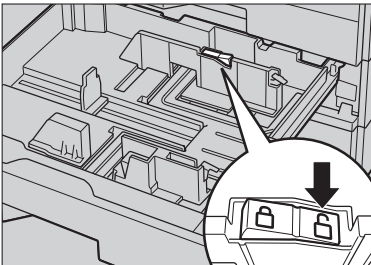
Changing the Paper Size of Tray 3 and 4 (option)

- 1 Pull out the paper tray slowly until it stops.

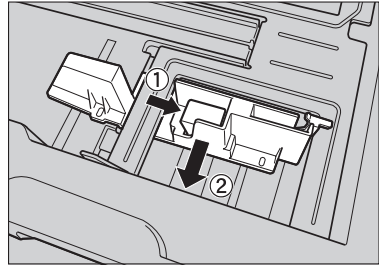


- 2 When paper is set in the tray, remove them.

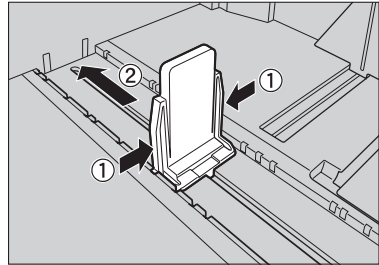
- 3 Set the paper guide lock to the "unlocked" position.



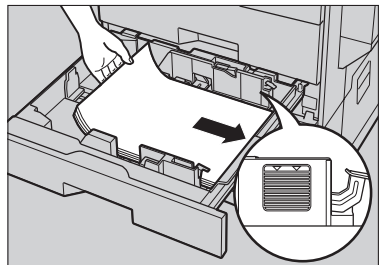
- 4 Pushing the green lever of the side guide (1), move the side guide toward you to open it (2).



- 5 Pinching both sides of the end guide (1), move the end guide in the direction of the arrow (2) to open it.



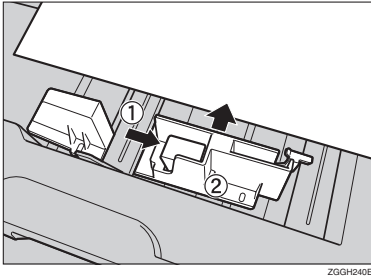
- 6 Load paper into the tray with the print side up.



Important

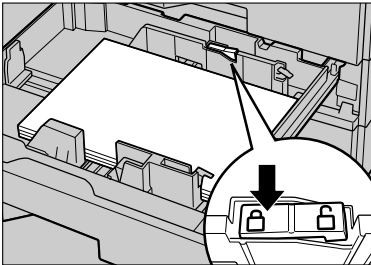
- ☐ Confirm that the top of the stack is not higher than the limit mark inside the tray.

- 7** Pushing the green lever of the side guide (①), move the side guide toward the paper stack until it stops (②).



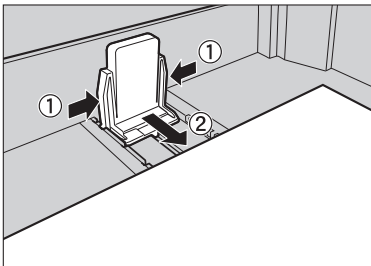
ZGGH240E

- 8** Confirm that the paper is fixed in place, and then lock the side guides.



ZGJS479E

- 9** Pinching both sides of the end guide (①), move the end guide toward the paper stack until it stops (②).



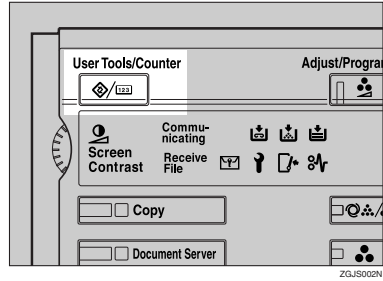
ZGJS250E

- 10** Slide the paper tray into the printer carefully until it stops.

Specifying Custom Paper Size

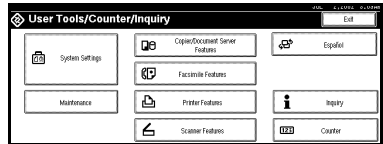
To use paper of a custom size, follow the procedure below to specify the custom paper size.

- 1** Press the [User Tools / Counter] key.



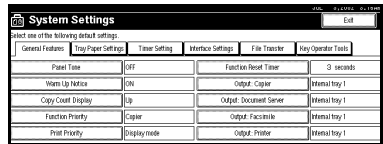
ZGJS002N

- 2** Press [System Settings].



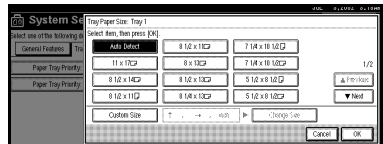
6

- 3** Press [Tray Paper Settings].

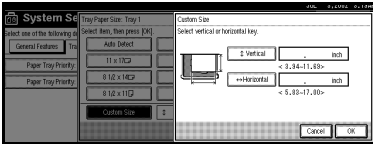


- 4** Select the tray to customize the paper size.

- 5** Press [Custom Size] on the "Tray Paper Size" display.



- 6** Press **[Vertical]** or **[Horizontal]** to specify the vertical or horizontal size respectively. Then enter the size with the number keys, and then press **[#]**.



Note

- To correct the entered value, press **[Clear]**, and then enter the correct value.

- 7** Press **[OK]**.
- 8** Press **[EXIT]**.
- 9** Press the **[User Tools / Counter]** key.

Adding Staples

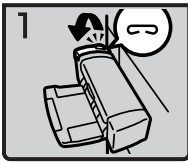
Important

- ❑ If you use a staple cartridge other than that recommended, staple failure or staple jams might occur.

Reference

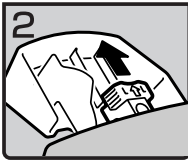
For the type of finisher, refer to “External Options” ⇒ p.23

500-Sheet Finisher



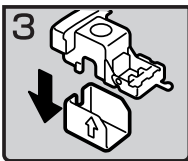
ZGJS798E

- 1: Open the side cover.



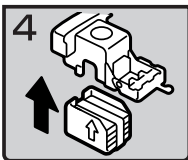
ZGJS798E

- 2: Remove the cartridge.



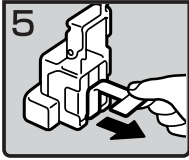
ZGJS797E

- 3: Take out the empty refill in the direction of the arrow.



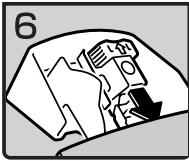
ZGJS798E

- 4: Push in the new refill until it clicks.



ZGJS799E

- 5: Pull out the ribbon.

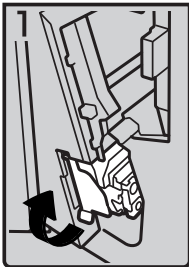


ZGJS800E

- 6: Reinstall the cartridge.
- 7: Close the side cover.

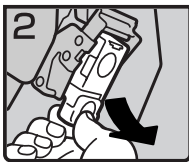
1000-Sheet Finisher

6



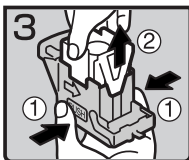
ZGJS801E

- 1: Open the front cover of the finisher and pull out the staple unit.



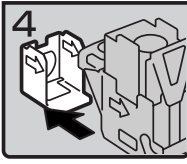
ZGJS802E

- 2: Hold the green lever and pull out the cartridge gently.



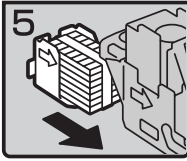
ZGJS803E

- 3: Hold both sides of the cartridge.
- 4: Pull up the upper unit of the cartridge.



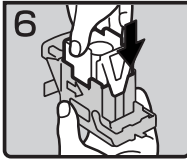
ZGJS804E

- 5: Take out the empty refill in the direction of the arrow.



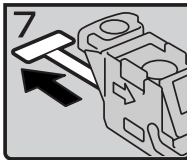
ZGJS805E

- 6: Align the arrows on the new refill and the cartridge, and then push in the refill until it clicks.



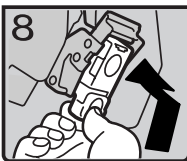
ZGJS806E

- 7: Push down the upper unit into the cartridge gently.



ZGJS807E

- 8: Pull out the ribbon.



ZGJS808E

- 9: Hold the green lever and reinstall the cartridge until it clicks.
- 10: Push back the staple unit and close the front cover of the finisher.

Removing Jammed Staples

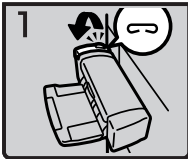
Note

- ❑ Staples might jam because of curled copy paper. In such a case, try turning the copy paper over in the tray. If there is no improvement, change to a copy paper with less curl.
- ❑ When the 500-Sheet Finisher is installed, after removing jammed staples, staples might not be ejected the first few times you try to use the stapler.

Reference

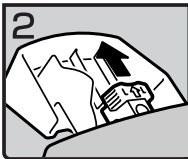
For the type of finisher, refer to “External Options” ⇒ p.23

500-Sheet Finisher



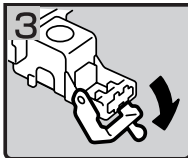
ZGJS796E

- 1: Open the side cover.



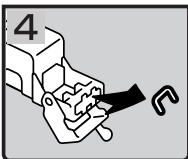
ZGJS796E

- 2: Remove the cartridge.



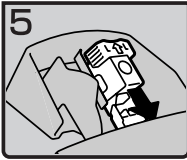
ZGJS810E

- 3: Open the face plate.



ZGJS811E

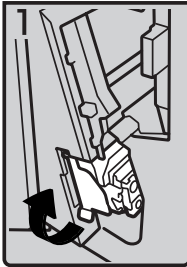
- 4: Remove jammed staples.



ZGJS812E

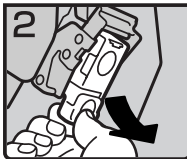
- 5: Reinstall the cartridge.
- 6: Close the side cover.

1000-Sheet Finisher



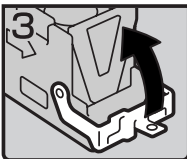
ZGJS801E

- 1: Open the front cover of the finisher and pull out the staple unit.



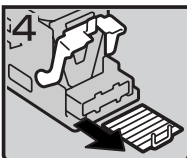
ZGJS802E

- 2: Hold the green lever and pull out the cartridge gently.



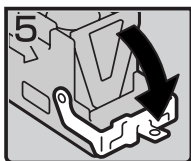
ZGJS813E

- 3: Open the face plate of the cartridge.



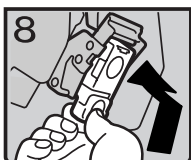
ZGJS814E

- 4: Remove jammed staples.



ZGJS815E

- 5: Pull down the face plate of the cartridge until it clicks.



ZGJS808E

- 6: Hold the green lever and reinstall the cartridge until it clicks.
- 7: Push back the staple unit and close the front cover of the finisher.

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.*

Important

- If you want to unplug the power cord or turn off the main power switch, make sure that the remaining memory space indicates 100% on the display for facsimile mode.
- While the machine is unplugged, you can neither send nor receive a fax.

Reference

For details, see the Facsimile Reference.

- When you use this machine for a long time in a confined space without good ventilation, you may detect an odd smell. To keep the workplace comfortable, we recommend that you keep it well ventilated.
- Do not touch areas on or around the fusing unit. These areas get hot.
- After making copies continuously, the exposure glass may become warm—this is not a malfunction.
- The area around the ventilation hole might feel warm. This is caused by exhaust air and is not a malfunction.
- Do not turn off the operation switch while copying or printing. Make sure that all copying or printing has finished.
- The machine might fail to produce good copy images if condensation forms inside due to rapid temperature change.
- Do not open the covers of the machine while copying or printing. If you do, misfeeds might occur.
- Do not move the machine while copying or printing.
- If you operate the machine improperly or a failure occurs with the machine, your machine settings might be lost. Be sure to make a note of your machine settings.
- The supplier shall not be liable for any loss or damage resulting from a failure with the machine, loss of machine settings, or use of the machine.

Saving Color Copies

- There is no difference between color prints and color copies in terms of fading. However, for long-term storage, make sure to store them in a binder away from direct sunlight.
- Toner may melt if a print and a half-dried print are put on top of each other.
- Toner may also melt when using solvent type adhesive agents for pasting prints.
- When folding prints, toner in the folds will come off.
- Toner may melt if it is placed on mats made of chlorinated plastic in locations of high temperature for long periods of time.
- Toner may melt if prints are placed in places of extremely high temperatures, such as near heaters.

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.*

 **Important**

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

 **Reference**

If you want to add toner. ⇒ p.117 “ 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 5mm, 0.2" both front to rear and left to right.
- To avoid possible buildup of ozone, be sure to locate this machine in a large well ventilated room that has an air turnover of more than 30 m³/hr/person.

Environments to avoid

- Locations exposed to direct sunlight or strong light (more than 1,500 lux).
- Locations directly exposed to cool air from an air conditioner or heated air from a heater. (Sudden temperature changes might cause condensation within the machine.)
- Locations close to machines generating ammonia such as a diazo copy machine.
- Places where the machine might be subjected to frequent strong vibration.
- Dusty areas.
- Areas with corrosive gases.

Moving

CAUTION:

- *Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.*

Important

- If you move the machine, you must be careful. Keep the following in mind:
 - Turn off the main power
 - Unplug the power cord from the wall. When you pull out the plug from the socket, grip the plug to avoid damaging the cord and causing fire or electric shock.

- Close all covers and trays including the front cover and bypass tray.

⚠ Limitation

- Carefully move the machine. If you do not, the machine might be damaged or a stored file might be deleted.
- Do not take off the holding stand.
- Protect the machine from strong shock. This could damage the hard disk and cause stored files to be deleted. As a precautionary measure, files should be copied to another 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.**

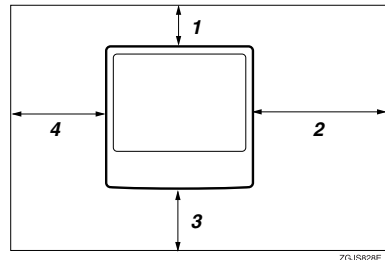
⚠ CAUTION:

- **When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).**

- When the main 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 ^{*1}: more than 10 cm (4")
2. Right: more than 55 cm (22")
3. Front: more than 75 cm (29.6")
4. Left: more than 10 cm (4")

^{*1} The space required at the rear is from the outside of the ventilation holes to the wall.

🔧 Note

- For the required space when options are installed, contact your service representative.

Maintenance

If the machine is dirty, you might not be able to make clean copies and prints. Clean the following parts when you find them dirty.

❖ Cleaning the machine

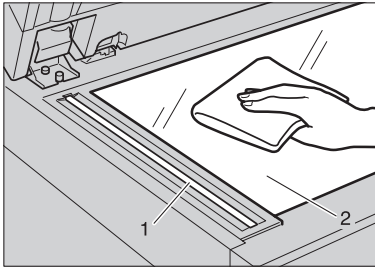
Wipe the machine with a soft, damp cloth. Then, wipe it with a dry cloth to remove the water.

⚠ 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. Other parts should be cleaned by your service representative.

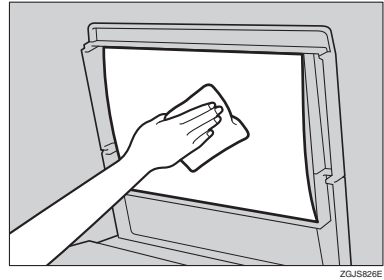
7

Cleaning the Exposure Glass

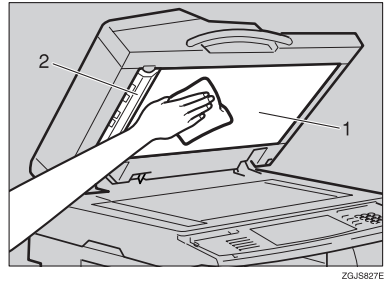


Clean 1 and 2.

Cleaning the Exposure Glass Cover



Cleaning the Document Feeder



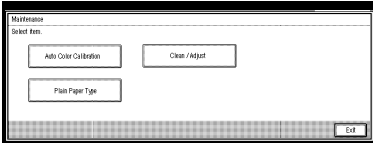
Clean 1 and 2.

Cleaning and Adjusting Internal Parts

Perform the following procedure when missing colors and lines appear on copies and prints.

1 Press the **[User Tools/Counter]** key and then **[Maintenance]**.

2 Press **[Clean / Adjust]**.



3 Press **[Yes]**.

Note

- Cleaning may take a while.
- Do not open the cover or turn off the power while the following display is shown and the machine is cleaning.

4 The display will return to **[Maintenance]** automatically when cleaning is finished. Press the **[User Tools/Counter]** key and exit User Tools.

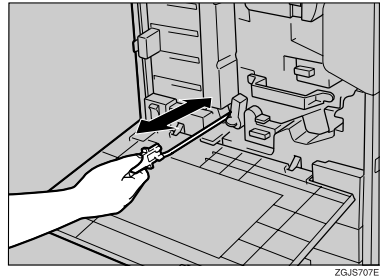
Cleaning the Dustproof Glass

The dustproof glass may require cleaning if white lines appear on copies and prints.

1 Turn off the main power switch.

2 Open the front cover of the machine.

3 Slide the cleaning brush with the blue handle in and out, slowly 8 to 10 times.



Important

- Do not insert the brush roughly, or you might damage the machine.

4 Return the cleaning brush to its original position.

5 Close the front cover of the machine.

6 Turn on the main power switch.

Other Functions

Inquiry

The inquiry function 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:

◆ Consumables

- Telephone No. for ordering
- Toner

◆ Diagnostics

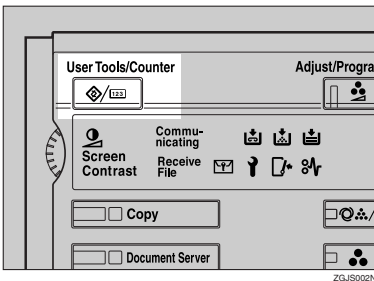
- Telephone No. for ordering
- Machine No.

◆ Service office

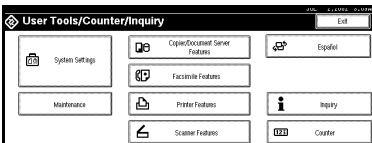
- Telephone No.

7

1 Press the **[User Tools/Counter]** key.



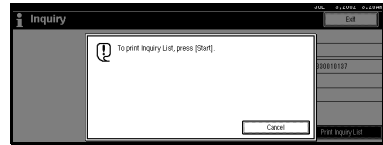
2 Press **[Inquiry]**.



Inquiry information is displayed.

Printing inquiry information

1 Press **[Print Inquiry List]**.



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

Inquiry information is printed.

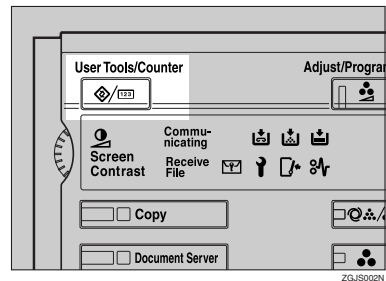
3 Press **[Exit]**.

4 Press **[Exit]**.

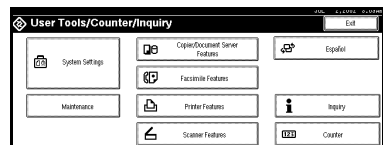
Changing the Display Language

You can change the language used on the display. English is set as default.

1 Press the **[User Tools/Counter]** key.



2 Press **[Español]**.



The display language is changed to Español.

3 Press [Exit].

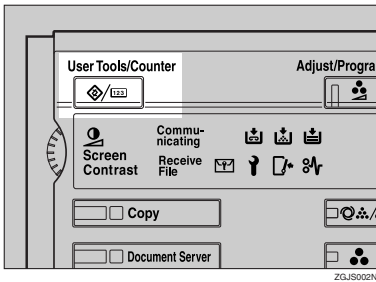
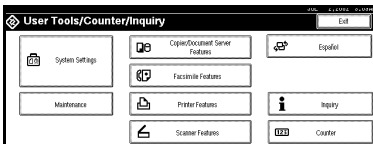
The menu appears in Español.

Changing Paper Thickness Settings

Select [Normal] or [Middle Thick/24-28lb] for plain paper type, depending on the thickness of the paper to be set.

Note

- Settings will be saved even when the [Clear Modes] key is pressed or the power is turned off.
- All trays are set to [Normal] as default.

1 Press the [User Tools/Counter] key.**2** Press [Maintenance].**3** Press [Plain Paper Type].**4** Select the plain paper type for each tray depending on the paper to be set and press [OK].**Note**

- When printing on paper more than 90 g/m² (24lb.), select [Middle Thick/24-28lb].

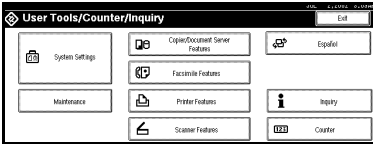
5 Press [OK].**6** Press [Exit].

Counter

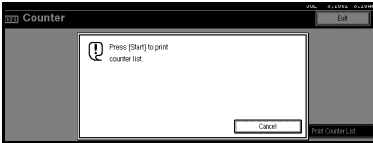
Displaying the Total Counter

You can display the total counter value used for all functions.

- 1 Press the **[User Tools/Counter]** key.
- 2 Press **[Counter]**.



- 3 To print a counter list, press **[Print Counter List]**.



- 4 Press the **[Start]** key.
A counter list is printed.

8. Specification

Mainframe

❖ **Configuration:**

Desktop

❖ **Photosensitivity type:**

OPC belt

❖ **Original scanning:**

One-dimensional solid scanning system through CCD

❖ **Copy process:**

2 laser beam & dry electrostatic transfer system

❖ **Development:**

Mono component system

❖ **Fusing:**

Belt fusing system

❖ **Resolution:**

600 dpi

❖ **Exposure glass:**

Stationary original exposure type

❖ **Original reference position:**

Rear left corner

❖ **Warm-up time:**

- Main power switch: Less than 99 seconds (23°C, 73°F)
- Operation switch: Less than 99 seconds (23°C, 73°F)

❖ **Originals:**

Sheet/book/objects

❖ **Maximum original size:**

A3☐, 11" × 17"☐

❖ **Copy paper size:**

- Tray 1, 2: A3☐ – A6☐, 11" × 17"☐ – 5¹/₂" × 8¹/₂"☐☐
- Bypass: A3☐ – A6☐, 12" × 18"☐ – 5¹/₂" × 8¹/₂"☐☐
- Tray 1, 2 (custom size):
Vertical: 100 – 297mm, 3.94" – 11.69"
Horizontal: 148 – 432mm, 5.83" – 17.00"

- Bypass (custom size):
Vertical: 90 – 305mm, 3.55" – 12.00"
Horizontal: 148 – 457.2mm, 5.83" – 18.00"
- Duplex: A3 \square – A5 \square \square , 11" \times 17" \square – 5¹/₂" \times 8¹/₂" \square (impossible on 5¹/₂" \times 8¹/₂" \square)
- LCT: A4 \square , 8¹/₂" \times 11" \square

❖ **Copy paper weight:**

- Tray 1, 2: 64 – 163g/m², 17 – 43.6 lb.
- Bypass tray: 64 – 163g/m², 17 – 43.6 lb.
- Duplex: 64 – 105g/m², 17 – 28 lb.

❖ **Non-reproduction area:**

- Leading edge: Less than 4 ± 2mm
- Trailing edge: Less than 2 ± 2mm/1.5mm
- Left edge: Less than 2 ± 2mm
- Right edge: Less than 2 ± 2mm

❖ **First copy time:**

	Standard mode	OHP/Thick mode *1	Auto Color Select mode *1
Full Color (4 colors)	18 seconds or less	25 seconds or less	20 seconds or less
Black, Yellow, Magenta, Cyan	7.8 seconds or less	16 seconds or less	9.5 seconds or less

(A4 \square , 8¹/₂" \times 11" \square ", when setting an original on the exposure glass and full size copying fed from Tray 1.)



*1 When you use the bypass tray, it takes a few more seconds.

❖ **Full Color (4 colors)**

		Standard mode	Thick mode	OHP mode
A4 \square	Type 1	8 copies/minute	4 copies/minute	2 copies/minute
	Type 2	10 copies/minute		
A3 \square	Type 1	4 copies/minute	2 copies/minute	1 copies/minute
	Type 2	5 copies/minute		

(When copying continuously in full size.)

❖ Black, Yellow, Magenta, Cyan

		Standard mode	Thick mode	OHP mode
A4 	Type 1	24 copies/minute	6.5 copies/minute	3.2 copies/minute
	Type 2	32 copies/minute		
A3 	Type 1	12 copies/minute	3.2 copies/minute	1.6 copies/minute
	Type 2	16 copies/minute		

(When copying continuously in full size.)

❖ 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%
	61%	65%
	50%	50%
	25%	25%

Zoom: From 25 to 400% in 1% steps.

❖ Maximum continuous copy run:

100 sheets

❖ Copy paper capacity:

- Tray 1, 2: 250 sheets (80g/m², 20 lb.)
- Bypass tray: 100 sheets (80g/m², 20 lb.)

◆ **Power consumption:**

- Mainframe only

	Type 1/Type 2
Warm-up	less than 1.5 kW
Stand-by	less than 200 W
During copying	less than 1.0 kW
Maximum	less than 1.5 kW

- Complete system ^{*1}

	Type 1/Type 2
Warm-up	less than 1.5 kW
Stand-by	less than 200 W
During copying	less than 1.1 kW
Maximum	less than 1.5 kW

^{*1} The Complete System consists of the mainframe, document feeder, 1000-sheet finisher, duplex unit, internal tray 2, paper tray unit, fax unit, ISDN, extra G3 interface unit, expansion memory, JBIG function upgrade unit, printer unit, and memory unit.

◆ **Dimensions (W × D × H up to exposure glass):**

Type 1, 2: 550 × 670 × 781mm, 21.7" × 26.4" × 30.8"

◆ **Space for mainframe (W × D):**

Type 1, 2: 550 × 670mm, 21.7" × 26.4"

◆ **Noise Emission ^{*1}:**

Sound Power Level:

- Mainframe only

	Type 1/Type 2
Stand-by	Less than 45 dB (A)
Copying	Less than 67 dB (A)

- Complete system ^{*2}

	Type 1/Type 2
Stand-by	Less than 50 dB (A)
Copying	Less than 70 dB (A)

^{*1} The above measurements made in accordance with ISO 7779 are actual value.

^{*2} The Complete System consists of the mainframe, document feeder, 1000-sheet finisher, duplex unit, internal tray 2 and paper tray unit.

◆ **Weight:**

Type 1, 2: Approx. 85 kg, 188 lb.

◆ **HDD:**

about 40 GB

- Capacity for Document Server
about 15 GB
- Capacity for Memory sorting
7.5-15 GB
- Capacity for others
5 GB or more







Options

Document Feeder

❖ **Mode:**

ADF mode, Batch mode, SADF mode, Mixed Size mode, Custom Size originals mode

❖ **Original size:**

- A3  – A5  
- 11" × 17"  – 5¹/₂" × 8¹/₂"  
- Vertical: 105 – 297mm, 4.2" – 11.6"
- Horizontal: 128 – 1,200mm, 5.1" – 47.0"
(128 – 432mm, 5.1" – 17.0" for Copier and Scanner functions)

❖ **Original weight:**

- 1-sided originals: 40 – 128g/m² (11 – 34 lb.)
- 2-sided originals: 52 – 105g/m² (14 – 28 lb.) (Duplex)

❖ **Maximum number of originals:**

50 sheets (80g/m², 20 lb.) or less than 11mm, 0.43"

❖ **Maximum power consumption:**

Less than 50W (power is supplied from the mainframe)

❖ **Dimensions (W×D×H):**

550 × 470 × 130mm, 21.7" × 18.5" × 5.1"

❖ **Weight:**

Approx. 10 kg, 22.1 lb.

 **Note**

- ❑ Specifications are subject to change without notice.

500-Sheet Finisher

❖ Paper size:

A3, B4, A4, B5, A5, 11" × 17", 8¹/₂" × 14", 8¹/₂" × 11", 8¹/₂" × 13", 8¹/₂" × 5¹/₂", 8¹/₄" × 13", 8" × 13", 7¹/₄" × 10¹/₂", 8K, 16K

❖ Paper weight:

64 – 128g/m², 17 – 34 lb.

❖ Stack capacity:

- 500 sheets (A4 or smaller) (80g/m², 20 lb.)
- 250 sheets (8" × 13" or larger) (80g/m², 20 lb.)

❖ Staple capacity:

- 30 sheets (80g/m², 20 lb.)

❖ Staple paper size:

A3, B4, A4, B5, 11" × 17", 8¹/₂" × 14", 8¹/₂" × 13", 8¹/₂" × 11", 8K, 16K

❖ Staple paper weight:

64 – 128g/m², 17 – 34 lb.

❖ Staple position:

1 position (upper left)

❖ Power consumption:

40W (power is supplied from the mainframe)

❖ Dimensions (W × D × H):

350 × 490 × 230mm, 13.8" × 19.3" × 9.1"

❖ Weight:

Approx. 10kg, 22.1 lb.

1000-Sheet Finisher

Finisher Tray 1:

❖ Paper size:

A3, B4, A4, B5, A5, B6, A6, 12" × 18", 11" × 17", 8¹/₂" × 14", 10¹/₂" × 7¹/₄", 8¹/₂" × 13", 8¹/₂" × 11", 8" × 13", 8¹/₄" × 13", 5¹/₂" × 8¹/₂", 8K, 16K

❖ Paper weight:

64 – 163g/m², 17.0 – 43.6 lb.

❖ Stack capacity:

- 250 sheets (A4 or smaller) (80g/m², 20 lb.)
- 50 sheets (8" × 13" or larger) (80g/m², 20 lb.)

Finisher Tray 2:

❖ Paper size:

A3, B4, A4, B5, A5, 12" × 18", 11" × 17", 8¹/₂" × 14", 10¹/₂" × 7¹/₄", 8" × 13", 8¹/₄" × 13", 5¹/₂" × 8¹/₂", 8K, 16K

❖ Paper weight:

64 – 163g/m², 17.0 – 43.6 lb.

❖ Stack capacity:

- 1,000 sheets (A4 or smaller) (80g/m², 20 lb.)
- 500 sheets (8" × 13" or larger) (80g/m², 20 lb.)

❖ Staple capacity:

- 50 sheets (A4 or smaller) (80g/m², 20 lb.)
- 30 sheets (8" × 13" or larger) (80g/m², 20 lb.)

❖ Staple paper size:

A3, B4, A4, B5, 12" × 18", 11" × 17", 8¹/₂" × 14", 8¹/₂" × 11", 10¹/₂" × 7¹/₄", 8" × 13", 8¹/₂" × 13", 8¹/₄" × 13", 8K, 16K

❖ Staple paper weight:

64 – 90g/m², 17 – 24 lb.

❖ Staple position:

- 1 staple – 2 positions
- 2 staples – 2 positions

❖ **Power consumption:**

Less than 50W (power is supplied from the mainframe)

❖ **Dimensions (W × D × H):**

527 × 520 × 790mm, 20.7" × 20.5" × 31.1"

❖ **Weight:**

Approx. 25kg, 55.2 lb.

Bridge Unit

❖ **Paper Size:**

- Internal tray: A3☐ – A6☐, 12" × 18"☐ – 5¹/₂" × 8¹/₂"☐
- 500-Sheet Finisher: A3☐ – A5☐, 11" × 17"☐ – 5¹/₂" × 8¹/₂"☐
- 1000-Sheet Finisher: A3☐ – A5☐☐, 12" × 18"☐ – 5¹/₂" × 8¹/₂"☐☐

❖ **Paper weight:**

64 – 163g/m², 17.0 – 43.6 lb.

❖ **Stack Capacity:**

250 sheets

❖ **Dimensions:**

418 × 446 × 128mm, 16.47" × 17.57" × 50.40"

❖ **Weight:**

3.3kg, 7.29 lb.

Shift Sort Tray

❖ **Paper capacity:**

250 sheets (A4☐☐, 8¹/₂" × 11"☐☐ or smaller) (80g/m², 20 lb.)
 125 sheets (B4☐, 8" × 13"☐ or larger) (80g/m², 20 lb.)

❖ **Power consumption:**

3.6 W (power is supplied from the mainframe)

❖ **Dimensions (W × D × H)**

430 × 372 × 148 mm, 17" × 15" × 6"

❖ **Weight:**

Approx. 1.6kg, 3.5 lb.

Duplex Unit

❖ **Paper size:**

A3, B4, A4, B5, A5, 5 1/2" × 8 1/2", 7 1/4" × 10 1/2", 8 1/2" × 11", 8" × 13", 8 1/2" × 13", 8 1/2" × 14", 8 1/4" × 13", 11" × 17", 8K, 16K

❖ **Paper weight:**

64 – 105g/m², 17 – 28 lb.

❖ **Power consumption (Max):**

35W (power is supplied from the mainframe)

❖ **Dimensions (W × D × H):**

121 × 479 × 510mm, 4.8" × 18.9" × 20.1"

❖ **Weight:**

Approx. 6kg, 13.3 lb.

Internal tray 2 (1 bin tray)

❖ **Number of bins:**

1

❖ **Available paper size:**

A3, B4, A4, B5, A5, B6, A6, 11" × 17", 8 1/2" × 14", 8 1/2" × 11", 10 1/2" × 7 1/4", 8" × 13", 8 1/2" × 13", 8 1/4" × 13", 5 1/2" × 8 1/2", 8K, 16K, 3 7/8" × 7 1/2", 4 1/8" × 9 1/2", C5 Env, C6 Env, DL Env

❖ **Paper capacity:**

125 sheets (80g/m², 20 lb.)

❖ **Copy paper weight:**

64 – 105g/m² (17 – 28 lb.)

❖ **Maximum power consumption:**

Less than 0.5 W (power is supplied from the mainframe)

❖ **Dimensions (W × D × H):**

530 × 435 × 120mm, 20.9" × 17.1" × 4.7"

❖ **Weight:**






Approx. 1.1 kg, 2.5 lb.

 **Note**

☐ Specifications are subject to change without notice.

Bypass Tray

❖ Paper size:

- Standard size: A3  – A6 , 12" × 18"  – 5¹/₂" × 8¹/₂"  
- Custom size: Vertical (90.0 – 305.0mm, 3.55" – 12.00"), Horizontal (148.0 – 457.2mm, 5.83" – 18.00")

❖ Copy paper weight:

64 – 163g/m², 17 – 43.6 lb.

❖ Dimensions (W × D × H):

310 × 380 × 275mm, 12.4" × 15.2" × 11"

❖ Paper capacity:



- 64 – 90g/m², 17 – 20 lb: 100 sheets

❖ Weight:

Approx. 3kg, 6.6 lb.

Large Capacity Tray (LCT)

❖ Paper size:

A4 , 8¹/₂" × 11" 

❖ Paper weight:

64 – 105g/m², 17 – 28 lb.

❖ Paper capacity:

2,000 sheets (80g/m², 20 lb.)

❖ Power consumption

Maximum. 30 W (power is supplied from the mainframe)

❖ Dimensions (W × D × H, option unit):

540 × 600 × 270mm, 21.3" × 23.6" × 10.6"

❖ Weight:

Approx. 25 kg, 55 lb.

Note

- Specifications are subject to change without notice.

Paper tray unit

❖ **Copy paper weight:**

64 – 128g/m² (17 – 34 lb.)

❖ **Available paper size:**

A3, B4, A4, B5, A5, 11" × 17", 8¹/₂" × 14", 8¹/₂" × 13", 8¹/₂" × 11", 8¹/₄" × 13", 8" × 13", 7¹/₄" × 10¹/₂", 5¹/₂" × 8¹/₂"
8K, 16K

❖ **Maximum power consumption:**

Less than 30 W (power is supplied from the mainframe)

❖ **Paper capacity:**

500 sheets (80g/m², 20 lb.) × 2 trays

❖ **Dimensions (W × D × H):**

540 × 600 × 270mm, 21.3" × 23.6" × 10.6"

❖ **Weight:**

Approx. 25 kg, 55.2 lb.



Note

☐ Specifications are subject to change without notice.

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
Tray 1, 2	64-105g/m ² (17-28 lb.)	A3, B4, A4, B5, A5, 8 ¹ / ₂ " × 11"	A4, B5, 11" × 17", 8 ¹ / ₂ " × 14", 8 ¹ / ₂ " × 11"	250 sheets
		^{*1} A5, A6, 11" × 17", 8 ¹ / ₂ " × 14", 8 ¹ / ₂ " × 11", 5 ¹ / ₂ " × 8 ¹ / ₂ ", 7 ¹ / ₄ " × 10 ¹ / ₂ ", 8" × 13", 10 ¹ / ₂ ", 8" × 13", 8 ¹ / ₂ " × 13", 8 ¹ / ₄ " × 13", 8K, 16K	^{*1} A3, B4, A4, A5, A6, 5 ¹ / ₂ " × 8 ¹ / ₂ ", 7 ¹ / ₄ " × 10 ¹ / ₂ ", 8" × 13", 8 ¹ / ₂ " × 13", 8 ¹ / ₄ " × 13", 8K, 16K	
		^{*2} Custom size Vertical: 100.0-297.0 mm Horizontal: 148.0-432.0 mm	^{*2} Custom size Vertical: 3.94"-11.69" Horizontal: 5.83"-17.00"	
Thick paper ^{*8} 106-163g/m ² (28.3-43.6 lb.)		A3, B4, A4, B5, A5, 8 ¹ / ₂ " × 11"	A4, B5, 11" × 17", 8 ¹ / ₂ " × 14", 8 ¹ / ₂ " × 11"	50 sheets
		^{*1} A5, A6, 11" × 17", 8 ¹ / ₂ " × 14", 8 ¹ / ₂ " × 11", 5 ¹ / ₂ " × 8 ¹ / ₂ ", 7 ¹ / ₄ " × 10 ¹ / ₂ ", 8" × 13", 10 ¹ / ₂ ", 8" × 13", 8 ¹ / ₂ " × 13", 8 ¹ / ₄ " × 13", 8K, 16K	^{*1} A3, B4, A4, A5, A6, 5 ¹ / ₂ " × 8 ¹ / ₂ ", 7 ¹ / ₄ " × 10 ¹ / ₂ ", 8" × 13", 8 ¹ / ₂ " × 13", 8 ¹ / ₄ " × 13", 8K, 16K	
		^{*2} Custom size Vertical: 100.0-297.0 mm Horizontal: 148.0-432.0 mm	^{*2} Custom size Vertical: 3.94"-11.69" Horizontal: 5.83"-17.00"	
OHP transparencies ^{*8}		A4 ^{*1}		20 sheets

Tray Type	Paper Type and Weight	Metric Version	Inch Version	Paper Capacity
Paper tray unit (option)	64 - 105g/m ² (17-28 lb.)	A3☐, B4☐, A4☐☐, B5☐, A5☐, 11" × 17"☐, 11" × 8 ¹ / ₂ "☐	A3☐, A4☐, 11" × 17"☐, 8 ¹ / ₂ " × 14"☐, 8 ¹ / ₂ " × 11"☐☐, 8 ¹ / ₂ " × 5 ¹ / ₂ "☐	500 sheets × 2
		^{*1} B5☐, A5☐, 8 ¹ / ₂ " × 14"☐, 8 ¹ / ₂ " × 11"☐, 5 ¹ / ₂ " × 8 ¹ / ₂ "☐☐, 7 ¹ / ₄ " × 10 ¹ / ₂ "☐, 8" × 13"☐, 8 ¹ / ₂ " × 13"☐, 8 ¹ / ₄ " × 13"☐, 8K☐, 16K☐☐	^{*1} B4☐, A4☐, B5☐☐, A5☐☐, 5 ¹ / ₂ " × 8 ¹ / ₂ "☐, 7 ¹ / ₄ " × 10 ¹ / ₂ "☐, 8" × 13"☐, 8 ¹ / ₂ " × 13"☐, 8 ¹ / ₄ " × 13"☐, 8K☐, 16K☐☐	
		^{*2} Custom size Vertical: 148.0 - 297.0 mm Horizontal: 148.0 - 432.0 mm	^{*2} Custom size Vertical: 5.83" - 11.69" Horizontal: 5.83" - 17.00"	
Bypass Tray (option)	64-105g/m ² (17-28 lb.)	A3☐, A4☐, 8" × 13"☐, A5☐	11" × 17"☐, 8 ¹ / ₂ " × 11"☐, 5 ¹ / ₂ " × 8 ¹ / ₂ "☐	100 sheets
		^{*3} B4☐, A4☐, B5☐☐, A5☐, B6☐, A6☐, 11" × 17"☐, 8 ¹ / ₂ " × 14"☐, 8 ¹ / ₂ " × 11"☐☐, 5 ¹ / ₂ " × 8 ¹ / ₂ "☐☐, 7 ¹ / ₄ " × 10 ¹ / ₂ "☐, 8 ¹ / ₂ " × 13"☐, 8 ¹ / ₄ " × 13"☐, 12" × 18"☐, 8K☐, 16K☐☐	^{*3} A3☐, B4☐, A4☐☐, B5☐☐, A5☐☐, B6☐, A6☐, 8 ¹ / ₂ " × 14"☐, 8 ¹ / ₂ " × 11"☐, 8 ¹ / ₂ " × 5 ¹ / ₂ "☐, 7 ¹ / ₄ " × 10 ¹ / ₂ "☐☐, 8" × 13"☐, 8 ¹ / ₂ " × 13"☐, 8 ¹ / ₄ " × 13"☐, 12" × 18"☐, 8K☐, 16K☐☐	
		^{*4} Custom size Vertical: 90.0-305.0 mm Horizontal: 148.0-457.2 mm	^{*4} Custom size Vertical: 3.55"-12.00" Horizontal: 5.83"-18.00"	
Thick paper ^{*9} 106-163g/m ² (28.3-43.6 lb.)	106-163g/m ² (28.3-43.6 lb.)	A3☐, A4☐, 8" × 13"☐, A5☐	11" × 17"☐, 8 ¹ / ₂ " × 14"☐, 8 ¹ / ₂ " × 11"☐, 5 ¹ / ₂ " × 8 ¹ / ₂ "☐	30 sheets
		^{*3} B4☐, A4☐, B5☐☐, A5☐, B6☐, A6☐, 11" × 17"☐, 8 ¹ / ₂ " × 14"☐, 8 ¹ / ₂ " × 11"☐☐, 5 ¹ / ₂ " × 8 ¹ / ₂ "☐☐, 7 ¹ / ₄ " × 10 ¹ / ₂ "☐, 8 ¹ / ₂ " × 13"☐, 8 ¹ / ₄ " × 13"☐, 12" × 18"☐, 8K☐, 16K☐☐	^{*3} A3☐, B4☐, A4☐☐, B5☐☐, A5☐☐, B6☐, A6☐, 8 ¹ / ₂ " × 14"☐, 8 ¹ / ₂ " × 11"☐, 8 ¹ / ₂ " × 5 ¹ / ₂ "☐, 7 ¹ / ₄ " × 10 ¹ / ₂ "☐☐, 8" × 13"☐, 8 ¹ / ₂ " × 13"☐, 8 ¹ / ₄ " × 13"☐, 12" × 18"☐, 8K☐, 16K☐☐	
		^{*4} Custom size Vertical: 90.0-305.0 mm Horizontal: 148.0-457.2 mm	^{*4} Custom size Vertical: 3.55"-12.00" Horizontal: 5.83"-18.00"	

Tray Type	Paper Type and Weight	Metric Version	Inch Version	Paper Capacity
Bypass Tray (option)	Translucent paper ^{*7}	A3☐, A4☐☐		50 sheets ^{*5}
	OHP transparencies ^{*9}	A4☐ ^{*3}		50 sheets ^{*5}
	Label paper (adhesive labels)	B4☐, A4☐☐		1 sheet
	Envelope ^{*3}	3 ⁷ / ₈ " × 7 ¹ / ₂ "☐, 4 ¹ / ₈ " × 9 ¹ / ₂ "☐, C5 Env☐, C6 Env☐, DL Env☐		–
Large Capacity Tray (LCT) (option)	64-105g/m ² (17-28 lb.)	A4☐, 8 ¹ / ₂ " × 11"☐ ^{*6}		2000 (1000 + 1000) sheets

^{*1} Select the paper size in System Settings. ⇒ p.76 "Tray Paper Size: (Tray 1–4)"

^{*2} Specify the paper size. ⇒ p.76 "Tray Paper Size: (Tray 1–4)"

^{*3} Place the paper in the bypass tray, and select the paper size. ⇒ "Copying from the Bypass Tray" in Copy Reference

^{*4} Place the paper in the bypass tray, and specify the paper size. ⇒ "Copying from the Bypass Tray" in Copy Reference

With paper longer than 457mm, misfeeds, jams and creasing is more likely. Make sure paper is placed correctly so that it is fed straight.

^{*5} It is recommended to place one sheet at a time.

^{*6} The paper tray fence is immovable. If you wish to change the size of paper placed in this tray, contact your service representative.

^{*7} When loading translucent papers, set the paper direction along its recommendation.


^{*8} Select the paper type in System Settings. ⇒ p.77 "Paper Type:Tray1–4"

^{*9} Select the paper type in System Settings. ⇒ p.77 "Paper Type:Bypass Tray", "Copying from the Bypass Tray" in Copy Reference

Important

☐ If you use damp or curled paper, a misfeed may occur.

Note





☐ When loading paper, make sure the stack height does not exceed the lower limit mark of the paper tray. ⇒ p.115 " Loading Paper"

☐ When loading copy paper in the paper tray 1-4 and the large capacity tray (LCT), place the copy side of the paper face up.

☐ When printing on paper less than 90g/m²(24lb.), select **[Normal]** in the control panel. When printing on paper between 90 to 105g/m²(24 to 28lb.), select **[Middle Thick/24-28lb]** in the control panel. ⇒ p.145 "Changing Paper Thickness Settings"

☐ When using thick paper, the machine may produce a different sound.

☐ When loading copy paper in the bypass tray, place the copy side of the paper face down.

- ❑ When you use the bypass tray, it is recommended to set the copy paper direction to .
- ❑ When you load the OHP transparencies, check the front and back of the sheets, and place them correctly, or a misfeed might occur. When using OHP transparencies with a taped edge, set them so the taped edge is fed last. Set the paper direction to  and select A4 , 8¹/₂"×11"  as paper size, ⇒ p.76 “Tray Paper Size: (Tray 1–4)”, “Copying from the Bypass Tray” in Copy Reference.
- ❑ When you use OHP transparencies, shuffle them for each use. If you store the sheets in the tray, they may adhere and may cause feeding problems.
- ❑ If multiple-sheet jams occur, load the paper sheet by sheet.
- ❑ Envelopes should be fed using the bypass tray.

❖ When copying onto envelopes

- Be sure to set the size of the envelope before copying. For details, see “When Copying onto Envelopes” in the Copy Reference.
 - If you are printing onto the envelope from the printer driver, set the size of the envelope from the printer driver.
 - When you are copying or printing on envelopes, select “Thick Paper” for the paper type.
 - The minimum vertical length of envelopes that can be loaded is 140 mm, including opened flap.
 - Do not print on both sides.
 - Do not stack more than 10 envelopes in the output tray.
 - Do not use double-flapped envelopes.
 - Do not use envelopes with released tabs attached to the sealed part.
 - Some kinds of envelopes might wrinkle or the print quality may be affected, especially on overlaps.
 - Load envelopes bottom side first and flaps open.
 - Before loading envelopes, flatten opened flaps.
- ❑ 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 one tray has recycled or special paper, the settings of the other trays must be the same for Auto Tray Switching.) This saves interrupting a copy run to replenish paper when making a large number of copies.
 - ❑ The paper types you can select in System Settings are only general classifications. The copy quality for every kind of paper in a classification is not guaranteed. See ⇒ p.163 “Non-recommended Paper” for more information.

Non-recommended Paper

CAUTION:

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

Important

- To prevent faults, do not use any of the following kinds of paper:
 - Papers for inkjet printers
 - Thermal fax paper
 - Art paper
 - Aluminum foil
 - Carbon paper
 - Conductive paper
 - Paper with perforated lines
 - Hemmed-edge paper
- Do not use paper that is meant for an inkjet printer or it may stick to the Fusing Unit and cause a paper misfeed.
- Do not copy onto a side that already has copy on, or a fault might occur.

Note

- To prevent misfeeds, do not use the following kinds of paper:
 - Bent, folded, or creased paper
 - Torn paper
 - Slippery paper
 - Perforated paper
 - Rough paper
 - Thin paper with little 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.
- Under high temperature and humidity conditions, or low temperature and humidity conditions, store paper in a vinyl bag.

INDEX

1000-sheet finisher, 23
10BASE-T/100BASE-TX, 27
500-Sheet Finisher, 23

A

Access to the Machine, 141
Adding Staples, 131
Adding Toner, 117
Adjust/Program Color key (copy mode), 24
Auto Off, 48

B

Bridge unit, 23
Bypass tray, 22, 23, 157

C

Changing Paper
 Tray 1 and 2, 126
Changing paper size
 Tray3 or Tray4, 128
Changing the Display Language, 144
Changing the Paper Size, 126
Check Modes key, 24
Clearing Misfeeds, 120
Clear Modes key, 24
Clear/Stop key, 25
Color circle, 24
Color function keys (copy mode), 25
Combined Function Operations, 47
Common key operations, 26
Configuring the Network, 34
Control Panel, 24
Control panel, 21
Copy Mode, 14
Copy Paper, 159

D

Displaying the Total Counter, 146
Display panel, 24, 26
Document Feeder, 152
Document feeder, 21
 Cleaning, 142
Document feeder (ADF), 23
Document Server, 55
 Deleting, 64
 Printing, 62
 Using the Document Server, 57
Do's And Don'ts, 137
Duplex unit, 23, 156

E

Energy Saver key, 24
Environment, 140
Exposure glass, 21
 Cleaning, 142
Exposure glass cover, 23
External Options, 23

F

Facsimile Mode, 14
Finisher
 1000-Sheet Finisher, 23
 500-Sheet Finisher, 23
Front cover, 22

H

Handset, 23

I

IEEE 1394 ports, 27
Interface, 22
Indicators, 24
Inquiry, 144
Internal tray, 21
Internal tray 2 (1 bin tray), 23
Interrupt key, 25

L

- Large Capacity Tray (LCT), 23, 157
- Loading Paper, 115
 - Large Capacity Tray (option)*, 116
 - Tray 1 and 2*, 115

M

- Machine Environment, 140
- Mainframe, 147
- Main power indicator, 25
- Main power switch, 21, 32
- Messages, 111
- Misfeeds, 120
- Multi-Access, 50

N

- Network Connections, 28
- Number keys, 25

O

- On Hook Dial key, 24
- Operation switch, 25, 32
- Options, 152

P

- Paper
 - Changing*, 126
 - Loading*, 115
- Paper tray, 22
- Paper tray unit, 23
- Parallel port, 27
- Power Connection, 141
- Power indicator, 25
- Program key, 24

R

- Remarks, 137
- Remove Paper Indicator, 21
- Removing Jammed Staples, 134

S

- Safety information, 9
- [Sample Copy]** key, 25
- Saving Color Copies, 138
- Saving Energy, 48
- Screen contrast knob, 24
- Specification, 147
 - Document Feeder*, 152
 - Duplex unit*, 156
 - Internal tray 2 (1 bin tray)*, 156
 - Large Capacity Tray (LCT)*, 157
 - Mainframe*, 147
 - Paper tray unit*, 158
 - Shift Sort Tray*, 155
- Staples, 131
 - Removing Jammed Staples*, 134
- [Start]** key, 25
- Start Manual RX key (facsimile mode), 24
- System Reset, 48

T

- Tone keys, 25
- Tone keys (facsimile mode), 25
- Toner, 139
- Toner Bottle
 - Storage*, 139

U

- User Code, 94
- [User Tools/Counter]** key, 24
- User Tools (System Settings), 67

V

- Ventilation holes, 22

W

- Wireless LAN port (option), 27

MEMO

MEMO

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

I means **POWER ON.**


○ means **POWER OFF.**

⏻ means **STAND BY.**

Type for C2408/DSc224/LD024c/Aficio1224C

Type for C3210/DSc232/LD032c/Aficio1232C

Printed in China

UE  B051-6507A



B0516507A

C2408/C3210

DSc224/DSc232

LD024c/LD032c

Aficio™ 1224C/1232C

Operating Instructions Copy Reference



-
- 1** Placing Originals
 - 2** Copying
 - 3** Color Adjustment/Program
 - 4** Troubleshooting
 - 5** User Tools (Copier/Document Server Features)
 - 6** Specifications

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.



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.3 "Machine Types".)

- Type 1: 24 copies/minute (8¹/₂" × 11" )
- Type 2: 32 copies/minute (8¹/₂" × 11" )

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

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

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

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

Power Source

120V, 60Hz, 12A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see "Power Connection" in the General Settings Guide.

What You Can Do With This Machine

<Color Functions/Color Adjustments>

Color Copying (⇒ p.25)

You can switch the color copy mode depending on the type of originals used and the desired finish.

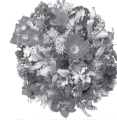
Full Color Copy (⇒ p.25)

Copies using four colors: yellow, magenta, cyan and black.



Black/White Copy (⇒ p.25)

Copies in black and white, even when the original is in color.



Single Color Copy (⇒ p.25)

Copies in the designated color.



Yellow



Beige



Orange



Red



Light green



Cyan



Pink



Magenta



Green



Marine blue



Blue



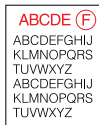
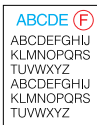
Purple



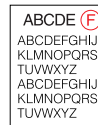
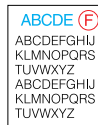
Registered colour

2-Color Copy (⇒ p.25)

Color: Copies using 2 registered colors.



Black/Red: Copies the red part of the original in red, and copies all other areas in black and white.

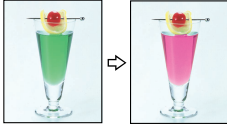


GCM0022e

Color Copying (⇒ p.25)

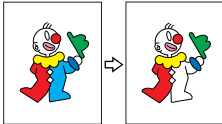
Convert Colors (⇒ p.26)

Copies by changing a specific color in the original to another color.



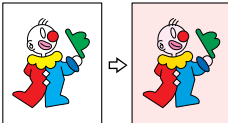
Erase Specified Color (⇒ p.27)

Copies by deleting a specific color in the original.



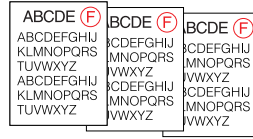
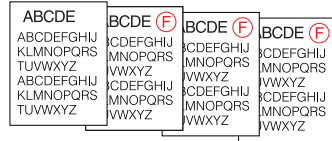
Color Background (⇒ p.27)

Copies by adding a color to the whole page.



Stamping on Copies (⇒ p.60)

Copies with the date, page numbers, etc. The stamp color can be yellow, red, cyan, magenta, green, blue, and black.

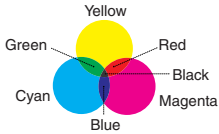


Printed inserts types:

- Preset Stamp (p.60)
- User Stamp (p.61)
- Date Stamp (p.64)
- Page Numbering (p.66)

Adjusting Colors (⇒ p.73)

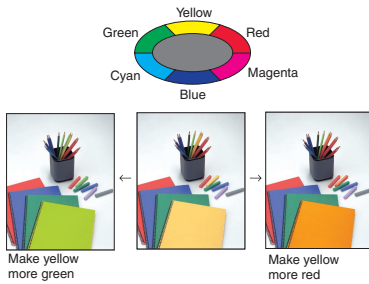
Primary Colors



Colors can be created by combining the 3 primary colors: yellow, magenta and cyan. Black can be made by combining yellow, magenta and cyan, however, as there might be some slight differences, "black" will be expressed using a black toner.

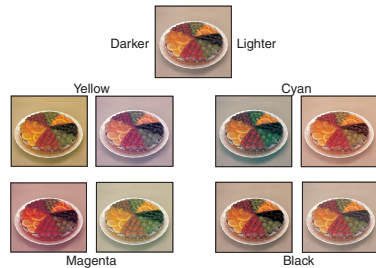
Adjust Color (⇒ p.73)

Adjusts the specific colors (yellow, red, magenta, blue, cyan and green) by mixing them with adjacent colors in the color circle.



Color Balance (⇒ p.74)

Adjusts the overall color tone of copies.



Adjusting Images (⇒ p.76)

Sharp/Soft (⇒ p.76)

Adjusts the outline of the image.



Background Density (⇒ p.76)

Adjusts the background density of the image.



Contrast (⇒ p.76)

Adjusts the shades of the image.



Other Adjustments (⇒ p.77)

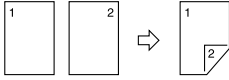
- ◆ Adjust U.C.R (⇒ p.77)
- ◆ Text/Photo Sensitivity (⇒ p.77)
- ◆ A.C.S. Sensitivity (⇒ p.106)
- ◆ Color Sensitivity (⇒ p.106)

What You Can Do With This Machine

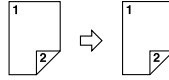
Types of Duplex Copies

The functions available may vary according to the options installed. For details ⇒ p.4 "Functions that Require Options"

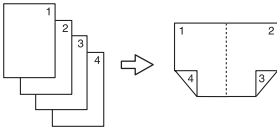
● 1-sided 2 Pages → 2-sided 1 Page ⇒ p.46



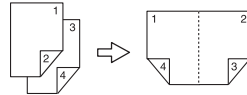
● 2-sided 1 Page → 2-sided 1 Page ⇒ p.46



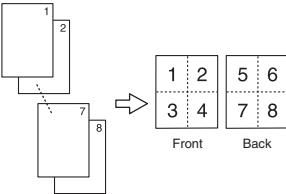
● 1-sided 4 Pages → 2-sided 1 Page ⇒ p.49



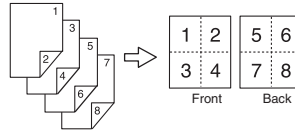
● 2-sided 2 Pages → 2-sided 1 Page ⇒ p.49



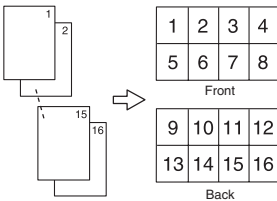
● 1-sided 8 Pages → 2-sided 1 Page ⇒ p.49



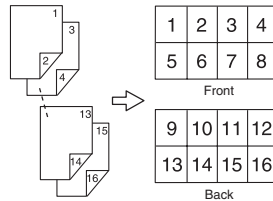
● 2-sided 4 Pages → 2-sided 1 Page ⇒ p.50



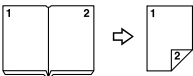
● 1-sided 16 Pages → 2-sided 1 Page ⇒ p.49



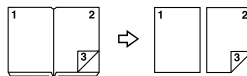
● 2-sided 8 Pages → 2-sided 1 Page ⇒ p.50



● Bound Originals → 2-sided Pages ⇒ p.51



● Front/Back Bound Originals → 2-sided Pages ⇒ p.51

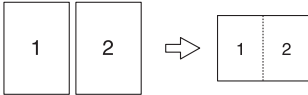


GCM0024e

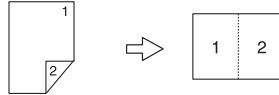
Combining Multiple Pages onto a Single Page (⇒ p.48)

The functions available may vary according to the options installed. For details, see p.4 "Functions that Require Options"

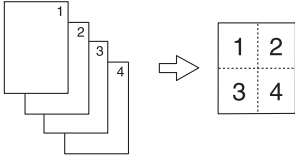
● 1-sided 2 Pages → 1-sided 1 Page



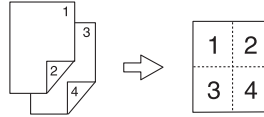
● 2-sided 1 Page → 1-sided 1 Page



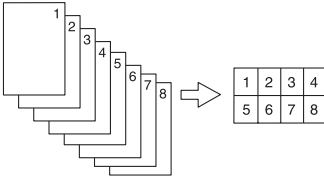
● 1-sided 4 Pages → 1-sided 1 Page



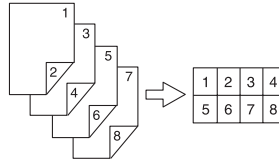
● 2-sided 2 Pages → 1-sided 1 Page



● 1-sided 8 Pages → 1-sided 1 Page

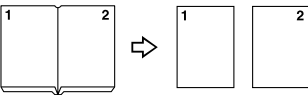


● 2-sided 4 Pages → 1-sided 1 Page

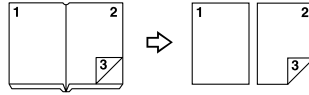


Copying Originals Such as Books

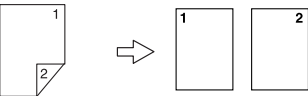
● Bound Originals → 1-sided Pages ⇒ p.51



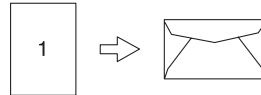
● Front/Back Bound Originals
→ 2-sided Pages ⇒ p.51



● 2-sided Page → 1-sided 2 Pages ⇒ p.46



Copying onto Envelopes (⇒ p.22)



● Bound Originals → 2-sided Pages ⇒ p.51

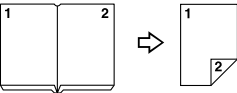


TABLE OF CONTENTS

- What You Can Do With This Machine <Color Functions/Color Adjustments>... i
- What You Can Do With This Machine iv
- Notice 1
- How to Read this Manual 2
- Machine Types 3
- Functions that Require Options 4
- Control Panel..... 5
 - Common Key Operations 6

1. Placing Originals

- Originals 7
 - Sizes and Weights of Recommended Originals 7
 - Sizes Detectable by the Auto Paper Select 8
 - Missing Image Area 10
 - Direction-fixed paper or 2-sided paper 11
- Placing Originals..... 12
 - Original Orientation 12
 - Placing Originals on the Exposure Glass 13
 - Placing Originals in the Document Feeder..... 13

2. Copying

- Basic Procedure..... 17
 - Auto Start 18
 - Interrupt Copy 18
 - Original Beeper 18
 - Job Preset 19
- Copying from the Bypass Tray 20
 - When Copying on the Back Side of Paper 23
- Making A3, 11" x 17" Full Bleed Copies 24
- Color Functions 25
 - Selecting a Color Mode 25
 - Convert Colors 26
 - Erase Color 27
 - Color Background 27
- Copy Functions 29
 - Adjusting Copy Image Density 29
 - Selecting Original Type Setting 30
 - Selecting Copy Paper 31
 - Preset Reduce/Enlarge 34
 - Zoom 35
 - Auto Reduce/Enlarge 36
 - Size Magnification 37
 - Directional Magnification (%) 37
 - Directional Size Magnification (inch) 38
 - Sort 39

Stack	42
Staple	43
Duplex	46
1 Sided Combine.....	48
2 Sided Combine.....	49
Series Copies.....	51
Image Repeat.....	52
Double Copies.....	54
Centering.....	54
Positive/Negative	55
Mirror.....	56
Margin Adjustment	56
Erase.....	57
Preset Stamp	60
User Stamp	61
Date Stamp	64
Page Numbering	66
Covers.....	69
Slip Sheets.....	70
Storing Originals in the Document Server	72

3. Color Adjustment/Program

Color Adjustment.....	73
Color Balance.....	74
Color Balance Program.....	74
Image Adjustment.....	76
Auto Color Calibration	77
User Color.....	79
Adjusting Colors Based on the Selected Color	79
Mixing Colors Manually with the Number Keys.....	81
Deleting User Colors.....	81
Sampling the User Colors	81
Programs	82
Storing a Program	82
Deleting a Program	83
Recalling a Program.....	83

4. Troubleshooting

If Your Machine Does Not Operate as You Want	85
When a Message is Displayed.....	85
If You Cannot Make Clear Copies.....	87
If You Cannot Make Copies as You Want	88
When Memory is Full	90

5. User Tools (Copier/Document Server Features)

User Tools Menu (Copier/Document Server Features)	91
Accessing the User Tools (Copier/Document Server Features)	97
Exiting From the User Tools	97
General Features ¹ / ₅	98
General Features ² / ₅	99
General Features ³ / ₅	99
General Features ⁴ / ₅	99
General Features ⁵ / ₅	100
Reproduction Ratio ¹ / ₂	100
Reproduction Ratio ² / ₂	100
Edit ¹ / ₂	101
Edit ² / ₂	101
Stamp	103
Input/Output	105
Adjust Color Image	106

6. Specifications

Combination Chart	107
Supplementary Informations	108
INDEX	116

Notice

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.

The color copy samples in this book may differ slightly from the actual copies due to printing effects.

The color on each Color key may differ slightly from that of the actual copy.

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.

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

B4 JIS  , B5 JIS  , B6 JIS  are referred to as B4  , B5  , B6  in this manual.

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 of this manual.

	Type 1	Type 2
Copy speed/Single Color	24 copies/minute (A4  , 8 ¹ / ₂ " × 11" )	32 copies/minute (A4  , 8 ¹ / ₂ " × 11" )
Copy speed/Full Color	8 copies/minute (A4  , 8 ¹ / ₂ " × 11" )	10 copies/minute (A4  , 8 ¹ / ₂ " × 11" )

Functions that Require Options

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

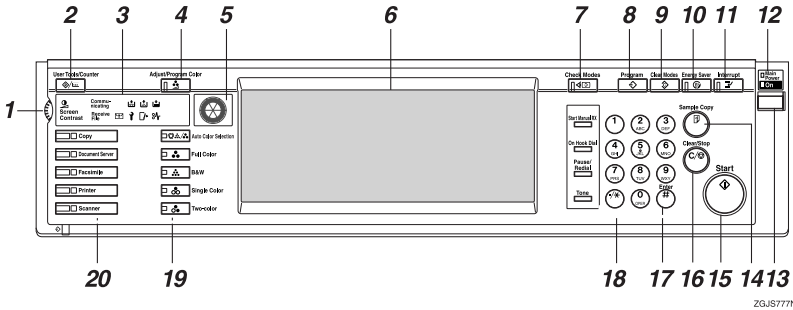
○ Required options

Functions		Document Feeder Mixed Size Mode	Copying from the Bypass Tray	1-Sided → 2-Sided (Duplex)	2-Sided → 2-Sided (Duplex)	2-Sided → 1-Sided (Duplex)	1-Sided 4, 8, 16 pages → 2-Sided (Combine)	2-Sided 2, 4, 8 pages → 2-Sided (Combine)	Book → 2-Sided (Series)	Front/Back → 2-Sided (Series)	Shift Sort	Shift Stack	Staple
Options	Document Feeder (ADF)	○		○	○	○	○	○					
	500-Sheet Finisher										○	○	○
	1000-Sheet Finisher										○	○	○
	Shift Sort Tray										○	○	
	Duplex Unit			○	○	○	○	○	○	○			
	Bypass Tray		○										

Control Panel

Note

- This illustration shows the Control Panel of the machine with options fully installed.



1. Screen Contrast knob

Adjusts the brightness of the display panel.

2. [User Tools/Counter] key

- User Tools
Press to change the default settings and conditions to meet your requirements.
- Counter
Press to check or print the Counter value.
- Inquiry
Shows where to order expendable supplies and where to call when a malfunction occurs. You can also print these details.

3. Indicators

These indicators show the status of the machine or indicate errors.

4. [Adjust/Program Color] key

Use this key to adjust and register colors.
⇒ p.73 "Color Adjustment/Program"

Note

- When image quality is adjusted, the lamp in the [Adjust/Program Color] key is lit.

5. Color Circle

Refer to this when adjusting colors. ⇒ p.73 "Color Adjustment"

6. Display panel

Shows operation status, error messages, and function menus.

7. [Check Modes] key

Press to check the entered copy job settings.

8. [Program] key

Press to select the program mode. ⇒ p.82 "Programs"

9. [Clear Modes] key

Press to clear the previously entered copy job settings.

10. [Energy Saver] key

Press to switch to and from the Energy Saver mode. ⇒ "General Settings Guide"

11. [Interrupt] key

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

12. Main power indicator

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

Important

- ❑ Do not turn the main power off while the main power indicator is flashing. The hard disk may malfunction.

13. 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).

14. **【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.41 “Sample Copy”

15. **【Start】** key

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

16. **【Clear/Stop】** key

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

17. **【#】** key

Press to enter a value.

18. Number keys

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

19. Color Selection Key

Use these key to switch color functions:

⇒ p.25 “Color Functions”

【Auto Color Select】

【Full Color】

【B & W】

【Single Color】

【Two-color】

20. Function keys/Function Status indicator

These keys switch display to the operating screen of each functions. Follow the instructions displayed by switching between screen with the function keys. These show the status of the above functions:

- Yellow: the function is selected
- 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.
【▲Previous】 【▼Next】	Moves to the previous or the 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  – A5  	40 – 128g/m ²
	2-sided originals: A3  – A5  	52 – 105g/m ²

◆ Inch version

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

Note

- The number of originals that can be placed in the document feeder is about 50.
- The weight range for originals in the Mixed Size mode is 52-81g/m², 13.8-21.5 lb.

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 projecting 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 with a pencil or a similar tool.











Sizes Detectable by the Auto Paper Select

◆ **Metric version**

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

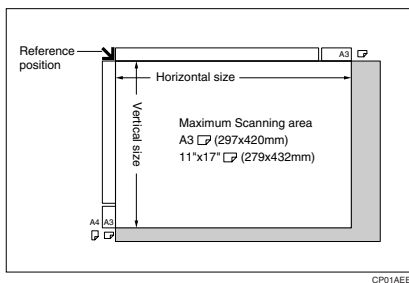
○ : Detectable size × : Undetectable size

◆ **Inch version**

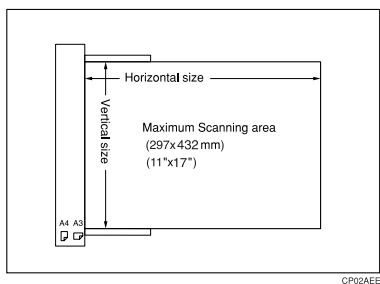
Size	A3 	B4 	A4 	B5 	A5 	11" x 17" 	8 1/2" x 14" 	8 1/2" x 11" 	5 1/2" x 8 1/2" 	10" x 14" 
Location of the original										
Exposure glass	×	×	×	×	×	○	○	○	×	×
Document feeder	×	×	×	×	×	○	○	○	○	○

○ : Detectable size × : Undetectable size

◆ Exposure glass



◆ Document feeder



Sizes difficult to detect

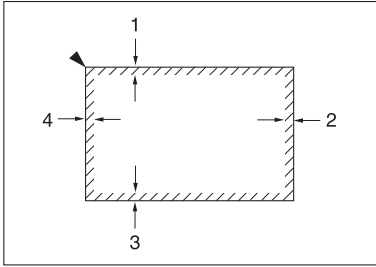
It is difficult for the machine to detect the sizes of the following originals, so select the paper size manually.

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

Missing Image Area

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.

1



1. 0 - 4 mm, 0"- 0.16"




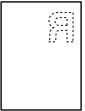

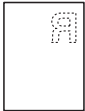



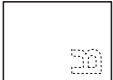
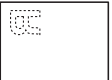

2. 0 - 4 mm, 0"- 0.16"

3. 0 - 4 mm, 0"- 0.16"


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


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.106 "Letterhead Setting"

Copy Mode		Paper Tray	Large Capacity Tray	Bypass Tray	
				When originals are set on the exposure glass	When originals are set on the document feeder
Paper placing direction 	1 Sided			 *1	 *1
	2 Sided			—	—
Paper placing direction 	1 Sided		—	 *1	 *1
	2 Sided		—	—	—

*1 When the paper size is specified.

 : Shows the paper frontside facing up.

 : Shows the paper backside facing up.

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

You can set the original orientation in the following ways.

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

◆ Standard Orientation

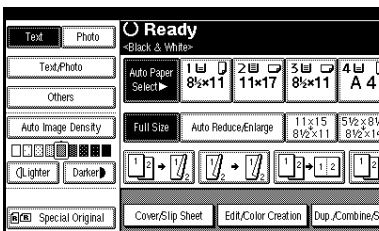
Select this function when the original direction is the same as the copy paper direction.

◆ 90° Turn

This function rotates the copy image by 90°.


Use this function when you want to copy onto A3, B4, 8¹/₂" × 14", 8¹/₂" × 13" or 11" × 17" paper.

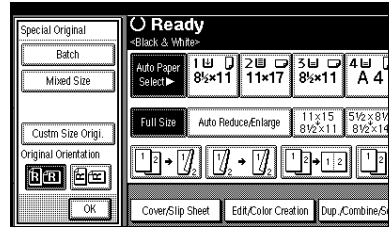
1 Press [Special Original].




2 Select the original orientation.

Standard Orientation

- Make sure that  is selected.



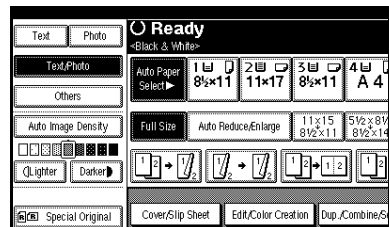
90° Turn

When you want to copy A3, B4, 8¹/₂" × 14", 8¹/₂" × 13" or 11" × 17" size originals, place your original in the landscape orientation, and then press . The machine rotates the original image, and you can make copies as you wish. This is useful for copying large originals with the Staple, Duplex, Combine or Stamp functions.

Note

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

1 Press .



3 Press [OK].

Placing Originals on the Exposure Glass

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

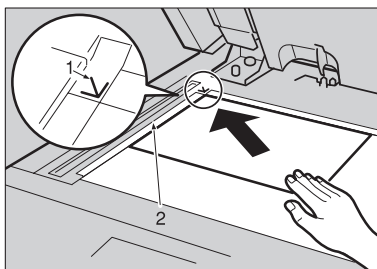
Important

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

Note

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

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



ZEWH050E

1. Reference mark

2. Left scale

Note

- ❑ Start with the first page to be copied.

- 3 Lower the exposure glass cover or document feeder.

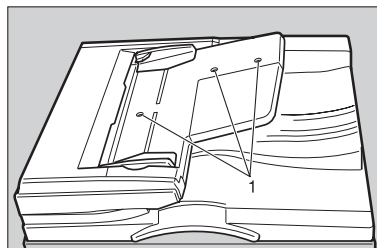
Placing Originals in the Document Feeder

Settings should be made in the following situations:

- ❖ When placing originals one by one:
⇒ p.14 "SADF mode"
- ❖ When placing originals consisting of more than 50 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

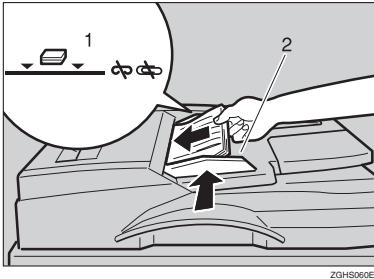
- ❑ Do not stack originals beyond the limit mark on the side fence of the document feeder.
- ❑ The last page should be on the bottom.
- ❑ Do not place any foreign objects on the sensors or cover them with your hands. This could cause the size not to be detected properly. Also, do not place anything on the exposure glass cover as this could cause a malfunction.



Zewh210E

1. Sensors

- 1** Set the document guide to the original size.
- 2** Align the edges of the original and place it on the document feeder (ADF) with the side to be copied facing up.



1. Limit mark
2. Document guide

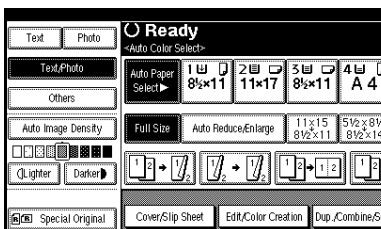
Note

- 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 the batch mode, the machine copies an original including more than 50 pages as one document, even if it is placed on the document feeder in parts.

- 1** Press **[Special Original]**.



- 2** Select **[Batch]**, and then press **[OK]**.

Note

- When **[Batch]** is not displayed, change the settings in ⇒ p.105 "Switch to Batch (SADF)"

- 3** Place the first part of the original, then press the **[Start]** key.

- 4** After the first part of the original has been fed, place the next part and then press the **[Start]** key.

Note

- Repeat step **3** when setting multiple sets of originals.
- When the Sort, Combine or 1 Sided → 2 Sided mode has been set, press the **[#]** key after all originals have been scanned.

SADF mode

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

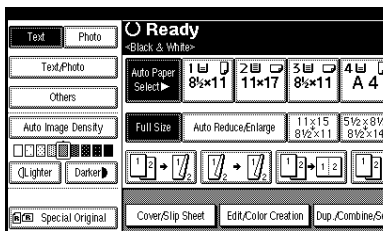
Note

- To use the SADF function, you should make a setting in "User Tools (Copy/Document Server Features)", so that **[SADF]** will be displayed when you press **[Special Original]**. ⇒ p.105 "Switch to Batch (SADF)"

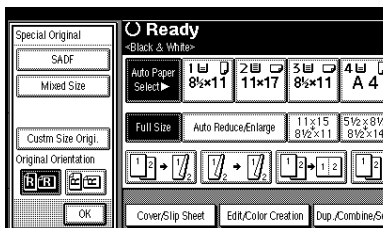
Reference

Related Default Settings ⇒ p.105 "SADF Auto Reset"

1 Press [Special Original].



2 Press [SADF].



3 Press [OK].

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

The Auto Feed indicator is shown on the display.

5 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

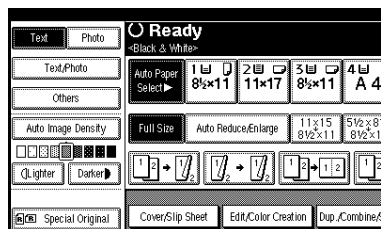
When you place different size originals which have the same width in the document feeder at the same time, the machine automatically checks the size of the originals and makes copies.

Note

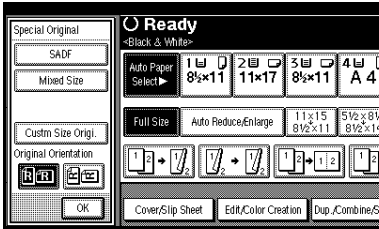
- When placing originals of different sizes in the document feeder and making copies without using the Mixed Size mode, parts of the original image might not be copied or paper might become jammed.
- Copy speed and scanning speed may be reduced.
- The sizes of the originals that can be placed together with this function are as follows:

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

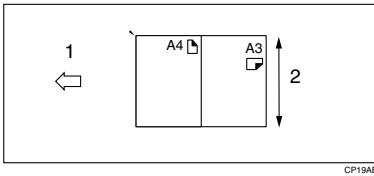
1 Press [Special Original].



- Press **[Mixed Size]**, and then press **[OK]**.



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



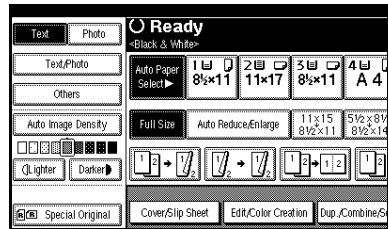
- Place into the document feeder
- Vertical size
- Adjust the guide to the widest original size.
- Place the aligned originals face up into the document feeder.
- Press the **[Start]** key.

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 105-297 mm (4.2" – 11.6") and a horizontal length of 128-432 mm (5.1" – 17.0") can be placed with this function.

- Press **[Special Original]**.



- Press **[Custm Size Orig.]**.
- Enter the horizontal size of the original with the Number keys, and then press **[#]**.
 - Note**
 - If you make a mistake, press **[Clear]** or the **[Clear/Stop]** key, and then enter the value again.
- Enter the vertical size of the original with the Number keys, and then press **[#]**.
- Press **[OK]**.
- Place your originals, and then press the **[Start]** key.

2. Copying

Basic Procedure

- 1** 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.

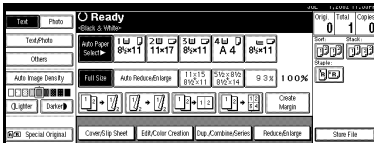
Reference

For Users Code, see ⇒ General Settings Guide, “Key Operator Tools”.

- 2** Make sure that "Ready" is displayed on the screen.

If any other function is displayed, press the **[Copy]** key.

◆ Initial copy display



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

Note

- When there are previous settings remaining, press the **[Reset]** key and enter again.

- 4** Place your originals.

Reference

⇒ p.12 “Placing Originals”

- 5** Set your desired settings.

Reference

Please refer to each functions.

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

Note

- The maximum copy quantity that can be set is 100.

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

The machine starts copying.

Note

- When you place originals on the exposure glass, press the **[#]** key after all originals are scanned.
- Copies are delivered face down.

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 **[Clear]** on the display.

- ◆ To confirm the settings.

⇒ Press the **[Check Modes]** key.

Auto Start

Copy starts automatically when the machine is ready for copy.

- 1** Set the copy contents while "Please wait." is displayed.
- 2** Set the original.
- 3** Press the **[Start]** key.
The **[Start]** key lamp will flash.

Interrupt Copy

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

 **Limitation**

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

- 1** Press the **[Interrupt]** key.
The **Interrupt** indicator goes on.

When the originals stop scanning

- 1** Remove the originals that were being copied and place the originals you wish to copy.
- 2** Press the **[Start]** key.
The machine starts making your copies.
- 3** When your copy job is finished, remove your originals and copies.
- 4** Press the **[Interrupt]** key again.
The **Interrupt** indicator goes off.
- 5** When the display prompts you, set the remaining originals again before interrupting.
- 6** Press the **[Start]** key.

 **Note**

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

When the machine keeps copying

- 1** Place the originals you wish to copy.
- 2** Press the **[Start]** key.
The machine stops the previous original job and starts copying your original.
- 3** When copying is complete, remove your originals and copies.
- 4** Press the **[Interrupt]** key again.
The **Interrupt** indicator goes off.
The interrupt copy job settings will be restored and the machine will continue copying from where it left off.

Original Beeper

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

 **Note**

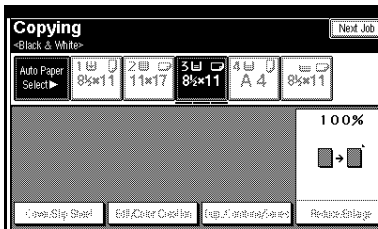
- ⇒ p.99 "Tone: Original remains"

Job Preset

You can set up the 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, your copy job will be started automatically.

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



- 2 Set up the next copy job.
- 3 Place the originals in the document feeder, and then press the **[Start]** key.

All originals are scanned.

- 4 Press **[To "Printing"]**.

Returns to the initial copy display.

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

Note

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

Copying from the Bypass Tray

The optional bypass tray is required to use this function.

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

Preparation

When the Duplex unit is attached, the default setting is [1 Sided]→2 Sided].

When copying from the bypass tray, select [1 Sided] for copying in [Dup./Combine/Series] (for example [1 Sided]→[1 Sided] or [2 Sided]→[1 Sided]). You can change the initial settings. ⇒ p.99 "Duplex Mode Priority"

Important

- ❑ It is not possible to use inkjet paper. For details about paper sizes and paper types, see ⇒ General Settings Guide, "Paper Type".
- ❑ When paper larger than 457.3 mm in size is used, the paper may become wrinkled, may not be fed into the machine, or may cause paper jams.

Note

- ❑ If you do not use the standard size copy paper or if you use special paper, you should input vertical and horizontal dimensions. ⇒ p.16 "Placing Custom Size Originals" The sizes that you can input are as follows.

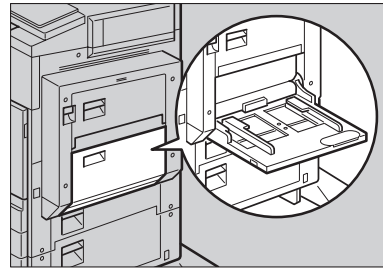
Metric version	<ul style="list-style-type: none"> • Vertical: 90.0 – 305.0mm • Horizontal: 148.0 – 457.2mm
Inch version	<ul style="list-style-type: none"> • Vertical: 3.55" – 12.00" • Horizontal: 5.83" – 18.00"

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

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

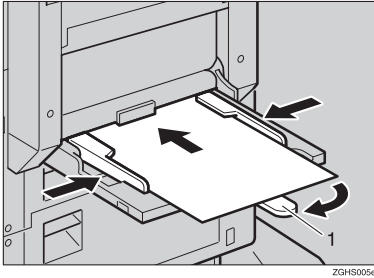
- ❑ When copying on OHP transparencies or paper heavier than 128 g/m² (about 34 lb.), you need to specify the paper type. ⇒ General Settings Guide, "Paper Type"
- ❑ The maximum number of sheets you can load at the same time depends on the paper type. The maximum number of sheets should not exceed the upper limit.

1 Open the bypass tray.



ZGH5004e

- 2** Insert the paper with the side you want to copy facing down until you hear the beep, and align the paper guide to the paper size.



1. Extender

Note

- If the guides are not flush with the copy paper, images might be skewed or paper misfeed might occur.
- Do not stack paper over the limit mark, otherwise images might be skewed or paper misfeed might occur.
- When you load the OHP transparencies, check the front and back of the sheets, and place them correctly, or a misfeed might occur. Set the paper direction to and select A4 , 8¹/₂" × 11" as paper size in step **3**.
- Swing out the extender to support paper sizes larger than A4 , 8¹/₂" × 11" .
- Fan paper to get air between the sheets and avoid a multi-sheet feed.
- When copying onto envelopes: ⇒ p.22 "When copying onto envelopes".

- 3** Select the type and size of the paper.

When copying onto standard size paper

- 1** Press the **[#]** key.
 - 2** Press **[Select Size]**.
 - 3** Select the paper size.
 - 4** Press **[OK]**.
-

When copying onto custom size paper

Note

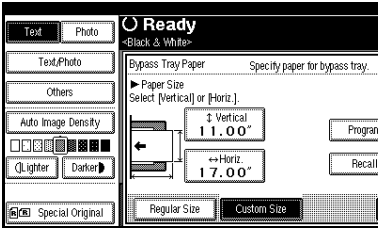
- Paper will be automatically delivered to the internal tray.

- 1** Press the **[#]** key.
- 2** Press **[Custom Size]**.
- 3** Press **[Vertical inch]**, enter the vertical size of the paper with the number keys, and then press **[#]**.
- 4** Enter the horizontal size of the paper with the number keys, and then press **[#]**.

Note

- If **[Horiz inch]** is not highlighted, press **[Horiz inch]**.
- When vertical size more than 297.1mm (11.70"), horizontal size more than 432.1mm (17.01") is entered, the image will be copied in the center of the paper.

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



- 5 Press **[OK]**.

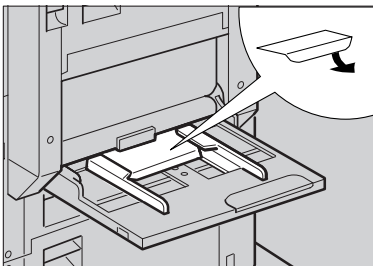
When copying onto special paper

- 1 Press the **[#]** key.
- 2 Select paper type in "Special paper".
- 3 Press **[OK]**.

When copying onto envelopes

Note

- ❑ When placing an original on the exposure glass, place the original with the bottom line aligned to the left scale.
- ❑ When placing originals in the document feeder, place the originals with the bottom line inserted in the document feeder.
- ❑ When loading envelopes, be sure to unfold the flaps and position them opposite to the paper feed direction.



ZGH5006E

Reference

For more information about supported size of envelop, see ⇒ General Settings Guide, "Recommended Paper Sizes and Types".

- 1 Press the **[#]** key.
- 2 Select the paper size, and then select **[Thick Paper]** for the paper type.
- 3 Press **[OK]**.
- 4 Place your originals, and then press the **[Start]** key.
- 5 When your copy job is finished, press the **[Clear Modes]** key to clear the settings.

When Copying on the Back Side of Paper

Using the Bypass Tray, you can make copies on the back side of pages that have already been copied on the front side.













Note

- Do not use paper that has been used in other copying machines or printers.
- Copies made on the back side of paper should be originals that have a low image area ratio, such as text originals.

Copying and Placement Orientation of Originals and Paper













Pay close attention to the placement orientation of paper and originals.

Top to top

Orientation of placing originals	Placing originals on the Bypass Tray	Orientation of copying
 <p>Exposure glass</p>		
 <p>Optional document feeder (ADF)</p>		
 <p>Exposure glass</p>		
 <p>Optional document feeder (ADF)</p>		

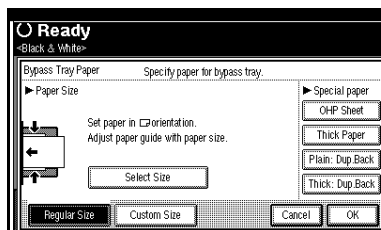
GGH33E

Top to Bottom

Orientation of placing originals	Placing originals on the Bypass Tray	Orientation of copying
 <p>Exposure glass</p>		
 <p>Optional document feeder (ADF)</p>		
 <p>Exposure glass</p>		
 <p>Optional document feeder (ADF)</p>		

GGH44E

- 1** Open the Bypass Tray, and then adjust the guides to the paper size.
- 2** Gently insert the copied paper with the copied side face down (the non-copied side face up) until the beeper sounds.
- 3** Press the [#] key, and then select the paper size.
- 4** In Special Paper, select [Plain: Dup.Back] or [Thick: Dup.Back], and then press [OK].

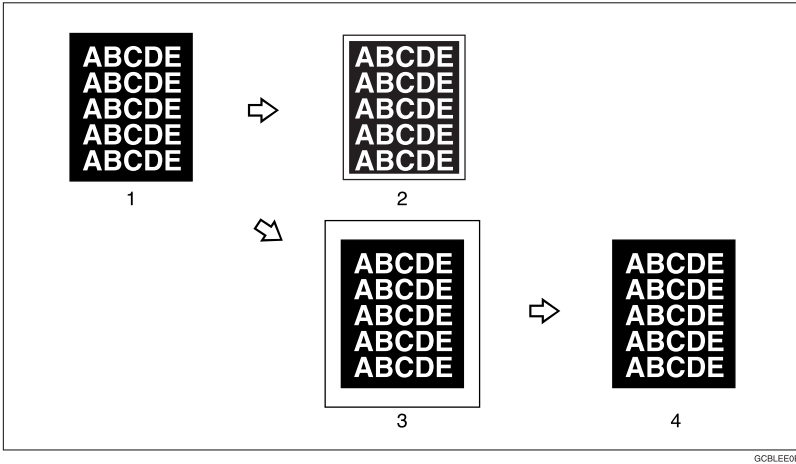


- 5** Place your originals, and then press the [Start] key.

Making A3, 11" × 17" Full Bleed Copies

You can make A3, 11" × 17" full bleed copies with 12" × 18" paper. This is useful for making A3, 11" × 17" size copies with a colored background (e.g. catalogues).

2



1. A3, 11" × 17" size Original

2. In standard copy mode, margins appear on copies

3. 12" × 18" Full Bleed Copy

4. Cut around the margins to produce a full image

Note

- This function can be used with 12" × 18" paper.
- When A3, 11" × 17" full bleed copying is made, the original image is copied onto the center.

Color Functions

Selecting a Color Mode

Select a Color mode that best suits your originals and copying requirements.

Reference

For color images ⇒ p.i “What You Can Do With This Machine <Color Functions/Color Adjustments>”

The following basic functions are explained in this section.

◆ Auto Color Select

Judges the color of the original automatically, and copies either in full color or black/white.

◆ Full Color Copy

Copies by overlaying yellow, magenta, cyan and black.

◆ Black/White Copy

Copies in black regardless of the color of the original.

◆ Single Color Copy

Copies in one designated color.

Note

- Yellow, magenta and cyan will be copied with one toner color, but beige, orange, red, light green, pink, green, marine blue, blue and purple uses 2 toner colors to copy.

◆ Two Color Copy

- Two Color Copy (Normal)
Copies black and other parts in two specified colors.

Note

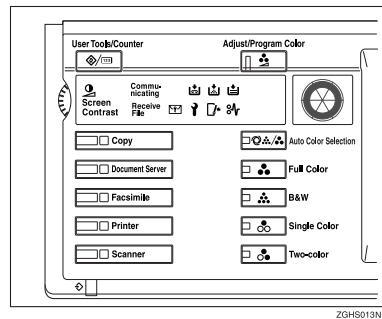
- You can select from basic colors, registered colors.

- Two Color Copy (Red & black)
Copies the red part in red, and all the other parts in black or white.

Note

- When the width of the color is set to “Wider”, colors close to orange and purple will be recognized as red. This adjustment will be valid in “Erasing Designated Colors” and “Color Change”. ⇒ p.106 “Color Sensitivity”

- 1** Select the type of color, then press the key.



When the **[Single Color]** key is selected

- 1** Select designation method of color (**[Basic Color]**, **[User Color]**).

- 2** Select the color, and then press **[OK]**.

Note

- When copied using the registered color, the original will be copied lighter than the registered color.
- Press **[Lighter]** or **[Darker]**, and you can adjust the density in 4 steps.

When the **[Two-color]** key is selected

- 1 Select either **[Two Color]** or **[Red & Black]**.

When **[Red & Black]** is pressed

- 1 Press **[OK]**.

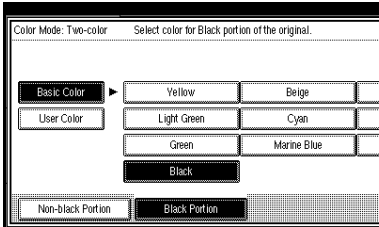
When **[Two Color]** is pressed

- 1 Press **[Change Color Setting]**.
- 2 Press **[Black Portion]**, and then select the color to be replaced by black.

Note

- When selecting a color from the user colors, press **[User Color]**.

- 3 Press **[Non-black Portion]**, and then select the color to replace the black color of the original.



- 4 Press **[OK]**.

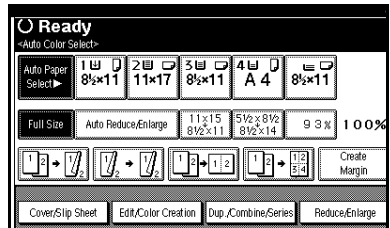
Convert Colors

Copies by changing the color in the original to a different color.

Note

- It is possible to specify up to 4 colors.
- The width of the color to be converted can be adjusted in 5 levels. If the color width is set to "Wider" and red has been specified, colors, which are close to magenta or orange, will also be converted. The color width can be adjusted in the "User Tools". ⇒ p.106 "Color Sensitivity"

- 1 Press the **[Full Color]** key.
- 2 Press **[Edit/Color Creation]**.



- 3 Press **[Color Creation]**.
- 4 Press **[Convert Color]**.
- 5 Select the color to be converted.
- 6 Select the new color to be converted.

Note

- You can adjust the density of each color in 4 levels, excluding white.
- When you want to change the converted color, press from **[Conversion 1]** to **[Conversion 4]** and make the selection again.
- When changing between more than two colors, repeat steps 4 and 5.

Selecting from [User Color]

- ① Press [User Color].
- ② Select from the registered colors, then press [OK].
- ⑦ After selecting all the colors to be converted, press [OK].
- ⑧ Set the original, and then press the [Start] key.

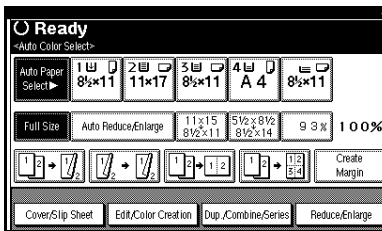
Erase Color

You can copy by erasing a certain color in the image of the original.

Note

- It is possible to select up to 4 colors.
- You can adjust the range of the color to be deleted in 5 levels. If the color range is set to "Wider" and red is specified, magenta and orange may also be deleted. The color range can be adjusted in the "User Tools". => p.106 "Color Sensitivity"

- ① Press [Edit/Color Creation].



- ② Press [Color Creation].
- ③ Press [Erase Color].
- ④ Select the color to be erased.

Note

- You can cancel the selection by pressing the selected (highlighted) key.
- You can erase 4 colors at once.

- ⑤ Press [OK] after selecting all the colors to be deleted.
- ⑥ Set the originals, and then press the [Start] key.

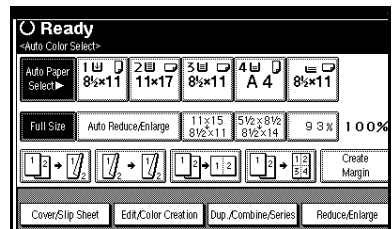
Color Background

Copies by adding a color in the whole page.

Note

- Since the Color Background function overprints the entire original, the color of the image may change.

- ① Press [Edit/Color Creation].



- ② Press [Color Creation].
- ③ Press [Color Background].
- ④ Select the background color, then press [OK].

Note

- You can adjust the density of each color in 4 levels.
- You can cancel the selection by pressing the selected (highlighted) key.

Selecting from the **[User Color]**

- ➊ Press **[User Color]**.
- ➋ Select a registered color, and then press **[OK]**.

5 Set the original, and then press the **[Start]** key.

Copy Functions

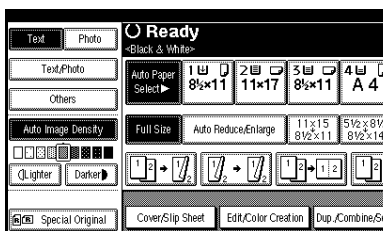
Adjusting Copy Image Density

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 overall original in 9 steps.
- ❖ **Combined auto and manual image density**
Use when copying originals with a dirty background (such as newspapers). You can adjust the foreground density while leaving the background unchanged.

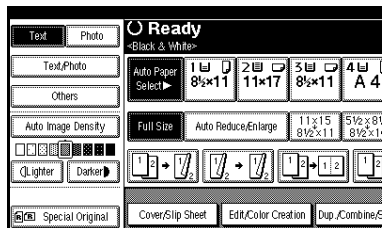
Auto image density

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



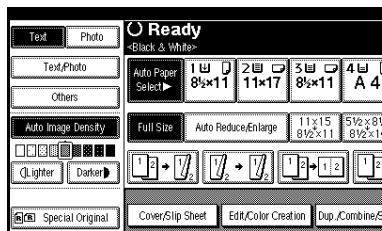
Manual image density

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



Combined auto and manual image density

- 1** Make sure that [Auto Image Density] is selected.
- 2** Press [Lighter] or [Darker] to adjust the density.



Selecting Original Type Setting

Select one of the following 6 types to match your originals:

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

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

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

 **Note**


If you select "Text/Photo" or "Photo" as the original type, select the photo type from among the three options below:

- **Glossy Photo**
Use when copying developed photographs.
- **Printed Photo**
Use when copying photographs or pictures that are printed on paper (e.g. magazines).
- **Copied Photo**
Use when copying copies or originals generated by printers.

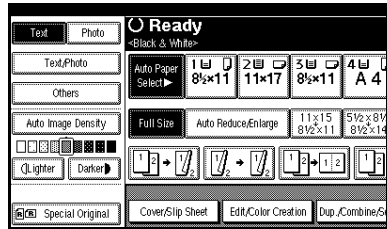
❖ **Map**
Scanning with settings suitable for Map originals. "Others" is displayed when "Original Type Display" (copy/document server box initial settings) has been set to "Display".

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

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

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

1 Press the appropriate key to select the original type.



When the original type keys are not displayed

- 1** Press [Original Type].
- 2** Select the original type, and then press [OK].

Selecting Copy Paper

There are two ways to select copy paper:

❖ Auto Paper Select

The machine selects a suitable size of copy paper automatically based on the original size and the reproduction ratio.

❖ Manual Paper Select

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

🔍 Reference

⇒ p.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☐☐, 8 ¹ / ₂ " × 13"☐

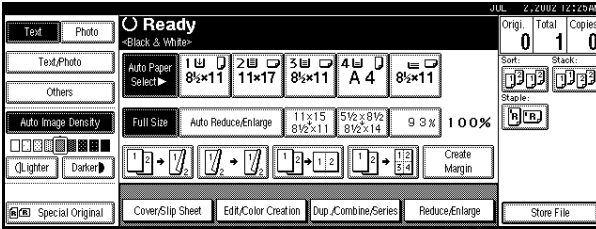
❖ Inch version

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

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



2

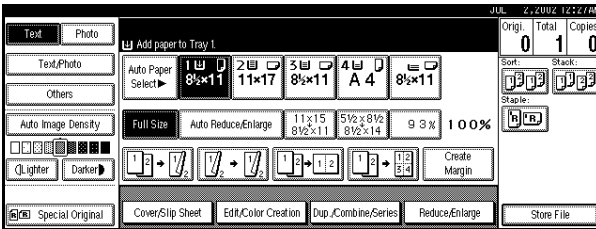
Note

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

Manual Paper Select

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

The indicator corresponding to the selected paper tray is highlighted.





Reference

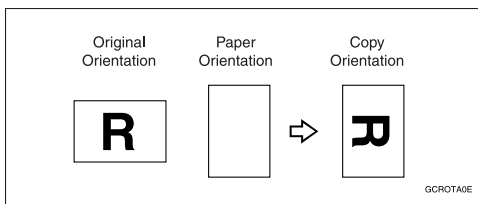
⇒ p.20 "Copying from the Bypass Tray"

When the paper type keys are not displayed


- 1** Press [Auto Paper Select].
- 2** 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.31 "Auto Paper Select"



Note

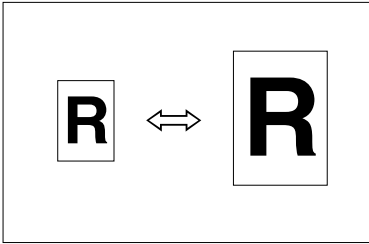
- The default setting for "Auto Tray Switching" is "With image rotation". You cannot use the Rotated Copy function if this setting is changed to "Without image rotation" or "Off". ⇒ p.31 "Selecting Copy Paper", ⇒ p.36 "Auto Reduce/Enlarge"
- You cannot use the Rotated Copy function when enlarging onto A3, B4 or 11" × 17", 8¹/₂" × 14" 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

- You cannot use the Rotated Copy function when "Left 2" or "Top 2" is selected for stapling when using the 1000-sheet finisher. ⇒ p.43 "Staple"
- You cannot use the Rotate Copy function if the Staple function is selected when using the 500-sheet finisher.

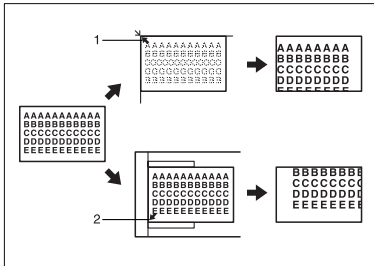
Preset Reduce/Enlarge

You can select a preset ratio for copying.



◆ Base Point

The base point of Reduce/Enlarge 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.



GCKA0319

1. Base point when setting on the exposure glass.

2. Base point when setting on the document feeder.

🔍 Reference

Related Initial Settings

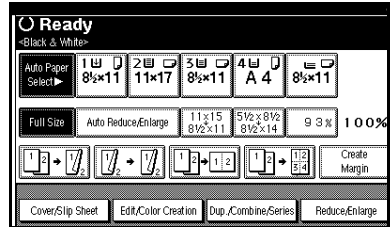
⇒ p.99 “Copy Function Key: F1-F5”

⇒ p.100 “R/E Priority”

📎 Note

- ❑ When making reduced copies from A3 or B4 originals to A4 OHP transparencies, set the OHP transparencies in tray 1 in the direction and use the Auto Reduce/Enlarge function. ⇒ p.36 “Auto Reduce/Enlarge”

1 Press [Reduce/Enlarge].



📎 Note

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

2 Press [Enlarge] or [Reduce].

3 Select a ratio, and then press [OK].

4 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. You can register this function in a shortcut key on the initial display. By combining it with the Reduce/Enlarge function, you can also provide the Reduce/Enlarge copy with a margin.

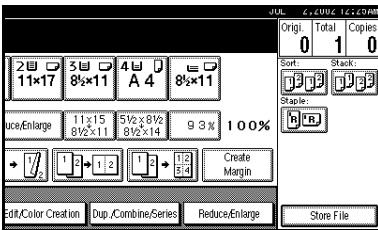
Reference

Related Initial Settings

⇒ p.99 "Copy Function Key: F1-F5"

⇒ p.100 "Ratio for Create Margin"

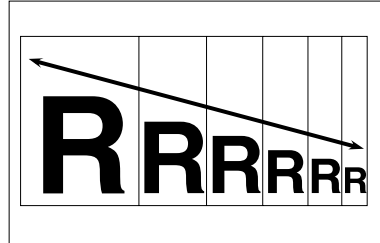
- Press **[Create Margin]** displayed on the initial display.



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

Zoom

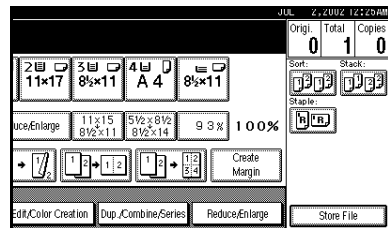
You can change the reproduction ratio in 1% steps.



Note

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

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



2 Enter the ratio.

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

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

Note

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

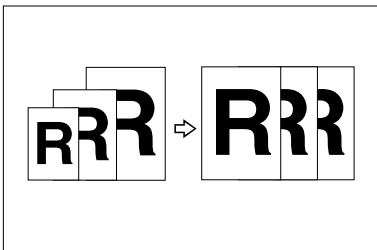
To enter the ratio with the number keys

- 1 Press **[Mag. Ratio]**.
- 2 Enter the desired ratio with the number keys.
- 3 Press **[#]**.
- 4 Press **[OK]**.

- 3 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☐☐, 8 1/2" × 13"☐

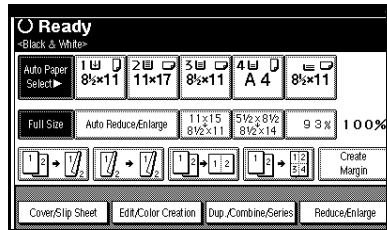
Inch version

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

Reference

⇒ p.9 "Sizes difficult to detect"

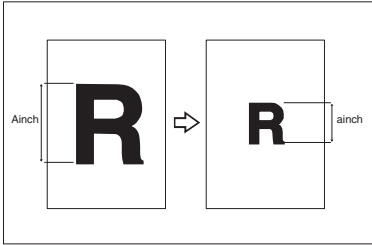
- 1 Press **[Auto Reduce/Enlarge]**.



- 2 Select the paper tray.
- 3 Set the original, then press the **[Start]** key.

Size Magnification

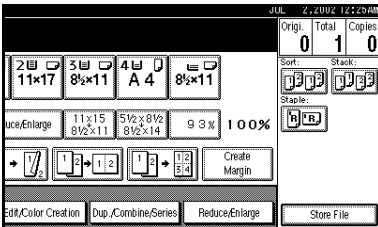
This function calculates an enlargement or reduction ratio based upon the lengths of the original and copy.



Note

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

1 Press [Reduce/Enlarge].



2 Press [Specifd. Ratio].

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

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

Note

- You can enter sizes within the following ranges.

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

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

Note

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

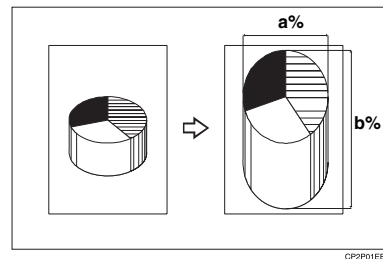
6 Press [OK].

7 Press [OK].

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

Directional Magnification (%)

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



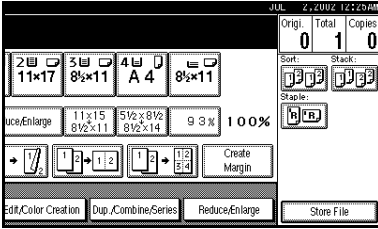
a. Horizontal ratio

b. Vertical ratio

Note

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

1 Press [Reduce/Enlarge].



2 Press [Specifd. Ratio].

3 Press [Direct. Mag.%].

To enter the ratio with the number keys

- 1** Press [Horizontal].
- 2** Enter the desired ratio with the number keys, followed by [#].
- 3** Press [Vertical].
- 4** Enter the desired ratio with the number keys, followed by [#].
- 5** Press [OK].

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

- 1** Press [With + -].
- 2** Press [Horizontal].
- 3** Adjust the ratio using [+] or [-].

Note

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

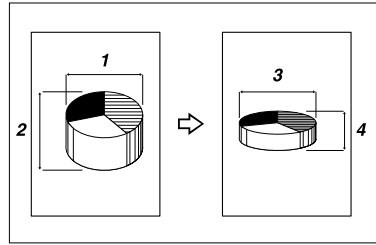
- 4** Press [Vertical].
- 5** Adjust the ratio with [+] or [-].
- 6** Press [OK].

4 Press [OK].

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

Directional Size Magnification (inch)

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



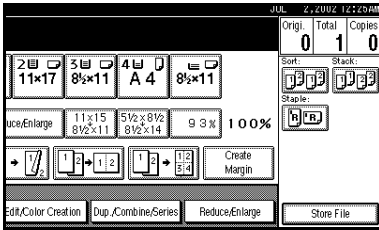
- 1.** Horizontal original size
- 2.** Vertical original size
- 3.** Horizontal copy size
- 4.** Vertical copy size

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

- 1 Press [Reduce/Enlarge].



- 2 Press [Specifd. Ratio].
- 3 Press [Dirc. Size Mag. In].
- 4 Enter the horizontal size of the original with the number keys, and then press [#].
- 5 Enter the horizontal size of the copy with the number keys, and then press [#].
- 6 Enter the vertical size of the original with the number keys, and then press [#].
- 7 Enter the vertical size of the copy with the number keys, and then press [#].

Note

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

- 8 Press [OK].
- 9 Press [OK].
- 10 Place your originals, and then press the [Start] key.

Sort

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

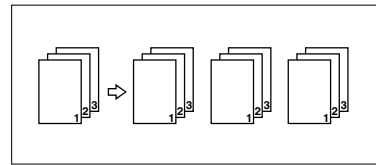
Reference

Related Initial Settings

- ⇒ p.106 "Select Stack Function"
- ⇒ p.105 "Memory Full Auto Scan Restart"
- ⇒ p.105 "Rotate Sort: Auto Paper Continue"
- ⇒ p.98 "Auto Tray Switching"

Sort

Copies are assembled as sets in sequential order.

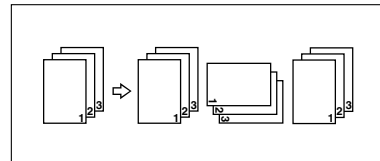


Note

- To confirm the paper sizes that can be used in the Sort function ⇒ p.110 "Sort, Rotate Sort, Stack".

Rotate Sort

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



Note

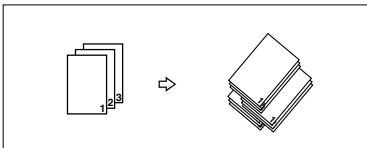
- The paper sizes that can be used in the Rotate Sort function are as follows.

Metric version	A4, B5
Inch version	8 ¹ / ₂ " × 11", 5 ¹ / ₂ " × 8 ¹ / ₂ "

- To use the Rotate Sort function, two paper trays with paper identical in size and different in direction (↔) are required.
- This function can be used only when optional finisher is not installed.

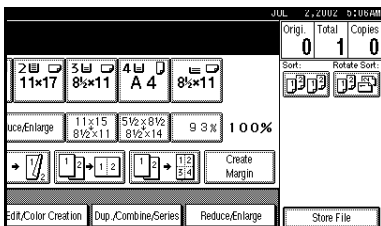
Shift Sort

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

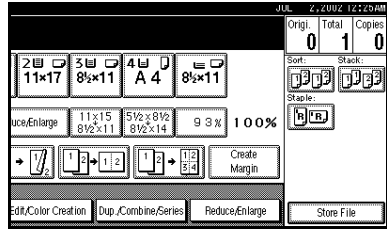


1 Press [Sort] or [Rotate Sort].

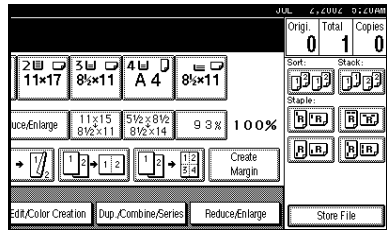
◆ When a finisher is not installed



◆ When the 500-Sheet Finisher is installed



◆ When the 1000-Sheet Finisher is installed



Note

- When the optional finisher is installed, use the User Tools to display [Rotate Sort]. ⇒ p.106 "Select Stack Function"

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

Note

- The maximum number of sets is 100.
- To confirm the type of finishing, press the [Sample Copy] key. ⇒ p.41 "Sample Copy"

3 Place your originals. **Note**

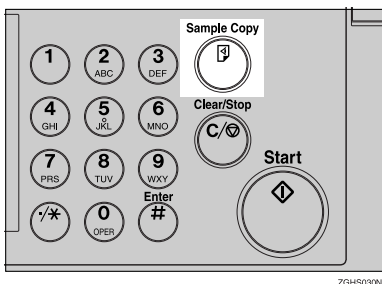
- When placing an original on the exposure glass, start with the first page to be copied. When placing an original in the document feeder (ADF), set so that the first page is on the top.
- After scanning the entire original from the exposure glass or through the document feeder, press [#].

4 Press the **[Start]** key.**Sample Copy**

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

 **Note**

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

1 Select Sort and any other functions, and then place the originals.**2** Press the **[Sample Copy]** key.

One copy set is delivered as a sample.

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

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

 **Note**

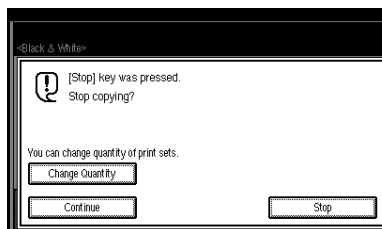
- If you press **[Suspend]** after checking the results, return to step **1** to adjust the copy settings as necessary. You can change the settings for Staple, Duplex, Copy Orientation, Stamp, Margin Adjust., and Cover/Slip Sheet. However, depending on the combination of functions, you may not be able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

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.

1 While "Copying" is displayed, press the **[Clear/Stop]** key.**2** Press **[Change Quantity]**.**3** Enter the number of copy sets with the number keys, and then press the **[#]** key. **Note**

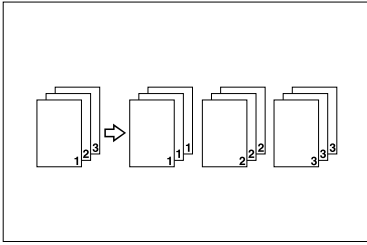
- The number of sets you can enter differs depending on when the **[Clear/Stop]** key is pressed.

4 Press **[Continue]**.

Copying starts again.

Stack

Copies can be assembled with each page placed.

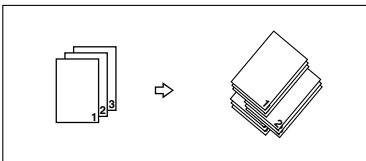


GCSORT2e

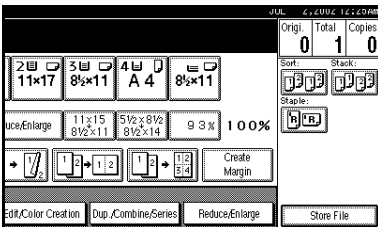
◆ Shift Stack

- The optional 500-Sheet finisher, 1000-Sheet Finisher or Shift Sort Tray is required to use this function.

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



1 Press [Stack].



2 Enter the number of copies with the number keys.

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

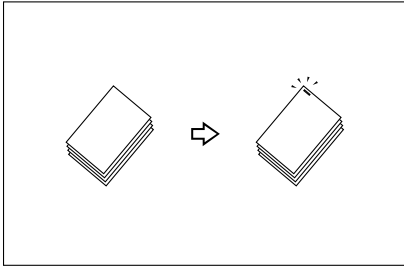
🔧 Note

- ❑ 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.

Staple

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

Each copy set can be stapled together.












Note

- You cannot use the Bypass Tray with this function.

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 stapling positions are as follows.

◆ 500-Sheet Finisher





































		Original location			Stapling position
			Exposure glass	Document Feeder	
	Top				
					

Note

- Original images are not rotated.

◆ 1000-Sheet Finisher

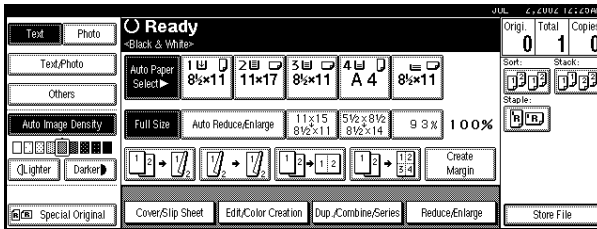
2

		Original location		Stapling position	
			Exposure glass		Document Feeder
	Top				
					
	Bottom				
					
	Left 2				 ^{*1}
					
	Top 2				
					 ^{*1}

^{*1} Not available for paper size larger than A4.

1 Select one of the stapling positions.

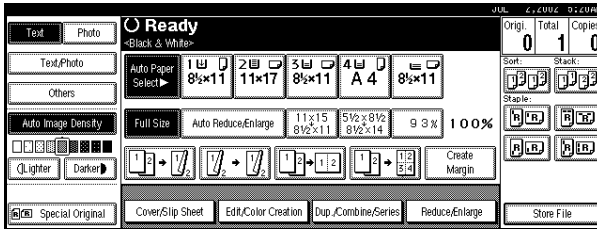
◆ 500-Sheet Finisher



Note

- The stapling position will be fixed to “Top”.

◆ 1000-Sheet Finisher



Note

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

Reference

⇒ p.43 “Stapling position and original setting”

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

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

Note

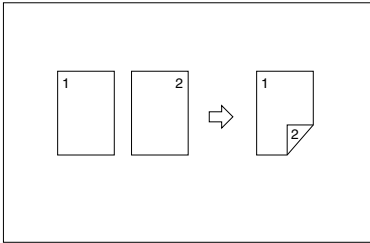
- When placing an original on the exposure glass, start with the first page to be copied. When placing an original in the document feeder (ADF), set so that the last page is on the bottom.
- When placing an original on the exposure glass or in the document feeder (ADF) using batch mode, press the **[#]** key after all the originals have been scanned.

Duplex

There are two types of duplex.

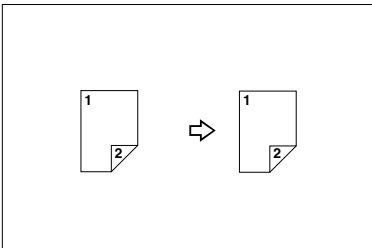
◆ 1 Sided → 2 Sided

Copies two 1-side pages on one 2-sided page.



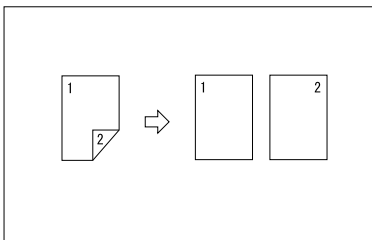
◆ 2 Sided → 2 Sided

Copies one 2-sided page on one 2-sided page.



◆ 2 Sided → 1 Sided

Copies each side of a 2-sided original onto two separate pages.



🔑 Note

- You cannot use the bypass tray with this function.
- The paper weight that can be used with duplex copying is 64~105g/m² (17~28 lb).

Original Direction and Completed Copies

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

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

GCRY01E

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

🔍 Reference

Related Initial Settings

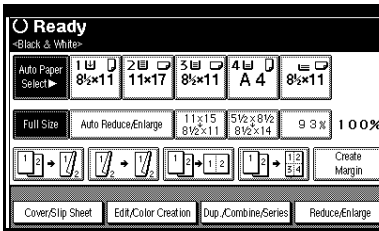
⇒ p.101 "Front Margin: Left/Right"

⇒ p.101 "Back Margin: Left/Right"

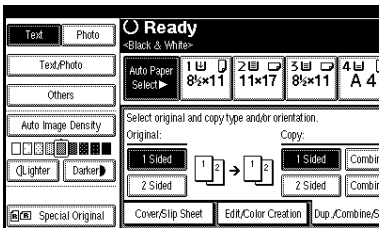
⇒ p.101 "Front Margin: Top/Bottom"

⇒ p.101 "Back Margin: Top/Bottom"

1 Press [Dup./Combine/Series].



2 Select ([1 Sided]/[2 Sided]) for "Original", and then press ([1 Sided]/[2 Sided]) for "Copy".



Note

- To change the copy orientation, press [Orientation]. ⇒ p.47 "Originals and Copy Direction"

3 Press [OK].

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

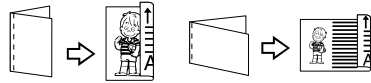
Note

- 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 should be 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.

Originals and Copy Direction

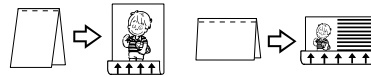
You can select the orientation.

- Top to Top



Duplex1

- Top to Bottom



Duplex2

Note

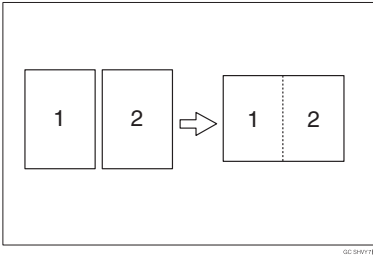
- You can change the default orientation with the User Tools. ⇒ p.99 "Copy Orientation in Duplex Mode", ⇒ p.99 "Original Orientation in Duplex Mode", ⇒ p.99 "General Features ²/5"

1 Press [Orientation] and then select the orientation (Original/Copy). Then press [OK].

1 Sided Combine

Combine several pages on one side of a sheet.

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



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

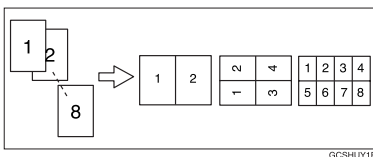
- ◆ **1 Sided 8 Pages → Combine 1 Side**
Copies eight 1-sided originals to one side of a sheet.

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

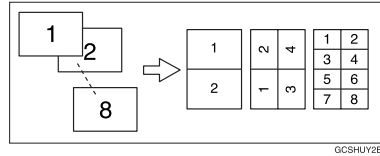
- ◆ **2 Sided 2 Pages → Combine 1 Side**
Copies two 2-sided originals to one side of a sheet.

- ◆ **2 Sided 4 Pages → Combine 1 Side**
Copies four 2-sided originals to one side of a sheet.

- ◆ **Orientation of the Original and Image Position of Combine**
Open to Left Originals

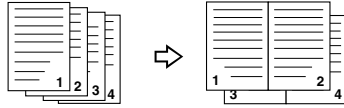


Open to Top Originals

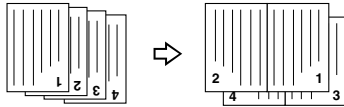


- ◆ **Placing Originals (Originals Placed in the Document Feeder)**

Originals read from left to right



Originals read from top to bottom



Reference

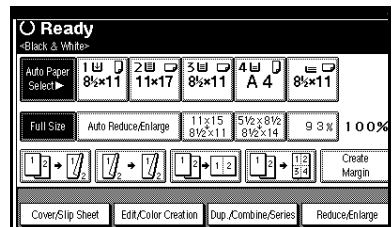
Related Initial Settings

⇒ p.101 “Erase Original Shadow in Combine”

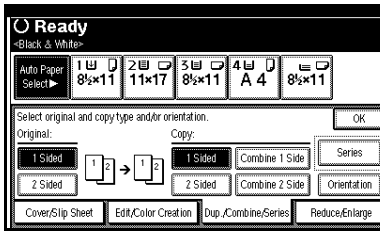
⇒ p.101 “Copy Order in Combine”

⇒ p.103 “Separation Line in Combine”

1 Press [Dup./Combine/Series].



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



Reference

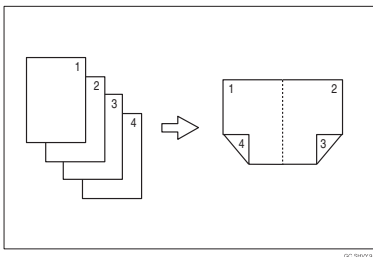
⇒ p.47 "Originals and Copy Direction"

- 3** Select the number of originals to combine, and then press **[OK]**.
- 4** Select the paper.
- 5** Press **[OK]**.
- 6** Place your originals, and then press the **[Start]** key.

2 Sided Combine

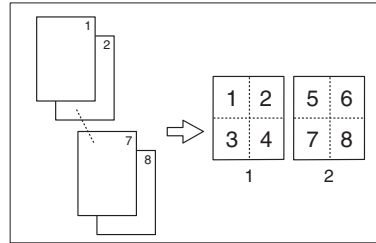
Combines various pages of originals into one sheet with two sides.

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



GC SHVY4E

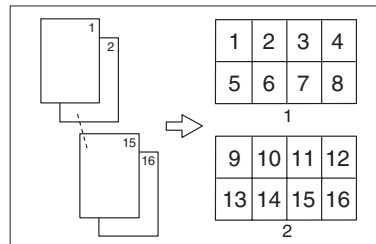
- ◆ **1 Sided 8 Pages → Combine 2 Side**
Copies eight 1-sided originals to one sheet with four pages per side.



GC SHVY4E

1. Front
2. Back

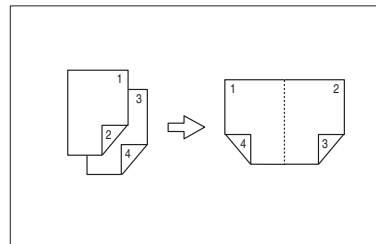
- ◆ **1 Sided 16 Pages → Combine 2 Side**
Copies sixteen 1-sided originals to one sheet with eight pages per side.



GC SHVY4E

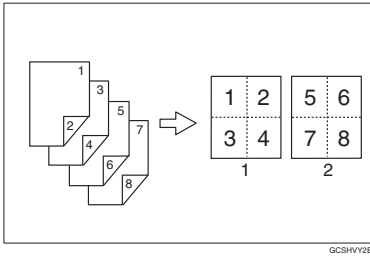
1. Front
2. Back

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



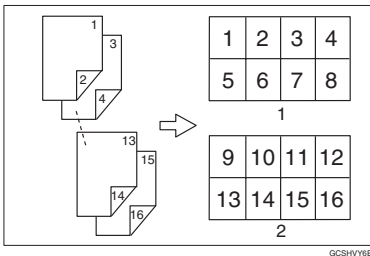
GC SHVY4E

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



1. Front
2. Back

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

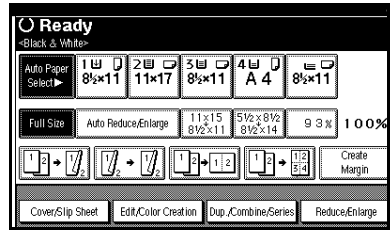


1. Front
2. Back

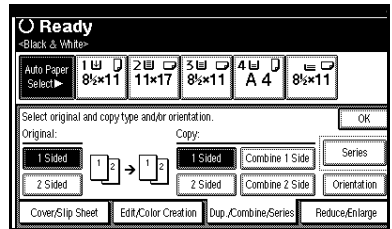
Reference

- ⇒ p.48 “Orientation of the Original and Image Position of Combine”
- ⇒ p.101 “Erase Original Shadow in Combine”
- ⇒ p.101 “Copy Order in Combine”
- ⇒ p.103 “Separation Line in Combine”

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



- 2 Press ([1 Sided]/[2 Sided]) for "Original", and then press [Combine 2 Side] for "Copy".



Reference

⇒ p.47 “Originals and Copy Direction”

- 3 Select the number of originals to combine, and then press [OK].
- 4 Select the paper.
- 5 Press [OK].
- 6 Place your originals, and then press the [Start] key.

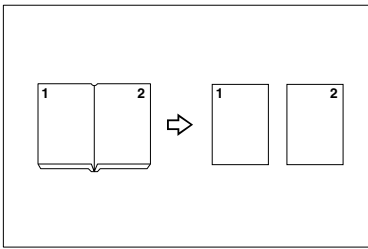
Series Copies

You can use this function only when you are making a copy from the Exposure Glass.

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

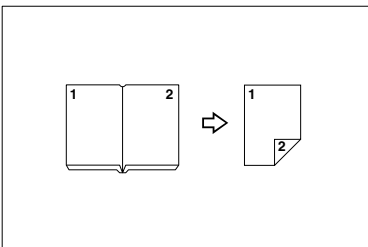
❖ Book→1 Sided

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



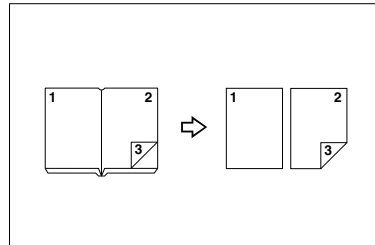
❖ Book→2 Sided

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 using a 100% ratio.
- You can use this function only when you are making a copy from the Exposure Glass.

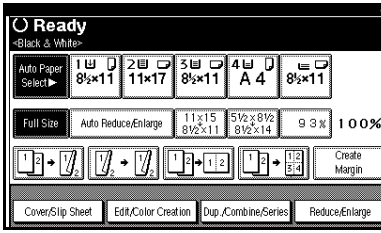
❖ Metric version

Original	Paper for 1-sided copy	Paper for 2-sided copy
A3	A4 × 2 sheets	A4 × 1 sheets (2-sided)
B4	B5 × 2 sheets	B5 × 1 sheets (2-sided)
A4	A5 × 2 sheets	A5 × 1 sheets (2-sided)

❖ Inch version

Original	Paper for 1-sided copy	Paper for 2-sided copy
11" × 17"	8 ¹ / ₂ " × 11" × 2 sheets	8 ¹ / ₂ " × 11" × 1 sheets (2 sided)
8 ¹ / ₂ " × 11"	5 ¹ / ₂ " × 8 ¹ / ₂ " × 2 sheets	5 ¹ / ₂ " × 11" × 1 sheets (2-sided)

1 Press [Dup./Combine/Series].



2 Press [Series].

3 Select ([Book→1 Sided]/[Book→2 Sided]/[Front&Back→2 Sided]) and press [OK].

4 Press [OK].

5 Make sure that [Auto Paper Select] is selected.

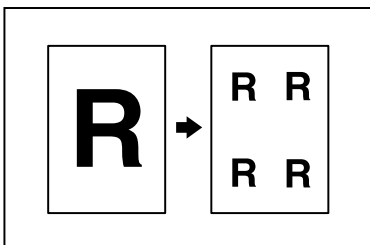
6 Place your originals on the exposure glass, and then press the [Start] key.

Note

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

Image Repeat

The original image is copied repeatedly.



There are two types of designation methods for Image Repeat.

◆ **Whole Area Repeat**

Repeatedly copies the entire image.

◆ **Specified Area Repeat**

Repeatedly copies a specified portion of the image. Decide the base point of the area, specify the length and the width, and then specify the location of the area.

Reference

Related Initial Settings

⇒ p.102 “Double Copies Separation Line”

Whole Area Repeat

Note

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

◆ **Original: A5 □ / Copy paper: A4 □**
 or **Original: A5 □ / Copy paper A4 □**

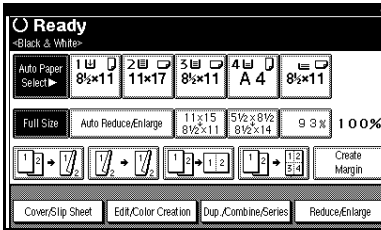
4 repeats (71%)	16 repeats (35%)

◆ **Original: A5 □ / Copy paper: A4 □**
 or **Original: A5 □ / Copy paper A4 □**

2 repeats (100%)	8 repeats (50%)	32 repeats (25%)

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

2 Press [Edit/Color Creation].



3 Press [Edit Image].

4 Press [Image Repeat].

5 Confirm that [Whole Area] is selected, then press [OK].

6 Press [OK].

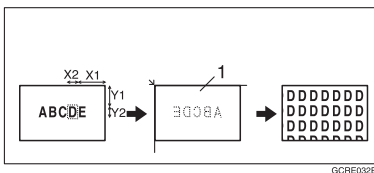
7 Place your original, and then press the [Start] key.

Specified Area Repeat

You can use this function only when you are making a copy from the Exposure Glass.

Note

- The base point X1, Y1, and the length set by point X2, Y2 determines the area of an image repeatedly copied.



GCPE032E

1. Set on the exposure glass

1 Specify the location of the area's base point (X1, Y1), and its length and width (X2, Y2).

Note

- You can set any value in the range of X1: 0~412mm (0.8"~16.2"), X2: 20~432mm (0.8"~17"), Y1: 0~277mm (0.8"~10.8"), and Y2: 20~297mm (0.8"~11.6").

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

3 Press [Edit/Color Creation].

4 Press [Edit Image].

5 Press [Image Repeat].

6 Press [Specified Area].

7 Enter the length of [X1] with the number keys, then press [#].

8 Enter the length of [Y1] with the number keys, then press [#].

9 Enter the length of [X2] with the number keys, then press [#].

10 Enter the length of the [Y2] by number keys, then press [#].

11 Press [OK].

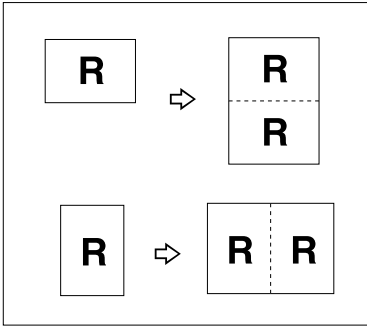
12 Press [OK].

13 Press [OK].

14 Place the original on the exposure glass, and then press the [Start] key.

Double Copies

One original image is copied twice on 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
A4	A3
A5	A4
B5	B4

Inch version

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

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

Reference

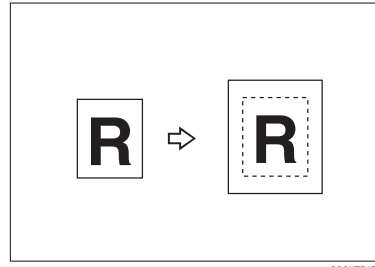
Related Initial Settings

⇒ p.102 "Double Copies Separation Line"

- 1** Press [Edit/Color Creation].
- 2** Press [Edit Image].
- 3** Press [Double Copies].
- 4** Press [OK].
- 5** Press [OK].
- 6** Select the paper.
- 7** Place your originals, and then press the [Start] key.

Centering

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



GCCNTR0E












Note

- You cannot use the bypass tray with this function.
- The original sizes and directions for centering are listed below.

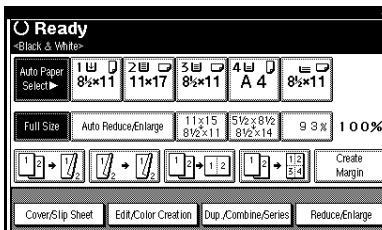
Metric version

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

◆ Inch version

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

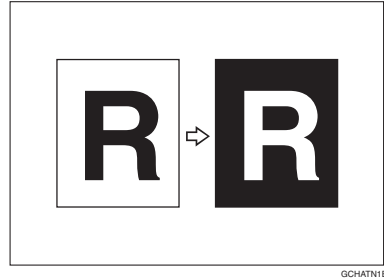
- 1** Select the paper.
- 2** Press [Edit/Color Creation].



- 3** Press [Edit Image].
- 4** Press [Centring].
- 5** Press [OK].
- 6** Press [OK].
- 7** Place your originals, and then press the [Start] key.

Positive/Negative

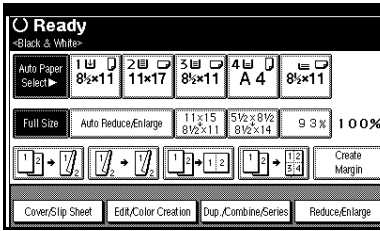
If your original is black and white, copy images are inverted.



Note

- If your original is black and white, copy images are inverted. If your original is color, the density, darkness and brightness of each color will be reversed and inverted to complimentary colors.
- If the **[Single Color]** key is selected, copy images are copied in white and specified colors.
- If **[Two Color]** (normal) is selected, the white part of the original becomes black and the black part becomes white, and the colored part is copied with the specified color.
- If **[Red & Black]** is selected, the white part of the original becomes black, and the black part becomes white, but the red part is copied as red color.

1 Press [Edit/Color Creation].



2 Press [Edit Image].

3 Press [Positive/Negative].

4 Press [OK].

5 Press [OK].

6 Select the paper.

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

Mirror

Copies by reversing the image from left to right, as reflected in a mirror.

Note

- Copy results may differ depending on the set orientation of the originals.

1 Press [Edit/Color Creation].

2 Press [Edit Image].

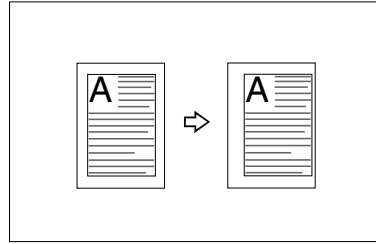
3 Press [Mirror Image].

4 Press [OK].

5 Place the original, then press the [Start] key.

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 Margin: Left/Right"

⇒ p.101 "Front Margin: Top/Bottom"

⇒ p.101 "Back Margin: Top/Bottom"

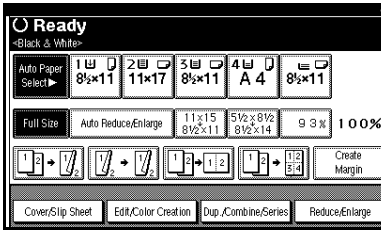
⇒ p.101 "1 Sided→2 Sided Auto Margin: TtoT"

Note

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

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

- 1 Press **[Edit/Color Creation]**.



- 2 Press **[Erase/Margin Adj.]**.
- 3 Press **[Margin Adjustment]**.
- 4 Set a binding margin for a front page. Press **[←]** and **[→]** when setting the left and right margins, and **[↓]** and **[↑]** when setting the top and bottom margins.

Note

- To change the value entered, press **[←]**, **[→]**, **[↓]**, **[↑]** to set the new value.
- If you do not need to specify the margins for the back side pages, press **[OK]** and go to step 6.

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

Note

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

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

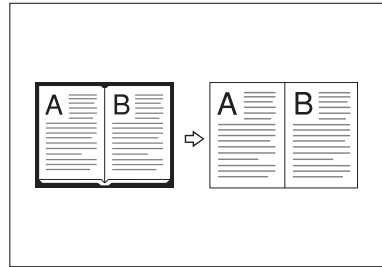
Erase

This function erases the center and/or all four sides of the original image.

This function has the following three types:

❖ Border

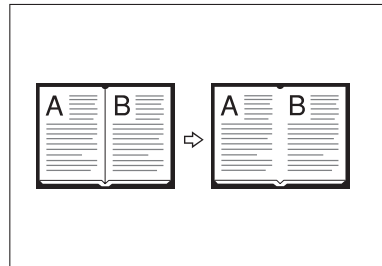
This mode erases the edge margin of the original image.



GCCENT2E

❖ Center

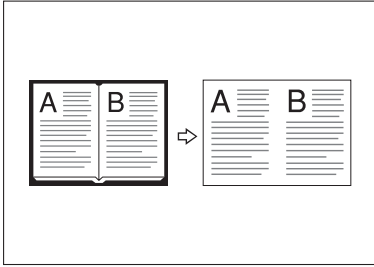
This mode erases the center margin of the original image.



GCCENT1E

❖ **Center/Border**

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



GC02NT3E

Reference

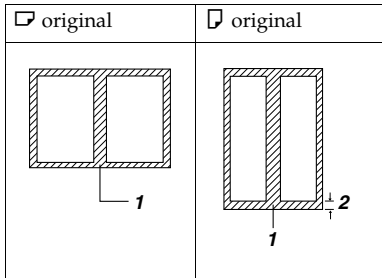
The erase width is set to 10mm (0.4") at default settings. You can change this settings with the User Tools.

⇒ p.101 "Erase Center Width"

⇒ p.101 "Erase Border Width"

Note

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

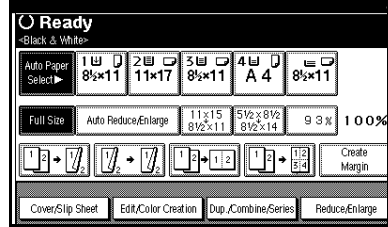


1: Erased part

2: 2-99mm

Border Erase

1 Press [Edit/Color Creation].



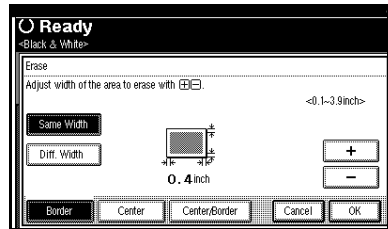
2 Press [Erase/Margin Adj.].

3 Press [Erase].

4 Set the erase border width.

Selecting [Same Width]

1 Press [Same Width].



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

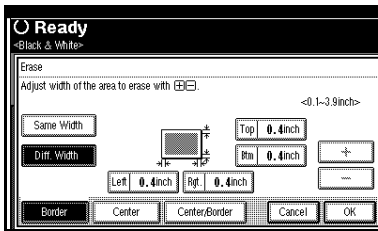
Note

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

3 Press [OK].

Selecting [Diff. Width]

- 1 Press [Diff. Width].



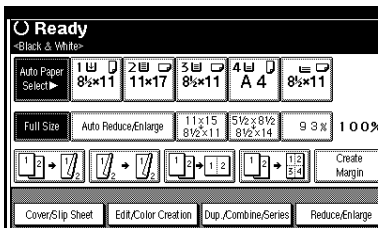
- 2 Press the key for the border you wish to change and set an erase border width with [+] and [-].
- 3 Press [OK].

- 5 Press [OK].

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

Center Erase

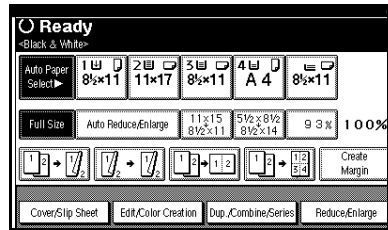
- 1 Press [Edit/Color Creation].



- 2 Press [Erase/Margin Adj.].
- 3 Press [Erase].
- 4 Press [Center].
- 5 Set the erase center width with [+] and [-], and then press [OK].
- 6 Press [OK].
- 7 Place your originals, and then press the [Start] key.

Center/Border Erase

- 1 Press [Edit/Color Creation].



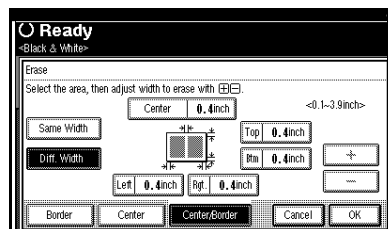
- 2 Press [Erase/Margin Adj.].
- 3 Press [Erase].
- 4 Press [Center/Border].
- 5 Set the border to be erased.

Selecting [Same Width]

- 1 Press [Same Width].
- 2 Press [Center], and then set the erase center width with [+] and [-].
- 3 Press [Border], and then set the erase border width with [+] and [-].
- 4 Press [OK].

Selecting [Diff. Width]

- 1 Press [Diff. Width].



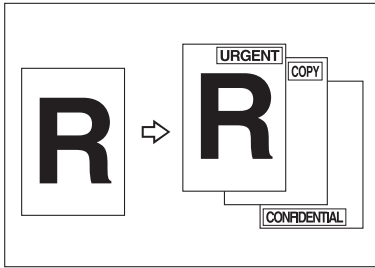
- 2 Press the key for the part you wish to change, and then set an erase margin width with [+] and [-].
- 3 Press [OK].

6 Press [OK].

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

Preset Stamp

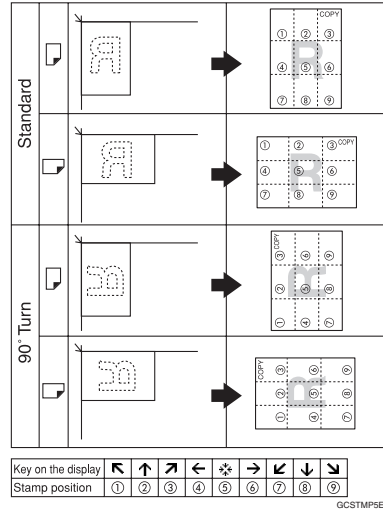
Messages that you use frequently can be stored in the machine's memory and stamped on copies.



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 Only", "CONFIDENTIAL", "DRAFT".

Stamp Position and Original Direction



GCSTMP5E

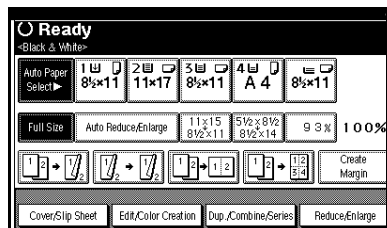
Note

- You cannot use the bypass tray with this function.
- Only one message can be stamped at a time.
- When you select Full Color, the Full Color counter starts from "1".
- The default stamp color is red.

Reference

- ⇒ p.103 "Stamp Language"
- ⇒ p.103 "Stamp Position"
- ⇒ p.103 "Stamp Format :"
- ⇒ p.103 "Stamp Color"

1 Press [Edit/Color Creation].



- 2** Press [Stamp].
- 3** Press [Preset Stamp].
- 4** Select the desired message.
- 5** Press [All Pages] or [1st Page only] to select the print page.

 **Note**

- You can change the color, position, size, and density of the stamp. ⇒ p.61 “Changing the stamp color” ⇒ p.61 “Changing the stamp position, size and density”

- 6** After you specify all the desired settings, press [OK].
- 7** Press [OK].
- 8** Place your originals, and then press the [Start] key.

Changing the stamp color

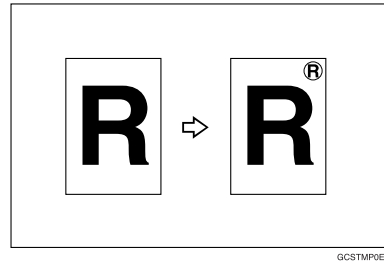
- 1** Press [Stamp Color].
- 2** Select the stamp color, then press [OK].

Changing the stamp position, size and density

- 1** Press [Change].
- 2** Select the position for print, size and density, then press [OK].

User Stamp

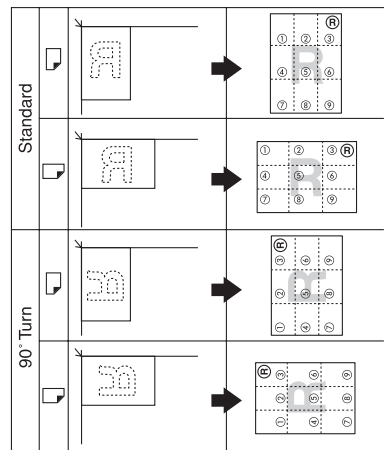
Copies with the registered stamp.



 **Note**

- Full color originals can only be read in single color.

Stamp position and original orientation



Key on the display									
Stamp position	①	②	③	④	⑤	⑥	⑦	⑧	⑨

GCSTMP0E

 **Note**

- You cannot use the bypass tray with this function.
- Only one message can be stamped at a time.
- The default stamp color is black.

Reference

Related Initial Settings

⇒ p.104 “Stamp Position 1 - 4”

⇒ p.104 “Stamp Format 1 - 4”

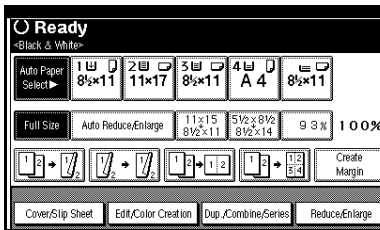
⇒ p.104 “Stamp Color : 1 - 4”

1 Register a user stamp.

Reference

⇒ p.62 “To program the user stamp”

2 Press [Edit/Color Creation].

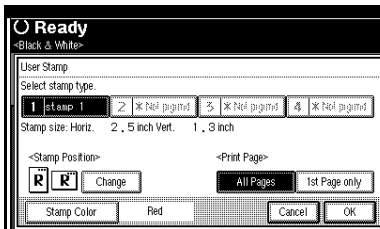


3 Press [Stamp].

4 Press [User Stamp].

5 Select the stamp you require.

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



Note

- You can change the stamp color and position. ⇒ p.62 “Changing the stamp color” ⇒ p.62 “To change the stamp position”

7 After making all settings, press [OK].

8 Press [OK].

9 Set the original, then press the [Start] key.

Changing the stamp color

1 Press [Stamp Color].

2 Select the stamp color, then press [OK].

To change the stamp position

1 Press [Change].

2 Select the desired position, and then press [OK].

To program the user stamp

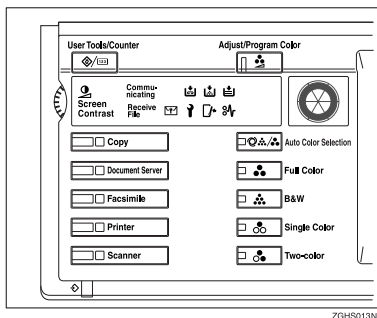
Note

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

- Up to four images that you use frequently can be stored in the machine's memory.

1 Make sure that the machine is in Copy mode.

- 2** Press the **[User Tools/Counter]** key.



- 3** Press **[Copier/Document Server Features]**.

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

- 4** Press **[Stamp]**.

- 5** Press **[User Stamp]**.

- 6** Press **[Program/Delete Stamp]**.

- 7** Press **[Program]** and press the stamp number (1–4) you want to program.

Note

- Stamp numbers with \Rightarrow 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 **[Yes]** or **[No]**.

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

- 9** Press **[OK]**.

Reference

\Rightarrow “Entering Text Characters” in the General Settings Guide

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

Note

- You can enter sizes within the horizontal range of 10 – 432mm, 1.0" – 17.0", and the vertical range of 10 – 297mm, 1.0" – 11.7". However, if the area exceeds the maximum value (5,000mm², 7.75 inch²), it is corrected to within the acceptable range automatically.

- 11** Press **[Vertical]**, and then enter the vertical size in the same way as step 10.

- 12** Place the user stamp on the exposure glass, and then press **[Start Scanning]**.

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.

- 13** Press **[Exit]**.

- 14** Press **[Exit]**.

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

- 15** Press **[Exit]**.

Exits the settings and will become ready to copy.

To delete the user stamp

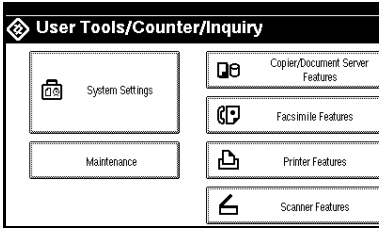
Important

You cannot restore a deleted stamp.

1 Make sure that the machine is in Copy mode.

2 Press the **[User Tools/Counter]** key.

3 Press **[Copier/Document Server]**.



4 Press **[Stamp]**.

5 Press **[User Stamp]**.

6 Press **[Program/Delete Stamp]**.

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

8 Select **[Delete]**.

9 Press **[Exit]**.

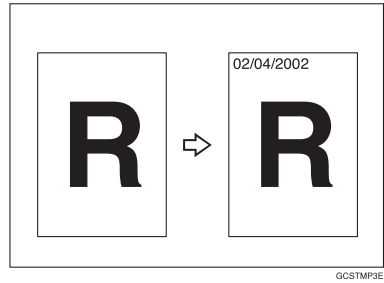
The display returns to the main menu of the Copier/Document Server Features.

10 Press **[Exit]**.

Exits the settings and will become ready to copy.

Date Stamp

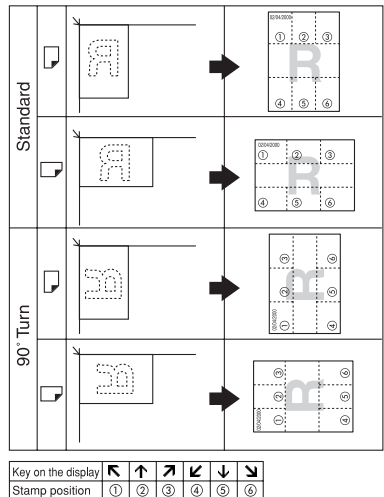
You can select from the following styles.



You can select from the following styles.

- MM/DD/YYYY
- MM.DD.YYYY
- DD/MM/YYYY
- DD.MM.YYYY
- YYYY.MM.DD

Stamp position and original orientation



Note

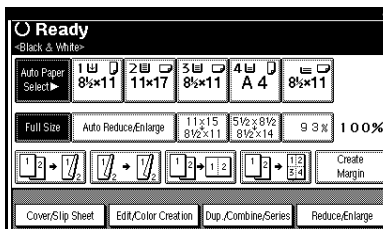
- You cannot use the bypass tray with this function.

Reference

Related Initial Settings

- ⇒ p.104 "Font"
- ⇒ p.104 "Size"
- ⇒ p.104 "Superimpose"
- ⇒ p.104 "Stamp Position"
- ⇒ p.104 "Stamp Color"
- ⇒ General Settings Guide "Timer Setting"

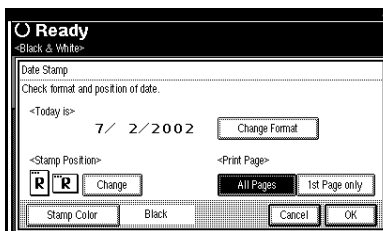
- 1 Press [Edit/Color Creation].



- 2 Press [Stamp].

- 3 Press [Date Stamp].

- 4 Press [All Pages] or [1st Page only] to select the print page.

**Note**

- You can change the color, font and position of the date to be stamped. ⇒ p.65 "Changing the stamp color" ⇒ p.65 "To change the style of date"

- 5 After all the settings are complete, press [OK].

- 6 Press [OK].

- 7 Set the original, then press the [Start] key.

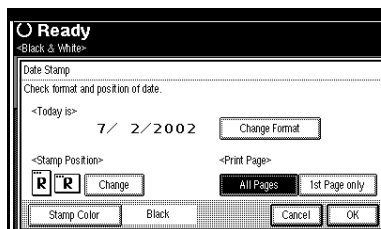
Changing the stamp color

- 1 Press [Stamp Color].

- 2 Select the stamp color, then press [OK].

To change the style of date

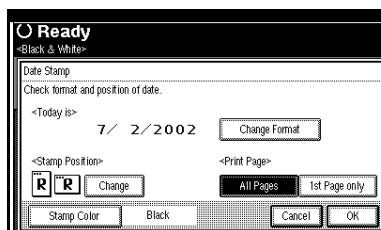
- 1 Press [Change Format].



- 2 Select the date format, and then press [OK].

To change the stamp position

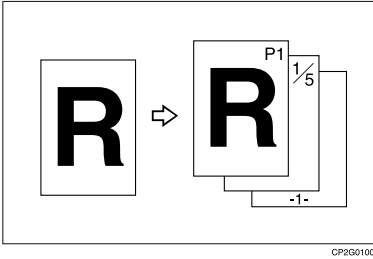
- 1 Press [Change].



- 2 Select the desired Date Stamp position, and then press [OK].

Page Numbering

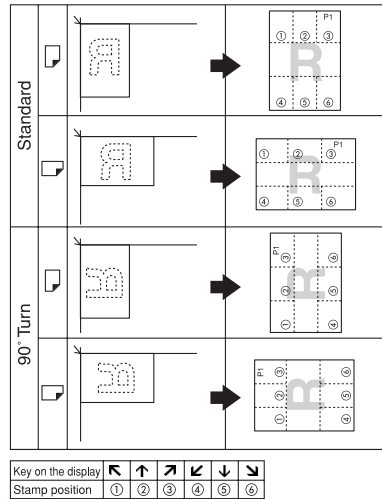
Use this function to print page numbers on your copies.



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

- P1,P2,...Pn
- 1/n,2/n,...n/n
- -1-,-2-,...-n-
- P.1,P.2,...P.n
- 1, 2...n
- 1-1,1-2,...1-n

Stamp position and original orientation



Note

- You cannot use the bypass tray with this function.
- The default stamp color is black.

Reference

Related Initial Settings

⇒ p.104 "Font"

⇒ p.104 "Size"

⇒ p.105 "Superimpose"

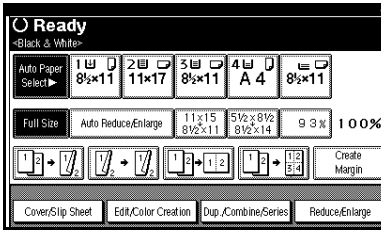
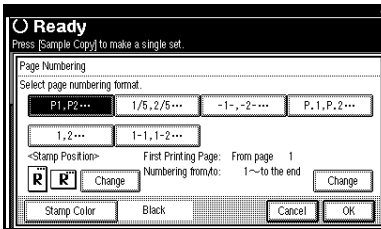
⇒ p.104 "Stamp Format"

⇒ p.104 "Duplex Back Page Stamping Position"

⇒ p.105 "Stamp Position"

⇒ p.105 "Stamp on Designated Slip Sheet"

⇒ p.105 "Stamp Color"

1 Press [Edit/Color Creation].**2** Press [Stamp].**3** Press [Page Numbering].**4** Select the format.**Note**

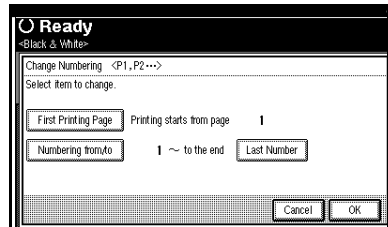
- You can specify the stamp color, stamp position, pages to be stamped, and numbering. ⇒ p.67 "Changing the stamp color" ⇒ p.67 "Changing the stamp position" ⇒ p.67 "Specify the first printing page and start number"

5 After you specify all the desired settings, press [OK].**6** Press [OK].**7** Set the originals, then press the [Start] key.**Changing the stamp color****1** Press [Stamp Color].**2** Select the stamp color, then press [OK].**Changing the stamp position****1** Press [Change].**2** Select the desired position, and then press [OK].**Specify the first printing page and start number**

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

Note

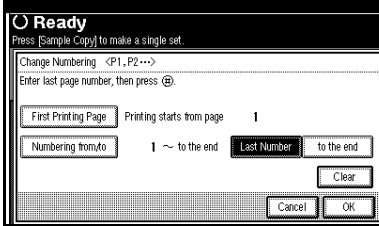
- Below explains the example when (P1, P2...) is selected. The steps are the same for / other cases.

1 Press the right [Change].**2** Press [First Printing Page], and then enter the original sheet number from which to start numbering with the number keys.**Note**

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

3 Press the [#] key.**4** Press [Numbering from/to], and then enter the number from which to start numbering with the number keys, then press the [#] key.

- 5** Press [Last Number], and then enter the page number at which to stop numbering with the number keys, then press the [#] key.



Note

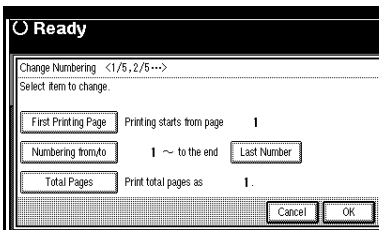
- If you wish to print onto the last page, press [to the end].

- 6** When all the page designation is complete, press [OK].

- 7** Press [OK].

If you selected (1/5, 2/5...)

- 1** Press the right [Change].
- 2** Press [First Printing Page], and then enter the original sheet number from which to start numbering with the number keys.



Note

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

- 3** Press the [#] key.

- 4** Press [Numbering from/to], and then enter the page number from which to start numbering with the number keys, and then press the [#] key.

- 5** Press [Last Number], and then enter the page number at which to stop numbering with the number keys, then press the [#] key.

Proceed to step **6** when not changing.

Note

- If you wish to print onto the last page, press [to the end].
- The last number is the last page number to print. For example, if the [Total Pages] is 10 pages, if you wish to print up to 7 pages and do not wish to print from page 8 on, enter [7] for [Last Number]. Normally, you do not need to enter the number.

- 6** Press [Total Pages], and then enter the total number of original pages with the number keys, then press the [#] key.

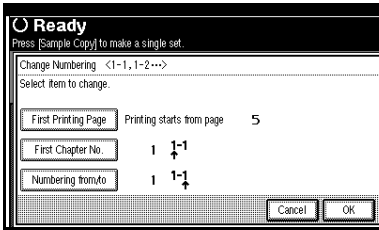
- 7** Press [OK].

Note

- To change the settings after pressing [OK], press [Change], and then enter the numbers again.

If you selected (1-1, 1-2,...)

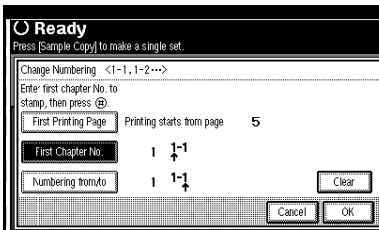
- 1 Press the right [Change].
- 2 Press [First Printing Page], and then enter the original sheet number from which to start numbering with the number keys.



Note

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

- 3 Press the [#] key.
- 4 Press [First Chapter No.], and then enter the chapter number from which to start numbering with the number keys, then press the [#] key.



- 5 Press [Numbering from/to], and then enter the page number from which to start numbering with the number keys, then press the [#] key.

- 6 If all the page designation is complete, press [OK].

- 7 Press [OK].

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.
⇒ General Settings Guide, "Cover Sheet Tray"

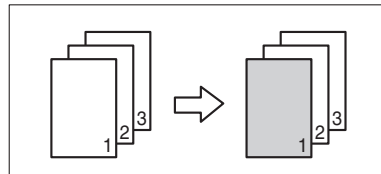
Note

- The cover sheet should be the same size and direction as the copy paper.
- You cannot set the copy paper in the bypass tray. Only set the cover sheets in the bypass tray.
- When selecting [Copy], select whether the front and back covers are copied 1 Sided or 2 Sided.
⇒ General Settings Guide, "Cover Sheet Tray"

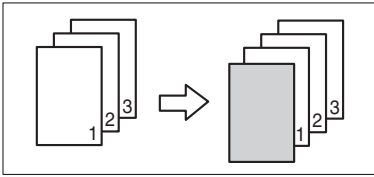
Front Cover

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

- Copy



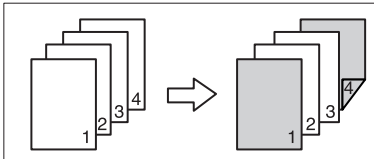
- Blank



◆ Front/Back Covers

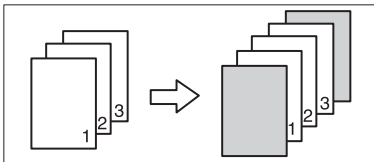
The first and last pages of your original are copied on separate paper for use as covers.

- Copy



GCCOVEU

- Blank



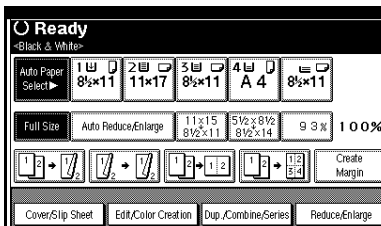
Note

- If Blank mode is selected, the cover will not be counted as a copy.

Reference

⇒ p.101 "Front Cover Copy in Combine"

1 Press [Cover/Slip Sheet].



2 Press ([Front Cover]/[Front/Back Cover]).

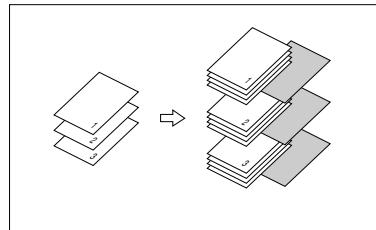
3 Select [Copy] or [Blank] for the cover sheet.

4 Select the paper tray which contains the sheet paper to copy the originals, and then press [OK].

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

Slip Sheets

Every time the originals' page changes, a slip sheet is inserted. This function can be used to insert a slip sheet automatically between each OHP transparency copied or used as a stack function. You can also copy onto the inserted slip sheets.



Preparation

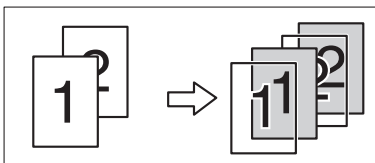
Before selecting this function, specify the paper tray for slip sheets. ⇒ "Slip Sheet Tray" in the General Settings Guide

Note

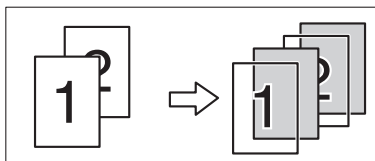
- Load the slip sheets in the same size and orientation as the copy paper or the OHP transparency.

❖ When using OHP transparencies set on the bypass tray

- Copy



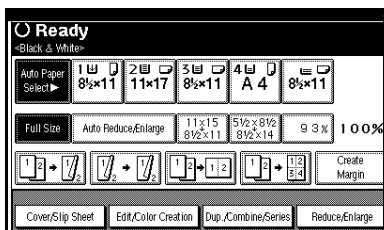
- Blank



Note

- ❑ When not copying onto slip sheets, the sheets will not be counted as copies.

1 Press [Cover/Slip Sheet].



2 Press [Slip Sheet].

3 Select [Copy] or [Blank], and then press [OK].

4 Select the paper tray which contains the sheet paper to copy the originals.

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

Storing Originals in the Document Server

The Document Server enables you to save documents in the machine memory and then print them as you want.

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.

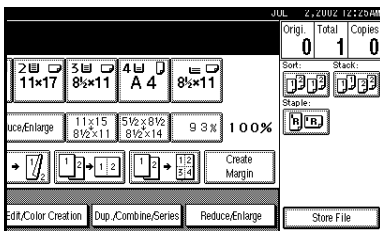
Note

- Data stored in the Document Server is set to be deleted after 3 days by the factory default value. You can specify the period after which the stored data is deleted automatically. (“Auto Delete File” in the System Settings manual under “Key Operator Tools”). For more information about settings and changes, see the General Settings Guide.

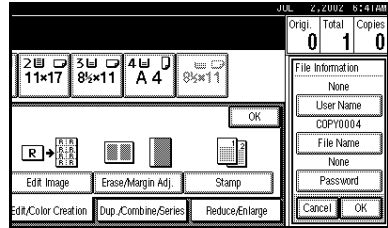
Reference

Refer to the General Settings Guide.

1 Press [Store File].



2 Enter a file name, user name, or password if necessary.

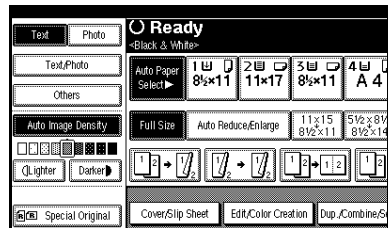


3 Place your originals.

Reference

For more information on the types of originals that can be placed and how to place them, ⇒ p.12 “Placing Originals”.

4 Make the scanning settings for the original.



5 Press the [Start] key.

Originals are scanned.

Note

- To stop scanning, press the **[Clear/Stop]** key. To resume a paused scanning job, press **[Continue]** in the confirmation dialog box. To delete the saved images and cancel the job, press **[Stop]**.
- To check if the document has been stored, press the **[Document Server]** key to display the document selection screen.

3. Color Adjustment/Program

Color Adjustment

This function lets you alter up to three single colors by mixing them with adjacent colors in the color circle.

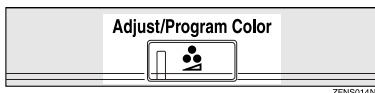
Reference

For types and examples of the image adjustment functions. ⇒ p.i “What You Can Do With This Machine <Color Functions/Color Adjustments>”

Note

- You can set up to 3 colors from yellow, red, magenta, blue, cyan, or green.
- This function is only available in Full Color mode.

1 Press the **[Adjust/Program Color]** key.

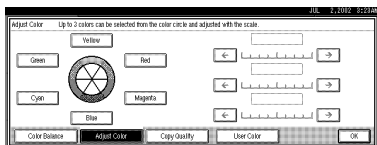


2 Press **[Adjust Color]**.

The color circle is displayed.

3 Select the colors you want to adjust.

You can select up to 3 colors.



4 Adjust the color tastes using **[←]** or **[→]**.

Note

- Refer to the color circle on the control panel.

5 Press **[OK]**.

Note

- The indicator of the **[Adjust/Program Color]** key will light up, when adjusting the color.
- The adjusted settings will be deleted and the initial values will be reset, when Auto Clear has been performed, when the **[Clear Modes]** key has been pressed or when the power has been turned off.

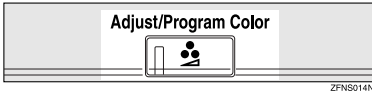
Color Balance

Adjusts the overall color tone when the overall copy is reddish or bluish.

Reference

For types and examples of the image adjustment functions. ⇒ p.i “What You Can Do With This Machine <Color Functions/Color Adjustments>”

- 1 Press the **[Adjust/Program Color]** key.



- 2 Make sure that **[Color Balance]** is selected.

- 3 Adjust by pressing **[Lighter]** or **[Darker]**.

Note

- You can also register the adjusted contents. ⇒ p.74 “Color Balance Program”

- 4 Press **[OK]**.

Note

- The indicator of the **[Adjust/Program Color]** key will light up, when adjusting the color balance.
- The adjusted settings will be deleted and the initial values will be reset, when Auto Clear has been performed, when the **[Clear Modes]** key has been pressed or when the power has been turned off.

Color Balance Program

You can also store the color balance setting in memory and recall it when you want to use it.

Note

- You can store up to 3 contents.
- If you want to change the registered settings, register them one more time. In this case, the previously registered contents will be changed.

Storing the adjusted color balance

- 1 Change the color balance.

Reference

⇒ p.74 “Color Balance”


- 2 Press **[Program Color Balance]**.

- 3 Press **[Program]**.

- 4 Select a number (1–3) for this setting.

The color balance setting will be registered in the selected number.

Note

- If you select the program number key where the  is displayed, the previously registered settings will change.

- 5 Press **[OK]**.

Changing the registered contents

- 1** Press the **[Adjust/Program Color]** key.
- 2** Confirm that **[Color Balance]** is selected, and press **[Program Color Balance]**.
- 3** Select the program number (1–3) to be changed.
The programmed color balance appears.
- 4** Change the registered contents.
- 5** After the programmed contents are changed, press **[Program Color Balance]**.
- 6** Press **[Program]**, and then press the program number key to be overwritten.
- 7** Press **[Register]**.
The program is changed.
- 8** Press **[OK]**.

Copying with the registered contents

- 1** Press the **[Adjust/Program Color]** key.
- 2** Make sure that **[Color Balance]** is selected, and then press **[Program Color Balance]**.
- 3** Make sure that **[Recall]** has been selected, and then select the program number registered by the color balance to be used.
- 4** Press **[OK]**.
- 5** Place your originals, and then press the **[Start]** key.

 **Note**

- After copying has been completed, either performing the Auto Clear function or pressing the **[Clear Modes]** key deletes the recalled contents.

Deleting the registered contents

- 1** Press the **[Adjust/Program Color]** key.
- 2** Make sure that **[Color Balance]** has been selected, and then press **[Program Color Balance]**.
- 3** Press **[Delete]**, and then select the program number registered by the color balance to delete.
- 4** Press **[Yes]**.
- 5** Press **[OK]**.

Image Adjustment

Reference

For types and examples of the image adjustment functions. ⇒ p.i “What You Can Do With This Machine <Color Functions/Color Adjustments>”

The followings are types of image adjustments you can make.

❖ Sharp/Soft

For adjusting the outline of an image.

❖ Contrast

For adjusting the shades of an image.

❖ Background Density

For adjusting the background density of an image.

❖ Adjust U.C.R

For expressing vividly the black areas in an image by adjusting the amount of black toner.

❖ Text/Photo Sensitivity

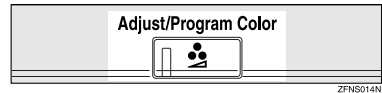
For adjusting the standard level in judging the image in the text and the photo part, when using “Text/Photo”.

📌 Note

- ❑ “Sharp/Soft” “Contrast” “Background Density” can each be adjusted, however, their adjustments can affect the level of other adjustment functions.
- ❑ When adjusting the image quality, the indicator of the **【Adjust/Program Color】** key will light up.

- ❑ The adjusted settings will be deleted and the initial values will be reset, when Auto Clear has been performed, when the **【Clear Modes】** key has been pressed or when the power has been turned off.

- 1** Press the **【Adjust/Program Color】** key.



- 2** Press **【Copy Quality】**.

- 3** Adjust the settings.

Adjusting the Sharp/Soft

- 1** Adjust by pressing **【Soft】** or **【Sharp】**.
- 2** Press **【OK】**.

Adjusting the contrast

- 1** Adjust by pressing **【Low】** or **【High】**.
- 2** Press **【OK】**.

Adjusting the background density

- 1** Adjust by pressing **【Lighter】** or **【Darker】**.

📌 Note

- ❑ Adjustments should be made lightly when copying dark textured originals, such as newspaper or recycled paper.

- Adjustments should be made darker when darkening the color of markers or highlighters. However, as the color of highlighters is difficult to reproduce, the copy might not come out depending on the color or a different color might be copied.

2 Press [OK].

Adjusting the U.C.R.

- 1** Adjust by pressing [Lighter] or [Darker].
- 2** Press [OK].

Adjusting the Text/Photo Sensitivity

- 1** Press [▼Next].
- 2** Adjust by pressing [Text] or [Photo].

 **Note**


- Make sure to set to “Text” when parts of the texts are faded or are not clear. Set to “Photo” when the outline of photos becomes dark.

3 Press [OK].

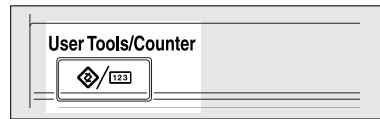
Auto Color Calibration

If a certain color is strong or the color of the copy differs from the original, adjust the yellow, magenta, cyan and black balance.

 **Note**

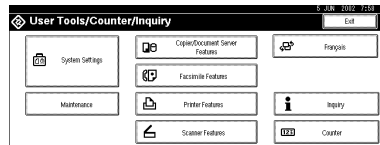
- If “ Toner is almost empty” is shown on the display panel, the test pattern cannot be printed.

1 Press the [User Tools/Counter] key.



ZFLS110N

2 Press [Maintenance].








3 Press [Auto Color Calibration].

4 Press [Start] on the “Copier Function”.

5 Press [Start Printing] and a test pattern will be printed.

 **Note**

- The test pattern will be printed on an A4 , 8¹/₂”× 11”  size page (If A4  is not available then A3 , B4  will be used.). Make sure to check the paper set in the paper tray.
- The counter will not proceed when the test pattern is printed.

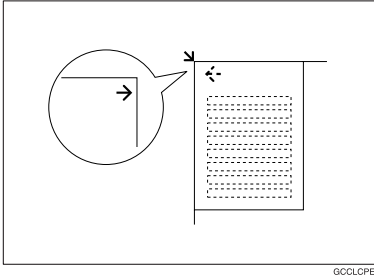
6 Place the test pattern on the exposure glass and press [Start Scanning].

The image will be corrected after “Please wait.” disappears.

3

 **Note**

- The test pattern will not be read if it is set in the optional document feeder (ADF).
- Set the test pattern in the following way:



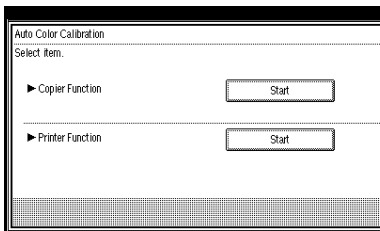
- When the optional document feeder (ADF) is installed, make sure to set the test pattern on the exposure glass, and then 2 or 3 white sheets, same size as the test pattern, above the test pattern.

Returning to the previous setting

 **Note**

- “Previous Setting” means to return to the previous status before any changes.

- 1** Press [**Previous Setting**] in the “Auto Color Calibration (Copier Function)”.



- 2** Press [**Yes**].

The settings return to the previous contents.

User Color

You can register colors made by adjusting the density of yellow, magenta, cyan, and black. You can also give a name to the colors you register, and print out registered colors.



Reference

For types and examples of the image adjustment functions ⇒ p.i “What You Can Do With This Machine <Color Functions/Color Adjustments>”

The following show you how to create colors:

- Adjusting the density of each color, by using the density of a chosen basic color.
- Directly specifying the density of each color using the number keys.

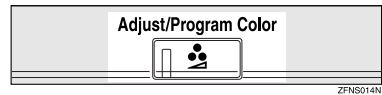
Note

- Adjust the colors to be registered so that the total of yellow, magenta, cyan and black is under 255%.
- When the total density of a registered color is over 256%, it will be corrected to 255%.
- When copying using user colors, the fine shades might vary depending on the condition of the machine.
- In order to correctly reproduce originals, the values, which have been input, are corrected inside the machine, and copies are made using the best suitable values. Therefore, there might be slight color differences when copying using “Text” and when using “Photo”.
- Up to 15 colors can be registered.
- Sample prints of user colors can also be made on an A4  size page or on an A3  size page.

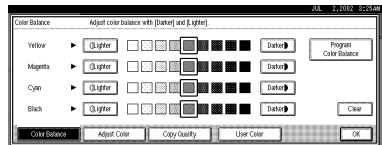
- When printing a user color list, the full color counter will advance to “1”.

Adjusting Colors Based on the Selected Color

- 1 Press the **[Adjust/Program Color]** key.



- 2 Press **[User Color]**.



- 3 Select the number (1–15) you want to store the user color in.

Note

- The contents of the user color will change when selecting the number already displayed by the color name.

- 4 Select the color to be used as a base for registration from **[Basic Color]**.

The density of each color for the selected color is displayed.

Note

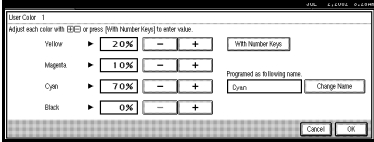
- Press **[Custom Setting]** if you are directly specifying the density of each color with the number keys. ⇒ p.81 “Mixing Colors Manually with the Number Keys”

Selecting from registered colors

- 1 Press [User Color].
 - 2 Select from the registered colors.
- 5 Specify the color density.

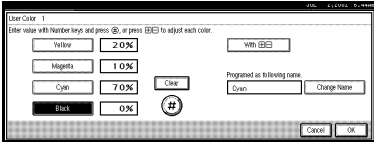
Using [+][−]

- 1 Specify the density in percentages (%) using [+][−].



Using [With Number keys]

- 1 Press [With Number keys].
- 2 Input the density in percentages (%) using the number keys, and then press [#].



Note

- If you want to use [+][−], press [With + −].
- If you enter the wrong density, press [Clear] or the [Clear/Stop] key, and then re-enter the correct density.
- Repeat step 2 if you want to specify the density of multiple colors.

When renaming a color

- 1 Press [Change Name].
- 2 Enter the name of the color (up to 16 characters), and then press [OK].

Reference

⇒ General Settings Guide
 “How to Enter Characters”

- 6 Check densities and names of each color, and then press [OK].
- 7 Press [Exit].

Mixing Colors Manually with the Number Keys

1 Press the **[Adjust/Program Color]** key.

2 Press **[User Color]**.

3 Select the number (1–15) that you want to store the user color in.

Note

- The contents of the user color will change when selecting the number already displayed by the color name.

4 Press **[Custom Setting]**.

5 Select the color that you want to adjust.

6 Enter the density (%) with the number keys, and then press **[#]**.

When renaming a color

1 Press **[Change Name]**.

2 Enter the name of the color (up to 16 characters), then press **[OK]**.

Reference

⇒ General Settings Guide
“How to Enter Characters”

7 Check the names of each color, and then press **[OK]**.

Note

- Repeat steps **5** to **7** if you want to specify the density of multiple colors.

8 Press **[Exit]**.

Deleting User Colors

Note

- You can not delete colors registered in the program or registered colors that are currently being used.

1 Press the **[Adjust/Program Color]** key.

2 Press **[User Color]**.

3 Press **[Delete]**.

4 Select the number of the user color you want to delete.

5 Press **[Delete]**.

6 Press **[Exit]**.

Sampling the User Colors





1 Press the **[Adjust/Program Color]** key.

2 Press **[User Color]**.

3 Confirm the copy paper, and then press **[Print Sample of User Color]**.

The sample of user colors is output in the internal tray.

Note

- The sample will be copied on a A4 , 8¹/₂" × 11"  sheet or a A3 , 11" × 17"  sheet.

Programs

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

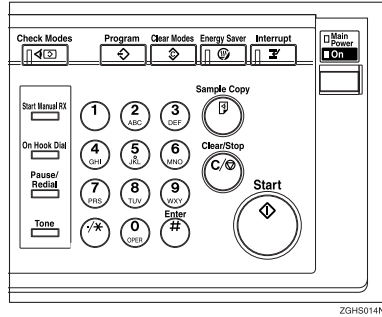
Storing a Program

Note

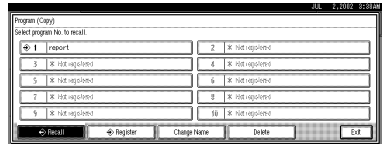
- You can store up to 10 programs.
- You can select the standard mode or program No. 10 as the mode to be set when modes are cleared or reset, or immediately after the operation switch is turned. ⇒ p.99 “Change Initial Mode”
- Paper settings are stored based on paper size. So if you place more than one paper tray of the same size, the paper tray prioritized with the User Tools (System Settings) will be selected first. ⇒ “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.

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

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



3 Press **[Register]**.



4 Press the program number you want to store.

Note

- Program numbers with ↔ already have settings in them.

Reference

⇒ p.83 “Changing a stored program”

5 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”, General Settings Guide

Note

- If you do not wish to enter the program name, go to step **6**.

6 Press [OK].

When the settings are successfully stored, the  indicator goes on. The screen returns to the initial copy display for a while.

Changing a stored program

1 Check the program settings. **Note**

- When you want to check the contents of a program, recall the program. ⇒ p.83 “Recalling a Program”

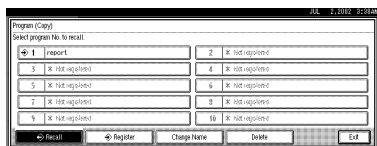
2 Repeat steps **1** to **4** of “Storing a Program”.**3** Press [Register].

Repeat steps **5**, **6** of “Storing a Program”.

 **Note**

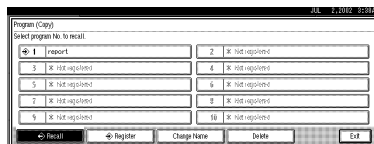
- When it is overwritten, the previous program is erased.

Deleting a Program

1 Press the [Program] key.**2** Press [Delete].**3** Press the program number you want to delete.**4** Press [Yes].


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

Recalling a Program

1 Press the [Program] key.**2** Press [Recall].**3** Press the program number you want to recall.

The stored settings are displayed.

 **Note**

- Only programs with  contain a program.

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

4. Troubleshooting

If Your Machine Does Not Operate as You Want



When a Message is Displayed

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

Problem	Cause	Action
Cannot detect original size.	Improper original is placed. ⇒ p.9 "Sizes difficult to detect"	Place a custom size original on the exposure glass. ⇒ p.13 "Placing Originals on the Exposure Glass"
		Input the horizontal and vertical size of the custom original. ⇒ p.16 "Placing Custom Size Originals"
		Do not use Auto Reduce/Enlarge mode.
	Original is not placed.	Place your originals.
Check original orientation.	There is no copy paper that is in the same direction as the originals.	Place the original in the same direction as the copy paper.
Check paper size.	Improper paper size is set.	If you press the [Start] key, copy will start onto the selected paper.
Rotate Sort is not available with this image size.	A size of paper for which Rotate Sort is not available is selected.	Select the proper paper size. ⇒ p.39 "Sort"
It is over stapling capacity.	The number of sheets per set is over the staple capacity.	Check the stapler capacity. ⇒ p.108 "Supplementary Informations"
Cannot staple paper of this size.	The Staple function cannot be used with paper size selected.	Select a paper size that can be used in Staple mode. ⇒ p.108 "Supplementary Informations"
Duplex is not available 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"

Problem	Cause	Action
Cannot copy. Original is being scanned by other functions.	The Document Server function is in use.	To cancel the job in process, press [Exit] , and then press the [Document Server] key. Next, press the [Clear/Stop] key. When the message " [Stop] was pressed. Stop storing?" appears, press [Stop] .



If You Cannot Make Clear Copies


Problem	Cause	Action
Copies appear dirty.	The image density is too dark.	Adjust the copy density. ⇒ p.29 "Adjusting Copy Image Density"
	Auto Image Density is not selected.	Adjust the auto density. ⇒ p.29 "Adjusting Copy Image Density"
The reverse side of an original image is copied.	The image density is too dark.	Adjust the copy density. ⇒ p.29 "Adjusting Copy Image Density"
	Auto Image Density is not selected.	Adjust the auto density. ⇒ p.29 "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.29 "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. ⇒ General Settings Guide
Copies are too light.	The image density is too light.	Adjust the copy density. ⇒ p.29 "Adjusting Copy Image Density"
	The paper size is not appropriate.	Use the recommended paper.  Note <input type="checkbox"/> A light copy may result when you use damp or rough grain paper.
	Toner cartridge is almost empty.	Add toner. ⇒ 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.

4


Problem	Cause	Action
Copies are not stapled.	There are jammed staples in the stapler.	Remove jammed staples. ⇒ General Settings Guide  Note <input type="checkbox"/> 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.108 “Supplementary Informations”
	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.43 “Staple”
You cannot combine several functions.	Selected functions cannot be used together.	Check the combination of functions and make the settings again.  Reference ⇒ p.107 “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.105 “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 <input type="checkbox"/> for A4 <input type="checkbox"/> originals and A4 for A5 originals.
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 Margin: Left/Right”, ⇒ p.101 “Back Margin: Top/Bottom”
	There is a lack of margin space on the opposite side of the binding position.	

Problem	Cause	Action
In Image Repeat mode, the original image is not copied repeatedly.	You selected copy paper the same size as the originals, or you did not select the proper reproduction ratio.	Select copy paper larger than the originals.
		Select the proper reproduction ratio.
The stamp position is wrong.	The paper orientation is wrong.	Check the paper orientation and stamp position.
When Combine, parts of the image are not copied.	You specified a reproduction ratio that does not match the sizes of your originals and copy paper.	When you specify a reproduction ratio using Manual Paper Select mode, make sure that the ratio matches your originals and the copy paper.  Note <input type="checkbox"/> Select the correct reproduction ratio before using Combine mode.
Order of copies is not correct.	You placed the originals in the incorrect order.	When placing a stack of originals in the document feeder, the last page should be on the bottom.
		If you place an original on the exposure glass, start with the first page to be copied.
When Duplex, copy is made Top/Bottom even though Left/Right is selected.	You placed the originals in the wrong direction.	Place the originals in the correct orientation. ⇒ p.12 "Original Orientation"
Paper does not output during printing with stapling.	When 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.
Colors changed even though they were not selected.	If color range is set to "Wider" and if red is selected, colors such as magenta and orange may change.	Adjust the color range by setting the color width. ⇒ p.106 "Adjust Color Image"
Colors not selected will be erased when using Erase mode.	If color range is set to "Wider" and if red is selected, colors such as magenta and orange may change.	Adjust the color range by setting the color width. ⇒ p.106 "Adjust Color Image"

When Memory is Full

 **Note**

- If you set "Memory Full Auto Scan Restart" of the User Tools (⇒ p.105) to "Yes", the memory overflow message will not be displayed, but make Connect Copy for the scanned originals automatically. Connect Copy continues scanning and copying until finishing the job. Note that copy sets will be printed out separately by scanning at this time.

Message	Cause	Solution & Reference
Memory is full. ## originals have been scanned. Press [Print] to copy scanned originals. Do not remove remaining originals.  Note <input type="checkbox"/> Copying will stop and this message will be displayed when the memory is full.	The scanned original exceeds the number of pages that can be stored in memory.	Press [Print] to copy scanned originals and clear the scanning data. Press [Clear Memory] to clear the scanning data and not copy.
Press [Resume] to scan and copy remaining originals. [Stop] [Resume]	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 [Resume] . To stop copying, press [Stop] .

4

5. User Tools (Copier/Document Server Features)

User Tools Menu (Copier/Document Server Features)

User Tools Item Names	Default Settings
General Features 1/5 ⇒ p.98 "General Features 1/5"	
Auto Paper Select Priority	ON
Paper Display	Display
Original Type Display	Display
Original Type Priority	Full Color/Two-color: Text/Photo
	B&W/Single Color: Text/Photo
Original Photo Type Priority	•Text/Photo : Printed Photo
	•Photo : Printed Photo
Auto Tray Switching	Without image rotation
General Features 2/5 ⇒ p.99 "General Features 2/5"	
Duplex Mode Priority	1 Sided → 1 Sided (metric) 1 Sided → 2 Sided (inch)
Copy Orientation in Duplex Mode	Top to Top
Original Orientation in Duplex Mode	Top to Top
Change Initial Mode	Standard
Max. Copy Quantity	100 Sheets
Tone: Original remains	ON
Job End Call	ON

5

User Tools Item Names	Default Settings
General Features 3/5 ⇒ p.99 “General Features ³ / ₅ ”	
Copy Function Key: F1~F5	When 2 Sided is available <ul style="list-style-type: none"> • 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
	When 2 Sided is not available <ul style="list-style-type: none"> • F1: 1 Sided → 1 Sided Combine • F2: 1 Sided → 1 Sided Combine: 4 originals • F3: 1 Sided → 1 Sided Combine: 8 originals • F4: Off • F5: Create Margin
General Features 4/5 ⇒ p.99 “General Features ⁴ / ₅ ”	
Document Server Storage Key: F1~F5	<ul style="list-style-type: none"> • 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 ”	
Clear Bypass Mode	Clear
Color Mode Priority	Black & White
Two-Color Mode Priority	Red & Black
Auto Image Density Priority	Full Color/Two-color: OFF
	B & W/Single Color: ON

User Tools Item Names	Default Settings
Reproduction Ratio 1/2 ⇒ p.100 "Reproduction Ratio 1/2"	
Shortcut R/E	Metric version <ul style="list-style-type: none"> • Shortcut R/E 1: 71% • Shortcut R/E 2: 141% • Shortcut R/E 3: 93% Inch version <ul style="list-style-type: none"> • Shortcut R/E 1: 73% • Shortcut R/E 2: 155% • Shortcut R/E 3: 93%
Enlarge 1~5	Metric version <ul style="list-style-type: none"> • Enlarge 1: 115% • Enlarge 2: 122% • Enlarge 3: 141% • Enlarge 4: 200% • Enlarge 5: 400% Inch version <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Reduce 1: 25% • Reduce 2: 50% • Reduce 3: 65% • Reduce 4: 71% • Reduce 5: 75% • Reduce 6: 82% Inch version <ul style="list-style-type: none"> • 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

5

User Tools Item Names		Default Settings
Edit 1/2 ⇒ p.101 "Edit 1/2"		
Front Margin: Left/Right		Metric version: Left 5mm Inch version: Left 0.2"
Back Margin: Left/Right		Metric version: Right 5mm Inch version: Right 0.2"
Front Margin: Top/Bottom		Metric version: T/B 0mm Inch version: T/B 0"
Back Margin: Top/Bottom		Metric version: T/B 0mm Inch version: T/B 0"
1 Sided→2 Sided Auto Margin: TtoT		Metric version: Right 5mm Inch version: Right 0.2"
1 Sided→2 Sided Auto Margin: TtoB		Metric version: T/B 0mm Inch version: T/B 0"
Erase Border Width		Metric version: 10mm Inch version: 0.4"
Erase Original Shadow in Combine		Yes
Erase Center Width		Metric version: 10mm Inch version: 0.4"
Edit 2/2 ⇒ p.101 "Edit 2/2"		
Front Cover Copy in Combine		Combine
Copy Order in Combine		From left to right
Image Repeat Separation Line		None
Double Copies Separation Line		None
Separation Line in Combine		None
Stamp ⇒ p.103 "Stamp"		
Preset Stamp	Stamp Priority	Copy
	Stamp Language	English
	Stamp Position	Metric version <ul style="list-style-type: none"> • Position: Top right • Top Margin: 24mm • Right Margin: 24mm Inch version <ul style="list-style-type: none"> • Position: Top right • Top Margin: 1.0" • Right Margin: 1.0"
	Stamp Format :	Size : 1×
		Density: Normal
Stamp Color :	Black	

User Tools Item Names	Default Settings	
User Stamp	Program/Delete Stamp	
	Stamp Position : 1~4	Metric version <ul style="list-style-type: none"> • Position: Top right • Top Margin: 24mm • Right Margin: 24mm Inch version <ul style="list-style-type: none"> • Position: Top right • Top Margin: 1.0" • Right Margin: 1.0"
	Stamp Format : 1~4	All Pages
	Stamp Colors: 1~4	Black
Date Stamp	Format	MM/DD/YYYY
	Font	Font 1
	Stamp Position	Metric version <ul style="list-style-type: none"> • Position: Top left • Top Margin: 8mm • Right Margin: 32mm Inch version <ul style="list-style-type: none"> • Position: Top left • Top Margin: 0.3" • Right Margin: 0.8"
	Stamp Setting	All Pages
	Size	Auto
	Superimpose	No
	Stamp Color	Black

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 <ul style="list-style-type: none"> • Position P1, 1/5, P.1, 1: Top right -1-, 1-1: Bottom center • Top/Bottom Margin P1, 1/5, P.1, 1: 12mm -1-, 1-1: 8mm • Left/Right Margin P1, 1/5, P.1, 1: 12mm -1-, 1-1: 0mm Inch version <ul style="list-style-type: none"> • 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
Stamp Color	Black	
Input/Output ⇒ p.105 "Input/Output"		
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 Stack Function	Stack	
Letterhead Setting	No	
Adjust Color Image ⇒ p.106 "Adjust Color Image"		
Background Density of ADS (Full Color/Two-color)	Center of the 5 level adjustment	
Color Sensitivity	Center of the 5 level adjustment	
A.C.S. Sensitivity	Center of the 5 level adjustment	
A.C.S. Priority	Full color	

Accessing the User Tools (Copier/Document Server Features)

This section is for the key operators in charge of this machine. You can change or set the machine's default settings.

Note

- Be sure to exit from the User Tools after all the settings are finished.
- The selected key is highlighted.
- Any changes you make with the User Tools remain in effect even if the main power switch or operation switch is turned off, or the **[Clear Modes]** key is pressed.

Reference

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

1 Press the **[User Tools/Counter]** key.

The User Tools Main Menu appears.

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.

2 Press **[Copier/Document Server Features]**.

The Copier/Document Server Features menu appears.

3 Select the menu you want to set.

Setting screen for each menu will be displayed.

Reference

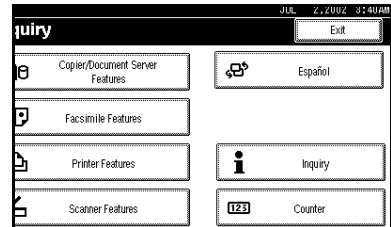
⇒ p.91 "User Tools Menu (Copier/Document Server Features)"

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

Exiting From the User Tools

1 After changing the User Tools settings, press **[Exit]** on the User Tools Main Menu.

Changing the User Tools is completed, and the machine is ready for copying.



Note

- You can also exit from the User Tools by pressing the **[User Tools/Counter]** key.

General Features 1/5

❖ Auto Paper Select Priority

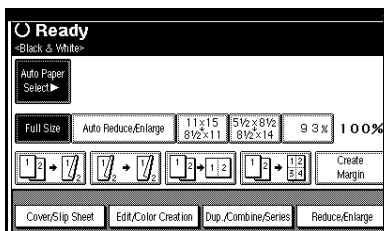
As a default setting, Auto Paper Select is selected. You can cancel this setting. ⇒ p.31 "Selecting Copy Paper"

❖ Paper Display

You can choose whether the available paper trays/sizes are shown on the initial display.

Note

- If you choose "Hide", the display is shown as below. When **[Auto Paper Select]** is pressed, paper sizes appear on the display.

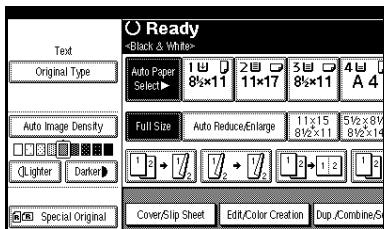


❖ Original Type Display

You can choose whether the original types are shown on the initial display.

Note

- If you choose "Hide", the display is shown as below.



❖ Original Type Priority

You can select the type of originals to be effective when the power is turned on, reset or modes are cleared.

❖ Original Photo Type Priority

When you select "Text/Photo" or "Photo" in "Original Type Priority", you can change the settings of the selected original type.

❖ Auto Tray Switching

If you load paper of the same size in two or more trays, the machine automatically shifts to the other tray when the first tray in use runs out of paper (When Auto Paper Select Priority is "ON"). 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.
- [Without image rotation]** Only copies with Auto Tray Switching if you load paper of the same size and in the same direction in two or more trays. If the paper is not the same size or in the same direction, copying is interrupted and the message "Load paper." is displayed.
- [OFF]** When a paper tray runs out of paper, copying is interrupted and the message "Load paper." is displayed.

General Features ²/₅

❖ Duplex Mode Priority

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

❖ Copy Orientation in Duplex Mode

You can set the copy orientation when making two-sided copies.

❖ Original Orientation in Duplex Mode

You can set the 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, reset, or modes are cleared.

❖ Max. Copy Quantity

The maximum copy quantity can be set between 1 and 100.

❖ Tone: Original remains

The beeper (key tone) sounds when you forgot to remove originals after copying.

Note

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

❖ Job End Call

You can choose whether or not the beeper sounds when copying is complete.

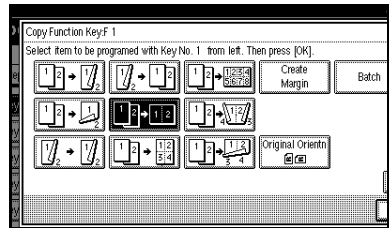
Note

❑ If the "Panel Tone" of the User Tools (System Settings) settings is "ON", the machine beeps to notify you that the machine did not complete a job for reasons such as copying was interrupted, the paper tray ran out of paper or a paper jam occurred.

General Features ³/₅

❖ Copy Function Key: F1-F5

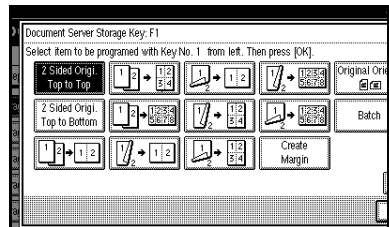
You can register frequently used functions in function keys F1 to F5.



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 the registered functions.



General Features ⁵/₅

❖ Clear Bypass Mode

Set this function to whether or not the settings of the Bypass Tray are cleared, when the machine is turned on, reset, or modes are cleared.

❖ Color Mode Priority

You can select the priority of the color mode.

❖ Two-Color Mode Priority

Set this function to whether or not to prioritize "Red & Black" or "Two-color" when using the "Two-color" modes.

❖ Auto Image Density Priority

Set this function to whether or not use Automatic Density, when the machine is turned on, reset, or modes are cleared.

Note

- When using the Auto Color Select function, the settings of Full Color/Two-color will be effective.

Reproduction Ratio ¹/₂

❖ Shortcut R/E

You can register up to three frequently used Reduce/Enlarge ratios other than the fixed Reduce/Enlarge ratio and have them shown on the initial display. You can also change the registered Reduce/Enlarge ratios. If no Reduce/Enlarge ratio has been set when selecting [**Shortcut R/E 1**], [**Shortcut R/E 2**], or [**Shortcut R/E 3**], enter the desired Reduce/Enlarge ratio using the number keys.

❖ Enlarge 1-5

You can customize the enlargement ratios available when you press [**Reduce/Enlarge**] followed by [**Enlarge**].

115%	129%	155%	200%	400%
8 1/2 x 11	8 1/2 x 11	5 1/2 x 8 1/2	5 1/2 x 8 1/2	11 x 17
11 x 17	11 x 17	8 1/2 x 14	8 1/2 x 14	11 x 17
Enlarge1	Enlarge2	Enlarge3	Enlarge4	Enlarge5

❖ Priority Setting: Enlarge

You can set the ratio with priority when [**Reduce/Enlarge**] is pressed, followed by [**Enlarge**].

Reproduction Ratio ²/₂

❖ Reduce 1-6

You can customize the reduction ratios available when you press [**Reduce/Enlarge**] followed by [**Reduce**].

25%	50%	65%	73%	78%	85%
11 x 17	11 x 17	11 x 17	11 x 15	8 1/2 x 14	F
5 1/2 x 8 1/2	5 1/2 x 8 1/2	8 1/2 x 11	8 1/2 x 11	8 1/2 x 11	8 1/2 x 11
Reduce1	Reduce2	Reduce3	Reduce4	Reduce5	Reduce6

❖ Priority Setting: Reduce

You can set the ratio with priority when [**Reduce/Enlarge**] is pressed, followed by [**Reduce**].

❖ Ratio for Create Margin

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

❖ R/E Priority

Specifies which tab is given priority on the display panel when [**Reduce/Enlarge**] 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.

❖ Back Margin: Left/Right

You can specify left and right margins on the back side of copies in Margin Adjust mode.

❖ Front Margin: Top/Bottom

You can specify top and bottom margins on the front side of copies in Margin Adjust mode.

❖ Back Margin: Top/Bottom

You can specify top and bottom margins on the back side of copies in Margin Adjust mode.

❖ 1 Sided→2 Sided Auto Margin: TtoT

In 1 sided → 2 sided Duplex mode, you can specify the margins on the back side.

❖ 1 Sided→2 Sided Auto Margin: TtoB

In 1 sided → 2 sided Duplex mode, you can specify the margins on the back side.

❖ Erase Border Width

You can specify the width of the erased border margins in this function.

❖ Erase Original Shadow in Combine

In Combine Copy mode, you can specify whether to erase a 3mm, 0.1" bounding margin around all four edges of each original.

❖ Erase Center Width

You can specify the width of the erased center margins this function.

Edit 2/2

❖ Front Cover Copy in Combine

You can specify whether to make a combined copy on the front cover sheet when you select Front cover copy mode.

Combine				Not Combined				
1	2	5	6	1	2	3	6	7
3	4	7	8		4	5	8	

GCST018E

❖ Copy Order in Combine

You can set the copy order in Combine mode to "Left to Right" or "Top to Bottom".

From Left to Right	From Top to Bottom																
<table border="1" style="margin: auto;"> <tr><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td></tr> </table>	1	2	3	4	<table border="1" style="margin: auto;"> <tr><td>1</td><td>3</td></tr> <tr><td>2</td><td>4</td></tr> </table>	1	3	2	4								
1	2																
3	4																
1	3																
2	4																
<table border="1" style="margin: auto;"> <tr><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td></tr> </table>	1	2	3	4	5	6	7	8	<table border="1" style="margin: auto;"> <tr><td>1</td><td>3</td><td>5</td><td>7</td></tr> <tr><td>2</td><td>4</td><td>6</td><td>8</td></tr> </table>	1	3	5	7	2	4	6	8
1	2	3	4														
5	6	7	8														
1	3	5	7														
2	4	6	8														

GCAH098E

◆ Image Repeat Separation Line

You can select a separation line in Image Repeat mode from None, Solid, Broken A, Broken B or Crop Marks.

- None



- Solid



- Broken A



- Broken B



- Crop Marks



Note

- Separation lines cannot be specified when **[None]** is selected.
- In “Black & White”, printing will be done in black; in “Single Color”, printing will be done in the specified color; in “Two-color” (Normal), printing will be done in the specified color of the black area; and in “Two-color” (Red & Black), printing will be done in black.
- An image of approximately 1.5mm (0.06”) will not be displayed 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 from None, Solid, Broken A, Broken B or Crop Marks.

- None



- Solid



- Broken A



- Broken B



- Crop Marks



Note

- Separation lines cannot be specified when **[None]** is selected.
- In “Black & White”, printing will be done in black; in “Single Color”, printing will be done in the specified color; in “Two-color” (Normal), printing will be done in the specified color of the black area; and in “Two-color” (Red & Black), printing will be done in black.
- An image of approximately 1.5mm (0.06”) will not be displayed 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 from None, Solid, Broken A, Broken B or Crop Marks.

- None



- Solid



- Broken A



- Broken B



- Crop Marks



Note

- Separation lines cannot be specified when [**None**] is selected.
- In “Black & White”, printing will be done in black; in “Single Color”, printing will be done in the specified color; in “Two-color” (Normal), printing will be done in the specified color of the black area; and in “Two-color” (Red & Black), printing will be done in black.
- An image of approximately 1.5mm (0.06”) will not be displayed as the width of the separation line, when specifying solid or broken lines.

Stamp

Preset Stamp $1/4-4/4$

◆ Stamp Priority

You can select the stamp type that is given priority when [**Preset Stamp**] is pressed.

◆ 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.
- Page to Stamp
You can select whether the stamp is printed on the first page or all pages.

◆ Stamp Color

Sets the stamp print color.

User Stamp ^{1/2-2/2}

❖ Program/Delete Stamp

You can register/change/delete these designs as user stamps.

Note

- You can register up to 4 custom stamps with your favorite designs.

Reference

For how to Program/Delete Stamp, see ⇒ p.62 “To program the user stamp”

❖ Stamp Position 1 - 4

You can set the position at which the stamp is printed. Press the arrow keys to adjust the position.

❖ Stamp Format 1 - 4

You can adjust the print page for User Stamps 1 to 4 that you registered.

- Page to Stamp
Sets whether to print the stamp on all pages or only on the first page.

❖ Stamp Color : 1 - 4

Sets the color registered in User Stamp color (1 to 4).

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 in white when it overlaps black parts of the image. This function is valid when in Black & White mode.

❖ Stamp Color

You can set the selected priority color when printing the date.

Page Numbering ^{1/3-2/3}

❖ Stamp Format

You can select the page number format that is given priority when [Page Numbering] is pressed.

❖ Font

You can select the font of the page number that is printed in Page Numbering mode.

❖ Size

You can set the size of the stamp that is printed in Page Numbering mode.

❖ Duplex Back Page Stamping Position

You can set the position of the duplex back page number that is printed in Duplex mode.

❖ Page Numbering in Combine

You can set how the pages are numbered when you use the Combine function and Page Numbering function together.

❖ Stamp on Designated Slip Sheet

You can select whether to print the page number onto slip sheets when you use the Designate function set to "Copy" and Page Numbering function together.

❖ 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 in white when they overlap black parts of the image.

This function is valid when in Black & White mode.

❖ Stamp Color

You can set the selected priority color when printing pages.

Input/Output

❖ Switch to Batch (SADF)

You can select whether Batch mode or SADF mode is 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 that the document feeder is ready for another original. You can adjust this time from 3 seconds to 99 in 1 second increments.

❖ Rotate Sort: Auto Paper Continue

You can specify whether to continue copying when the paper of the required orientation has run out during rotate-sorting. ⇒ p.39 "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 copy paper of a different orientation. The copy job will finish even if you have left the machine.

❖ Auto Sort

You can specify whether Sort mode is selected when the machine is turned on or the mode is cleared.

❖ Memory Full Auto Scan Restart

When the memory becomes full while scanning originals, the machine can make copies of the scanned originals first, and then automatically proceed scanning the remaining originals. You can enable or disable this function.

 **Note**

- If you select **[No]** :
 - When the memory becomes full, the machine stops operation allowing you to remove the copy pages delivered on the output tray.
- If you select **[Yes]** :
 - You can leave the machine unattended to make all the copies, but the resulting sorted pages will not be sequential.

❖ **Select Stack Function**

Specify whether Stack or Rotate Sort has priority to be shown on the initial display.

 **Note**

- An optional finisher is required to use this function.

❖ **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, be careful of the paper orientation. ⇒ p.11 "Direction-fixed paper or 2-sided paper"

Adjust Color Image

❖ **Background Density of ADS (Full Color/Two-color)**

The background density is adjusted to skip the texture and copy. You can adjust the background density up to 5 levels when in Full Color or Two-color.

❖ **Color Sensitivity**

You can adjust the tone of red in "Two color (Red & Black)", the color specified to convert in "Color Convert" and the color specified for "Erase Color", in 5 levels.

 **Note**

- When the color width has been set to "Wider", and the color to be deleted, for example is red, all the colors that are close to magenta and orange are deleted. If it's set to "Narrower" the color red will be deleted.

❖ **A.C.S. Sensitivity**

This 5-step setting determines the level of the standard used for discriminating between black & white originals and full color originals when "Auto Color Select" is selected.

❖ **A.C.S. Priority**

This setting determines the copy priority between "Black & White" and "Full Color" when "Auto Color Select" is selected.

6. Specifications

Combination Chart

The combination chart given below shows which modes can be used together. When you read the chart, see the following table.

○	means that these modes can be used together.
●	means that these modes cannot be used together. The second mode selected will be the mode you're working in.
x	means that 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.

Function selected first	Function selected after																																																			
Functions	Mixed Sizes	Custom Size Originals	Original Orientation (Standard Orientation)	Manual Image Density	Full Color	Two Color	Red & Black	Single Color	Black & White	Auto Color Select	Manual Paper Select	Bypass Tray	Auto Reduce/Enlarge	Reduce/Enlarge	Create Margin	Book	1 Sided - 2 Sided/2 Sided - 2 Sided/ 2 Sided - 1 Sided	Combine	Double Copies	Image Repeat	Margin Adjustment	Positive/Negative	Centering	Center Erase	Border Erase	Mirror	Erase Color	Convert Color	Color Background	Preset Stamp	User Stamp	Date Stamp	Page Numbering	Front Cover	Front/Back Cover	Slip Sheet	Sort	Rotate Sort	Staple	Store File												
Mixed Sizes	○																																																			
Custom Size Originals	x	○																																																		
Original Orientation (Standard Orientation)		○	○																																																	
Manual Image Density			○	○																																																
Full Color				○	○																																															
Two Color					○	○																																														
Red & Black						○	○																																													
Single Color							○	○																																												
Black & White								○	○																																											
Auto Color Select									○	○																																										
Manual Paper Select										○	○																																									
Bypass Tray											○	○																																								
Auto Reduce/Enlarge												○	○																																							
Reduce/Enlarge													○	○																																						
Create Margin														○	○																																					
Book															○	○																																				
1 Sided - 2 Sided/2 Sided - 2 Sided/ 2 Sided - 1 Sided																○	○																																			
Combine																	○	○																																		
Double Copies																		○	○																																	
Image Repeat																			○	○																																
Margin Adjustment																				○	○																															
Positive/Negative																					○	○																														
Centering																						○	○																													
Center Erase																							○	○																												
Border Erase																								○	○																											
Mirror																									○	○																										
Erase Color																										○	○																									
Convert Color																											○	○																								
Color Background																												○	○																							
Preset Stamp																													○	○																						
User Stamp																														○	○																					
Date Stamp																																○	○																			
Page Numbering																																	○	○																		
Front Cover																																		○	○																	
Front/Back Cover																																			○	○																
Slip Sheet																																				○	○															
Sort																																				○	○															
Rotate Sort																																					○	○														
Staple																																							○	○												
Store File																																										○	○									

*1 Combination is not available when the copied content is 2 sided.
 *2 Combination is not available when using Rotate Sort.
 *3 Combination with covers is not possible with 2 Sided-1 Sided.

Supplementary Informations

❖ Bypass Tray Copy

- The following paper sizes can be selected as the standard sizes.
A3☐, A4☐☐, A5☐☐, A6☐, B4☐, B5☐☐, B6☐, 11"×17"☐, 8¹/₂"×14"☐,
8¹/₂"×11"☐☐, 5¹/₂"×8¹/₂"☐☐, 7¹/₄"×10¹/₂"☐☐, 8"×13"☐, 8¹/₂"×
13"☐, 8¹/₄"×13", 12"×18"☐, 8K☐, 16K☐☐, 3⁷/₈"×7¹/₂"☐, 4¹/₈"×9¹/₂"☐,
C5 Env☐, C6 Env☐, DL Env☐

❖ Preset Enlarge/Reduce

Note

- ☐ The reproduction ratios you can specify are 25-400%.
- ☐ 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 on copies.
- ☐ Copies can be reduced or enlarged as follows.

❖ Metric version

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

◆ Inch version

Ratio (%)	Original → Copy paper size
400 (enlarge area by 16)	--
200 (enlarge area by 4)	$5\frac{1}{2}'' \times 8\frac{1}{2}'' \rightarrow 11'' \times 17''$
155 (enlarge area by 2)	$5\frac{1}{2}'' \times 8\frac{1}{2}'' \rightarrow 8\frac{1}{2}'' \times 14''$
129	$8\frac{1}{2}'' \times 11'' \rightarrow 11'' \times 17''$
121	$8\frac{1}{2}'' \times 14'' \rightarrow 11'' \times 17''$
93	--
85	$F \rightarrow 8\frac{1}{2}'' \times 11''$
78	$8\frac{1}{2}'' \times 14'' \rightarrow 8\frac{1}{2}'' \times 11''$
73	$11'' \times 15'' \rightarrow 8\frac{1}{2}'' \times 11''$
65	$11'' \times 17'' \rightarrow 8\frac{1}{2}'' \times 11''$
50 (reduce area by $\frac{1}{4}$)	$11'' \times 17'' \rightarrow 5\frac{1}{2}'' \times 8\frac{1}{2}''$
25	--

◆ Zoom

- The reproduction ratio that 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 on copies.

◆ Auto Reduce/Enlarge

- The reproduction ratios you can specify are 25-400%.

◆ Size Magnificatn

- If the calculated ratio is over the maximum or under the minimum ratio, it is adjusted to within the available range of ratios automatically. However, with some ratios, parts of the image might not be copied or margins will appear on copies.
- The reproduction ratios you can specify are 25-400%.

◆ Directional Size Magnification

- The reproduction ratio that 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 the original or copy paper. However, depending on the setting and other conditions, part of the image may not be copied, or margins will appear on copies.
- When entering a size in mm, if the calculated ratio is over the maximum or under the minimum ratio, it is adjusted to within the available range of ratios automatically. However, with some ratios, parts of the image might not be copied or margins will appear on copies.

◆ **Sort, Rotate Sort, Stack**
















































Paper sizes and orientations that can be used in the Sort function are as follows.

	500-Sheet Finisher	1000-Sheet Finisher
Paper Size and Direction	A3□, B4□, A4□□, B5□, 11" × 17"□, 8 ¹ / ₂ " × 14"□, 8 ¹ / ₂ " × 13"□, 8 ¹ / ₂ " × 11"□□, 8K□, 16K□	A3□, B4□, A4□□, B5□□, A5□□, 5 ¹ / ₂ " × 8 ¹ / ₂ "□□, 11" × 17"□, 8 ¹ / ₂ " × 14"□, 8 ¹ / ₄ " × 13"□, 8" × 13"□, 8 ¹ / ₂ " × 11"□□, 7 ¹ / ₄ " × 10 ¹ / ₂ "□□, 12" × 18"□ ^{*1} , 8K□, 16K□

^{*1} To place paper of size 12" × 18"□ use the optional bypass tray.






The number of copies that can be placed on the tray is as follows. When the number of copies exceeds the capacity, remove copies from the tray.


	Paper Size and Direction	Paper Capacity and Weight
Internal tray	A4□□, B5□□, A5□□, B6□, A6□, 8 ¹ / ₂ " × 11"□□, 7 ¹ / ₄ " × 10 ¹ / ₂ "□□, 5 ¹ / ₂ " × 8 ¹ / ₂ "□□, 16K□□	500 sheets ^{*1} (80g/m ²) (20 lb.)
	A3□, B4□, 11" × 17"□, 8 ¹ / ₂ " × 14"□, 8" × 13"□, 8 ¹ / ₂ " × 13"□, 8 ¹ / ₄ " × 13"□, 12" × 18"□, 8K□	250 sheets ^{*2} (80g/m ²) (20 lb.)
	3 ⁷ / ₈ " × 7 ¹ / ₂ "□, 4 ¹ / ₈ " × 9 ¹ / ₂ "□, C5 Env□, C6 Env□, DL Env□	—
Internal tray 2 (1 bin tray)	A3□, B4□, A4□□, B5□□, A5□□, B6□, A6□, 11" × 17"□, 8 ¹ / ₂ " × 14"□, 8 ¹ / ₂ " × 11"□□, 7 ¹ / ₄ " × 10 ¹ / ₂ "□□, 5 ¹ / ₂ " × 8 ¹ / ₂ "□, 8" × 13"□, 8 ¹ / ₂ " × 13"□, 8 ¹ / ₄ " × 13"□, 8K□□, 16K□□	125 sheets (80g/m ²) (20 lb.)
	3 ⁷ / ₈ " × 7 ¹ / ₂ "□, 4 ¹ / ₈ " × 9 ¹ / ₂ "□, C5 Env□, C6 Env□, DL Env□	—
Shift sort tray	A4□□, B5□□, A5□□, B6□, A6□, 8 ¹ / ₂ " × 11"□□, 7 ¹ / ₄ " × 10 ¹ / ₂ "□□, 5 ¹ / ₂ " × 8 ¹ / ₂ "□, 16K□□	250 sheets (80g/m ²) (20 lb.)
	A3□, B4□, 11" × 17"□, 8 ¹ / ₂ " × 14"□, 8" × 13"□, 8 ¹ / ₂ " × 13"□, 8 ¹ / ₄ " × 13"□, 12" × 18"□, 8K□	125 sheets (80g/m ²) (20 lb.)

	Paper Size and Direction	Paper Capacity and Weight
500-Sheet Finisher	A4  , B5  ^{*3} , A5  ^{*3} , 8 ¹ / ₂ " × 11"  , 5 ¹ / ₂ " × 8 ¹ / ₂ "  ^{*3} , 7 ¹ / ₄ " × 10 ¹ / ₂ "  ^{*3} , 16K  ^{*3}	500 sheets (80g/m ²) (20 lb.)
	A3  , B4  , 11" × 17"  , 8 ¹ / ₂ " × 14"  , 8" × 13"  , 8 ¹ / ₄ " × 13"  , 8 ¹ / ₂ " × 13"  , 8K 	250 sheets (80g/m ²) (20 lb.)
1000-Sheet Finisher	Finisher proof tray A4  , B5  , A5  , B6  , A6  , 8 ¹ / ₂ " × 11"  , 7 ¹ / ₄ " × 10 ¹ / ₂ "  , 5 ¹ / ₂ " × 8 ¹ / ₂ "  , 16K 	250 sheets (80g/m ²) (20 lb.)
	A3  , B4  , 11" × 17"  , 8 ¹ / ₂ " × 14"  , 8" × 13"  , 8 ¹ / ₂ " × 13"  , 8 ¹ / ₄ " × 13"  , 12" × 18"  ^{*4} , 8K 	50 sheets (80g/m ²) (20 lb.)
	Finisher shift tray A4  , B5  , A5  , 7 ¹ / ₄ " × 10 ¹ / ₂ "  , 5 ¹ / ₂ " × 8 ¹ / ₂ "  , 16K 	1000 sheets (80g/m ²) (20 lb.)
	A3  , B4  , 12" × 18"  , 11" × 17"  , 8 ¹ / ₂ " × 14"  , 8" × 13"  , 8 ¹ / ₄ " × 13"  , 8K 	500 sheets (80g/m ²) (20 lb.)

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

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

^{*3} B5 , A5 , 5¹/₂" × 8¹/₂" , 7¹/₄" × 10¹/₂" , 16K  cannot be shifted.

^{*4} To place paper of size 12" × 18"  use the optional bypass tray.

Note

- When using the Rotate Sort or Staple functions, the capacity may be reduced.
- When using the Duplex and the Rotate Sort functions together, copying speed may be reduced.

◆ Staple

The following type of paper cannot be stapled.

- Translucent paper
- OHP transparencies
- Label paper (adhesive labels)
- Thick paper
- Curled paper
- Paper of low stiffness
- Paper of mixed sizes

In the following cases, the copies will be delivered to the shift tray without stapling.

- When the number of sheets for one set is over the stapler capacity.
- When memory reaches 0% during copying.

- When paper types is selected to **[Thick Paper]**, **[Thick: Dup.Back]**, **[Plain: Dup.Back]**, **[Label Paper]**, or **[OHP]** in the System Settings, stapling cannot be done.
- 500-Sheet Finisher can staple papers of 64-128g/m² (17-34lbs) in the paper weight.
- 1000-Sheet Finisher can staple papers of 64-96g/m² (17-24lbs) in the paper weight.

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

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 paper for original and paper for original.

When the number of copies exceeds the tray capacity, copying stops. In this case, remove the copies from the shift tray, and then resume copying.

	Paper size	Stapler capacity
500-Sheet Finisher	A3 <input type="checkbox"/> , B4 <input type="checkbox"/> , A4 <input type="checkbox"/> <input type="checkbox"/> , B5 <input type="checkbox"/> <input type="checkbox"/> , 11" × 17" <input type="checkbox"/> , 8 ¹ / ₂ " × 14" <input type="checkbox"/> , 8 ¹ / ₂ " × 13" <input type="checkbox"/> , 8 ¹ / ₂ " × 11" <input type="checkbox"/> <input type="checkbox"/> , 8K <input type="checkbox"/> , 16K <input type="checkbox"/>	30 sheets (80g/m ²)
1000-Sheet Finisher	A3 <input type="checkbox"/> , B4 <input type="checkbox"/> , 12" × 18" <input type="checkbox"/> , 11" × 17" <input type="checkbox"/> , 8 ¹ / ₂ " × 14" <input type="checkbox"/> , 8 ¹ / ₂ " × 13" <input type="checkbox"/> , 8 ¹ / ₄ " × 13" <input type="checkbox"/> , 8" × 13" <input type="checkbox"/> , 8K <input type="checkbox"/>	30 sheets (80g/m ²)
	A4 <input type="checkbox"/> <input type="checkbox"/> , B5 <input type="checkbox"/> <input type="checkbox"/> , 8 ¹ / ₂ " × 11" <input type="checkbox"/> <input type="checkbox"/> , 7 ¹ / ₄ " × 10 ¹ / ₂ " <input type="checkbox"/> <input type="checkbox"/> , 16K <input type="checkbox"/> <input type="checkbox"/>	50 sheets (80g/m ²)

- When the original image is rotated, the staple orientation changes by 90°.
- The maximum original image size that can be rotated is as follows.

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

When "Left 2" or "Top 2" is selected, the following settings are useful to rotate images appropriately:

- "Auto Reduce/Enlarge" or "Auto Paper Select"
- "With image rotation" in "Auto Tray Switching" of User Tools

❖ Duplex

The following paper sizes can be duplexed: A3, B4, A4 , B5 , A5 , 5¹/₂" × 8¹/₂", 7¹/₄" × 10¹/₂", 8¹/₂" × 11" , 8" × 13", 8¹/₂" × 13", 8¹/₂" × 14", 8¹/₄" × 13", 11" × 17", 8K, 16K

You cannot use the following copy paper with this function:

- Paper thicker than 105g/m², 28 lb.
- Paper thinner than 64g/m², 17 lb.
- Translucent paper

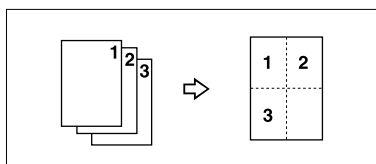
- Label paper (adhesive labels)
- OHP transparencies
- Envelopes

When an odd number of originals is set in the optional document feeder, the back of the last page of copied paper is blank. During copying, the image is shifted to allow for the binding margin.

- When an odd number of originals is set in the optional document feeder, the back of the last page of copied paper is blank. During copying, the image is shifted to allow for the binding margin.

❖ Combine

- You cannot use the bypass tray with this function.
- If the calculated ratio is under the minimum ratio, it is adjusted to within the available range of ratios automatically. However, with some ratios, parts of the image might not be copied.
- You cannot use custom size paper.
- In this mode, the machine selects the reproduction ratio automatically. This reproduction ratio depends on the copy paper sizes and the number of originals.
- The reproduction ratios you can specify are 25-400%.
- A separation line between originals can be printed with the User Tools. ⇒ p.103 "Separation Line in Combine"
- 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.



❖ Repeat

Depending on the paper size, ratio, and orientation of the paper, parts of repeated images may not be copied.

❖ Centering

Though the original is set to a different orientation than the paper, the machine will not rotate the image by 90° (Rotate copy).

❖ Margin Adjustment

If you set a binding margin that is too wide, part of the image may not be copied. When making copies in Combine mode, the binding margin is added to the copies after the combination is finished.

❖ **Erase**

The width of the erased margin varies depending on the reproduction ratio. This function is available for the following paper sizes.

- Metric version

Where Original Is Set	Paper Size and Orientation
Exposure glass	A3☐, B4☐, A4☐☐, B5☐☐, 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"☐☐
Document feeder	11" × 17"☐, 8 ¹ / ₂ " × 14"☐, 8 ¹ / ₂ " × 11"☐☐, 10" × 14"☐, 5 ¹ / ₂ " × 8 ¹ / ₂ "☐☐

❖ **Preset Stamp**

You can change the size and density of the stamp with the User Tools. Depending on the setting, color density may change. Depending on the paper size, if you change the stamp size, parts of the stamp might not be printed.

❖ **Date Stamp**

When using the Combine mode, the date stamp is printed as follows.

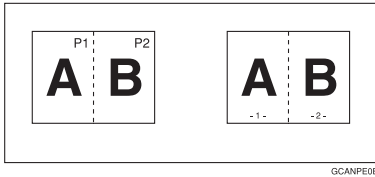


GCST016E

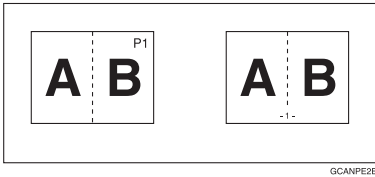
❖ Page Numbering

When page numbering is used with Combine mode, page numbers are printed as follows.

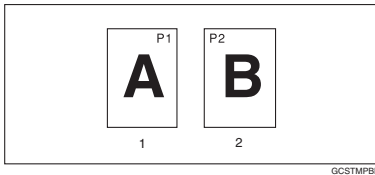
- Page Numbering per original:
Combined with 1 Sided/2 Sided in the Combine function



- Page Numbering per copy:
Combined with 1 Sided/2 Sided in the Combine function



If you combine this function with the Duplex (Top to Top) function and select the "P1, P2" or "1/n, 2/n" style, the page numbers on the back of the copy paper are printed as follows.



1. Front

2. Back

❖ Front Cover, Front/Back Cover

- Front and back covers are 2-sided copied depending on the settings made in the "Display Time" in the "Cover Sheet Tray" of the User Tools (System Settings). If the "Display Time" is selected to the "At Mode selected", settings made in the "Cover Sheet Tray" has the priority. If the "Display Time" is selected to the "Full Time Selected", settings made in the "Paper Type" has the priority.

INDEX

- 1 sided → 2 sided, 46
- 1 sided combine
 - 1 sided 2 pages → combine 1 side, 48
 - 1 sided 4 pages → combine 1 side, 48
 - 1 sided 8 pages → combine 1 side, 48
 - 2 sided 1 page → combine 1 side, 48
 - 2 sided 2 pages → combine 1 side, 48
 - 2 sided 4 pages → combine 1 side, 48
- 2 Sided → 1 Sided, 46
- 2 sided → 2 sided, 46
- 2 sided combine
 - 1 sided 16 pages → combine 2 side, 49
 - 1 sided 4 Pages → combine 2 side, 49
 - 1 sided 8 pages → combine 2 side, 49
 - 2 sided 16 pages → combine 2 side, 50
 - 2 sided 4 pages → combine 2 side, 49
 - 2 sided 8 pages → combine 2 side, 50
- 2-sided paper, 11
- 90° turn, 12

A

- Accessing user tools
 - copy/document server features, 97
- A.C.S.
 - priority, 106
 - sensitivity, 106
- Adjust Color Image, 106
- Adjusting
 - background density, 76
 - colors based on selected color, 79
 - contrast, 76
 - copy image density, 29
 - sharp/soft, 76
 - text/photo sensitivity, 77
 - U.C.R., 77
- Adjust/Program Color key, 5
- Auto
 - color select, 25
 - image density, 29
 - image density priority, 92
 - paper select, 31
 - paper select priority, 91
 - reduce/enlarge, 36
 - start, 18
 - tray switching, 98
- Auto color calibration, 77
- Auto paper select, 32

B

- Background density of ADS (Full Color/Two-color), 106
- Basic procedure, 17
- Batch mode, 14
- Black/white copy, 25
- Border erase, 58

C

- Center/border erase, 59
- Center erase, 59
- Change
 - stamp position, 62, 65
 - style of date, 65
- Changing
 - number of sets, 41
 - registered contents, 75
 - stamp color, 61, 62, 65, 67
 - stamp density, 61
 - stamp position, 67
 - stamp position, size and density, 61
 - stamp size, 61
 - stored program, 83
- Check Modes key, 5
- Clear Modes key, 5
- Clear/Stop key, 6
- Color
 - adjustment, 73
 - adjustment/program, 73
 - background, 27
 - balance, 74
 - balance program, 74
 - circle, 5
 - functions, 25
 - mode priority, 100
 - selection key, 6
- Color Adjustment, i, 73
- Color functions
 - convert colors, 26
 - erase color, 27
 - selecting a color mode, 25
- Color image setting
 - color sensitivity, 106
- Colors
 - mixing manually with number keys, 81
- Combination chart, 107
- Combined auto and manual image density, 29

Control panel, 5
Copy/document server features, 91
Copy functions, 29

- 1 sided combine*, 48
- 2 sided combine*, 49
- adjusting copy image density*, 29
- auto reduce/enlarge*, 36
- centering*, 54
- covers*, 69
- date stamp*, 64
- directional magnification (%)*, 37
- directional size magnification (mm)*, 38
- double copies*, 54
- duplex*, 46
- image repeat*, 52
- margin adjustment*, 56
- mirror*, 56
- page numbering*, 66
- positive/negative*, 55
- preset reduce/enlarge*, 34
- preset stamp*, 60
- selecting copy paper*, 31
- selecting original type setting*, 30
- series copies*, 51
- size magnification*, 37
- slip sheets*, 70
- sort*, 39
- specified area repeat*, 53
- stack*, 42
- staple*, 43
- user stamp*, 61
- zoom*, 35

Copying, 17

- auto start*, 18
- interrupt copy*, 18
- job preset*, 19
- original beeper*, 18
- with registered contents*, 75

Copying from bypass tray

- on the back side of paper*, 23
- onto custom size paper*, 20, 21
- onto envelopes*, 22
- onto special paper*, 22
- onto standard size paper*, 21

Covers

- Front*, 69
- front/back*, 70

Create margin mode, 35

D

Date stamp, 104

- change position*, 65
- change style*, 65
- changing color*, 65
- color*, 105
- font*, 104
- position*, 105
- position and original orientation*, 64
- size*, 104
- stamp format*, 104
- superimpose*, 105

Deleting

- program*, 83
- registered contents*, 75
- user colors*, 81
- user stamp*, 64

Direction-fixed paper, 11
Display panel, 5
Document server, 72

E

Edit, 94, 101

- 1 sided*→*2 sided auto margin – T to B*, 101
- 1 sided*→*2 sided auto margin – T to T*, 101
- back margin – left/right*, 101
- back margin – top/bottom*, 101
- copy order in combine*, 101
- double copies separation line*, 102
- erase border width*, 101
- erase center width*, 101
- erase original shadow in combine*, 101
- front cover copy in combine*, 101
- front margin – left/right*, 101
- front margin – top/bottom*, 101
- image repeat separation line*, 102
- separation line in combine*, 103

Energy Saver key, 5
Erase, 57

- border*, 57
- border width*, 101
- center*, 57
- center/border*, 58
- center width*, 101
- color*, 27
- original shadow in combine*, 101

Exiting from user tools, 97

F

- Font, 104
- Format, 104
- Full color copy, 25
- Function keys, 6
- Function Status indicator, 6

G

- General features, 91, 92, 98, 99, 100
 - auto image density priority*, 100
 - auto paper select priority*, 98
 - auto tray switching*, 98
 - change initial mode*, 99
 - clear bypass mode*, 100
 - color mode priority*, 100
 - copy function key*, 99
 - copy orientation in duplex mode*, 99
 - document server storage key*, 99
 - duplex mode priority*, 99
 - job end call*, 99
 - max. copy quantity*, 99
 - original orientation in duplex mode*, 99
 - original photo type priority*, 98
 - original type display*, 98
 - original type priority*, 98
 - paper display*, 98
 - tone – original remains*, 99
 - two-color mode priority*, 100
- Generation copy, 30

I

- Image adjustment, 76
 - background density*, 76
 - contrast*, 76
 - sharp/soft*, 76
 - text/photo sensitivity*, 77
 - U.C.R.*, 77
- Image repeat
 - specified area repeat*, 53
 - whole area repeat*, 52
- Indicators, 5
- Input/Output, 96, 105
 - auto sort*, 105
 - letterhead setting*, 106
 - memory full auto scan restart*, 105
 - rotate sort – auto paper continue*, 105
 - SADF auto reset*, 105
 - select stack function*, 106
 - switch to batch (SADF)*, 105
- Interrupt key, 5

K

- Key
 - adjust/program color*, 5
 - check modes*, 5
 - clear modes*, 5
 - clear/stop*, 6
 - energy saver*, 5
 - interrupt*, 5
 - program*, 5
 - sample copy*, 6
 - # (sharp)*, 6
 - start*, 6
 - user tools/counter*, 5

M

- Main power indicator, 5
- Manual image density, 29
- Manual paper select, 32
- Map, 30
- Messages, 85
- Missing image area, 10
- Mixed size mode, 15

N

- Non-recommended originals for document feeder, 7
- Number keys, 6

O

- OHP transparencies, 71
- Operation switch, 6
- Original
 - beeper*, 18
 - combine*, 48
 - copy direction*, 47
 - direction and completed copies*, 46
 - orientation*, 12
 - orientation in duplex mode*, 99
 - photo type priority*, 98
 - type display*, 98
 - type priority*, 98
- Originals, 7

P

- Page numbering, 104
 - color*, 67
 - duplex back page stamping position*, 104
 - first printing page*, 67
 - font*, 104
 - page numbering in combine*, 105
 - position*, 67
 - position and original orientation*, 61
 - size*, 104
 - stamp color*, 105
 - stamp format*, 104
 - stamp on designated slip sheet*, 105
 - stamp position*, 105
 - start number*, 67
 - superimpose*, 105
- Pale, 30
- Photo, 30
- Placing
 - custom size originals*, 16
 - originals*, 7, 12, 13, 16
 - originals in document feeder*, 13
 - originals on exposure glass*, 13
- Preset stamp, 103
 - changing color*, 61
 - changing density*, 61
 - changing position*, 61
 - changing size*, 61
 - color*, 103
 - format*, 103
 - language*, 103
 - position*, 103
 - position and original direction*, 60
 - priority*, 103
- Program key, 5
- Programs, 82

R

- Recalling a program, 83
- Renaming a color, 80, 81
- Reproduction ratio, 93, 100
 - enlarge*, 100
 - priority setting – enlarge*, 100
 - priority setting – reduce*, 100
 - ratio for create margin*, 100
 - reduce*, 100
 - R/E priority*, 100
 - shortcut R/E*, 100
- Rotated copy, 33

S

- SADF mode, 14
- Sample copy, 41
- Sample copy key, 6
- Sampling user colors, 81
- Screen contrast knob, 5
- Selecting
 - color mode*, 25
 - copy paper*, 31
 - original type setting*, 30
- Series copies
 - book → 1 sided*, 51
 - book → 2 sided*, 51
 - front & back → 2 sided*, 51
- # (sharp) key, 6
- Single color copy, 25
- Size, 104
- Sizes
 - detectable by auto paper select*, 8
 - difficult to detect*, 9
 - of recommended originals*, 7
- Sort, 39
 - rotate sort*, 39
 - shift sort*, 40
- Specifications, 107
- Stack, 42
 - stack*, 42
- Stamp, 103
 - color*, 103
 - colors*, 104
 - date stamp*, 64
 - format*, 103, 104
 - language*, 103
 - page numbering*, 66
 - position*, 103, 104
 - position and original orientation*, 61, 64, 66
 - preset stamp*, 60
 - priority*, 103
 - setting*, 104
 - user stamp*, 61
- Standard orientation, 12
- Stapling position and original setting, 43
- Start key, 6
- Storing
 - adjusted color balance*, 74
 - originals*, 72
 - program*, 82
- Superimpose, 104

Supplementary specifications, 108
auto reduce/enlarge, 109
bypass tray copy, 108
centering, 113
combine, 113
date stamp, 114
directional size magnification, 109
duplex, 112
erase, 114
front/back cover, 115
front cover, 115
margin adjustment, 113
page numbering, 115
preset enlarge/reduce, 108
preset stamp, 114
repeat, 113
rotate sort, 110
size magnification, 109
sort, 110
stack, 110
staple, 111
zoom, 109

T

Text, 30
Text/Photo, 30
Tone – original remains, 99
Troubleshooting, 85
memory is full, 90
you cannot make clear copies, 87
you cannot make copies as you want, 88
your machine does not operate as you want, 85
Two color copy, 25
Types of duplex copies, iv

U

User color, 79
User stamp, 104
changing color, 62
changing position, 62
colors, 104
delete, 64
format, 104
position, 104
position and original orientation, 61
program, 62
program/delete, 104
User tools, 91
User Tools/Counter key, 5

W

Weights of recommended originals, 7
What you can do with this machine, i, iv

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

I means **POWER ON.**


O means **POWER OFF.**

⏻ means **STAND BY.**

Type for C2408/DSc224/LD024c/Aficio 1224C

Type for C3210/DSc232/LD032c/Aficio 1232C

Printed in China

UE  B051-6607A



B0516607A



Printer/Scanner Kit Type 1232



Operating Instructions Printer Reference 1



-
- 1 Getting Started
 - 2 Installing the Printer Driver and Software

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.

Trademarks

Microsoft®, Windows® and Windows NT® are registered trademarks of Microsoft Corporation in the United States and/or other countries.

Adobe®, PostScript®, Acrobat® and PageMaker® are registered trademarks of Adobe Systems Incorporated.

PCL® is a registered trademark of Hewlett-Packard Company.

AppleTalk, Apple, Macintosh, Mac and TrueType are registered trademarks of Apple Computer, Incorporated.

IPS-PRINT™ Printer Language Emulation Copyright© 2000, Oak Technology, Inc., All Rights Reserved.

Ethernet® is a registered trademark of Xerox Corporation.

Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights in those marks.

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.

TABLE OF CONTENTS

Manuals for This Machine	1
How to Read This Manual	2

1. Getting Started

Features of This Machine.....	3
Printer Drivers for This Machine	4
Software and Utilities Included on the CD-ROM	6
Guide to This Machine.....	8
Control Panel	8
Display Panel	9
Connecting the Machine	12
Requirements.....	12
Connecting the Machine to the Host Using the Parallel Cable	13
Setting Paper on the Bypass Tray.....	14
Setting the Paper Size on the Display Panel	16

2. Installing the Printer Driver and Software

Installation Method	21
Quick Install.....	24
Installing the PCL 5c/RPCS™ Printer Driver	27
Installing the PCL 5c/RPCS™ Printer Driver	27
Setting Up Options	29
Installing the PostScript 3 Printer Driver.....	31
Windows 95/98/Me - Installing the PostScript 3 Printer Driver.....	31
Windows 2000/XP - Installing the PostScript 3 Printer Driver.....	33
Windows NT 4.0 - Installing the PostScript 3 Printer Driver.....	35
Mac OS - Installing the PostScript 3 Printer Driver and Utilities.....	38
Mac OS X - Installing the PostScript 3 Printer Driver.....	42
Installing the Printer Driver Using IEEE 1394.....	43
Printing with SCSI Print.....	43
Printing with IP over 1394	45
Installing the SmartNetMonitor for Client/Admin.....	48
Installing the Agfa Monotype Font Manager 2000	49
Using Adobe PageMaker Version 6.0, 6.5 or 7.0	50
INDEX.....	51

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 procedures and functions for using this machine as a copier.

❖ **Printer/Scanner Kit Type 1232 Printer Reference 1**

Describes system settings, procedures and functions for using this machine as a printer (this manual).

❖ **Printer/Scanner Kit Type 1232 Printer Reference 2**

Describes procedures and provides information about using this 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 1232 Operating Instructions Supplement**

Describes menus and features you can set using the PostScript 3 printer driver. This manual is provided as a PDF file on the CD-ROM labeled "Operating Instructions".

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 this 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.

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**

When the optional finisher is connected, you can collate and staple.

❖ **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/scanner option of this machine.

Printer Language	PCL 5c	RPCS™	PostScript 3
Operating system			
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	√ *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 5c printer drivers

The PCL 5c 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.

⇒ p.27 "Installing the PCL 5c/RPCS™ Printer Driver"

❖ 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 5c/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

1

There are three CD-ROMs that come with the printer/scanner option of this machine.

Note

- ❑ The Printer/Scanner Kit Type 1232 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.

❖ **LAN-Fax Driver**

This utility enables you to fax documents directly from your computer.

❖ **Address Book**

This utility enables you to easily store and recall names and numbers for use with the LAN-Fax utility.

❖ **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 Unit. For more information, see the Readme file or the manual that comes with the IEEE 1394 Interface Unit option.

❖ **Acrobat Reader**

This utility allows you to read PDF (Portable Document Format).

 **Note**

- Documentation about using the machine is included on the CD-ROM in PDF format. See Acrobat Reader online Help for more information about using Acrobat Reader.

❖ **Printer Utility for Mac**

This utility allows users to download and manage a variety of fonts as well as to manage their printers. For more information about this utility, see the *PostScript 3 Board Type 1232 Operating Instructions Supplement* which is provided as a PDF file on the CD-ROM labeled “Operating Instructions”.

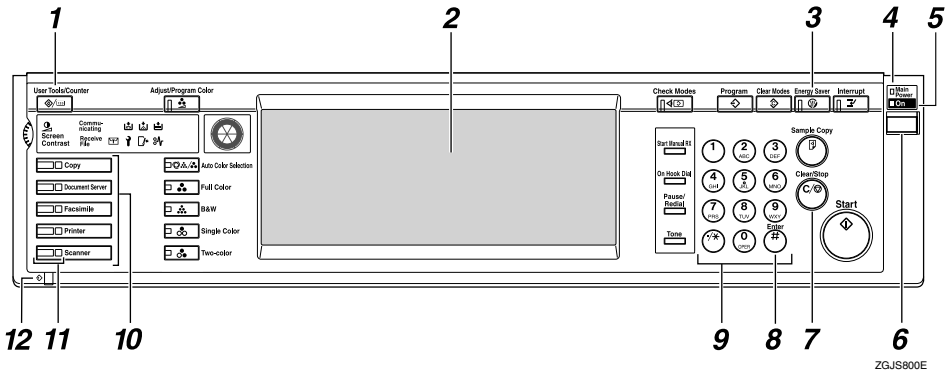
 **Important**

- Software and utilities must be uninstalled before installing newer versions of Windows. Reinstall software and utilities after upgrading Windows.

Guide to This Machine

1

Control Panel



1. [User Tools/Counter/Inquiry] key

- User Tools
Press to change the default settings and conditions to meet your requirements.
- Counter
Press to display or print the total number of copies made.
- Inquiry
Press to check where to contact to have the machine repaired or to order toner.

2. Display panel

Shows operation status, error messages, and function menus. ⇒ p.9 “Display Panel”

3. [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.

4. 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.

5. On indicator

This indicator goes on when the operation switch is turned on.

6. 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).

7. [Clear/Stop] key

- Clear
Deletes one character or digit.
- Stop
Interrupts the current print job in progress.

8. [#] key

Press to enter a value.

9. Number keys

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

10. Function keys

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

- Copy
- Document Server
- Facsimile
- Printer
- Scanner

11. 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.

12. 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.

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 \doteq 9.8N)

Note

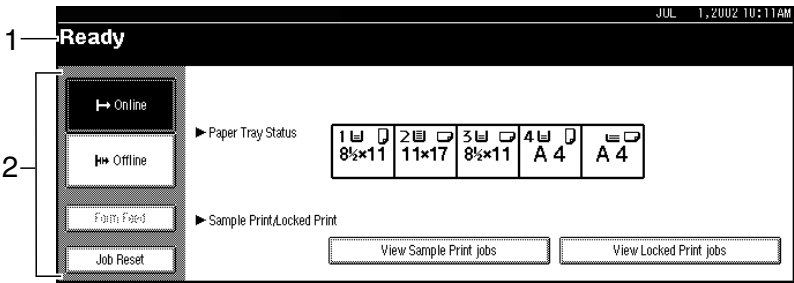
- The function items displayed serve as selector keys. You can select or specify an item by lightly pressing on it.
- When you select or specify an item on the display panel, it becomes highlighted.
- Keys dimmed (ex. ) cannot be used.

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

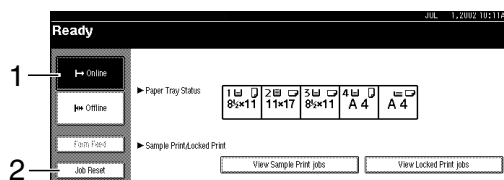
The following keys can be used in all screens.

◆ 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

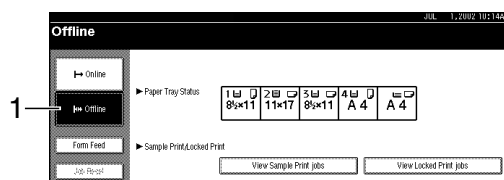
Press this key to switch the machine on-line. The preceding illustration shows the online status.

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 and facsimile transmissions 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

1

This section gives instructions for connecting the machine and computer using the parallel port.

Reference

For Ethernet and IEEE 1394 interface connections, see “Connecting to the Machine (Network Connections)”, *General Settings Guide*.

Requirements

Before using this machine, make sure that all the environmental and electrical requirements have been met. Connect the machine to the host computer using the parallel port, network interface unit, or both.

Make sure that all the cables, connectors, and electrical outlets necessary to attach the machine to the host computer or network are present.

Parallel cable requirements

Connect the machine to the host computer using a parallel port. This machine does not provide the parallel cable to connect the machine to the host computer.

The machine's parallel interface is a standard bidirectional interface. It requires a standard 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.

Note

- Do not use a parallel cable that is longer than 3 meters (10 feet).

Connecting the Machine to the Host Using the Parallel Cable

Connect the machine to the host computer using a parallel cable compliant with IEEE 1284 (supplied by you).

Follow the procedure below to connect the machine to the host computer.

Important

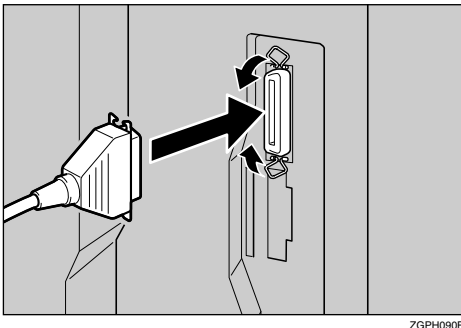
- Before connecting an interface cable between the machine and a computer, make sure that the machine is not operating, and then turn off the main power switch of the machine and computer.
- Be sure to use the designated interface cable. Using another cable may cause radio interference.

1 Turn off the main power switch.

Important

- Before turning off the main power switch, see “Turning Off the Power”, *General Settings Guide*.

2 Plug the 36-pin end of the parallel cable into the parallel port at the right side of the back cover of the machine.



3 Squeeze the wire clips on each side of the connector together until they snap into place. The clips hold the cable securely in place.

4 Plug the other end of the parallel cable into the computer's parallel port.


Setting Paper on the Bypass Tray

This section gives instructions for setting paper on the optional bypass tray. Use the bypass tray to print onto OHP transparencies, labels, and envelopes that cannot be loaded in the paper tray.


Reference

For setting paper into the regular paper tray, see the *General Settings Guide*.

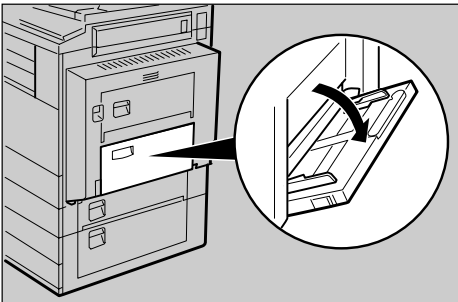
Note

- The paper size that can be set in the bypass tray:
 - Vertical: 90 - 297 mm (3.5 in. - 11.7 in.)
 - Horizontal: 148 - 432 mm (5.8 in. - 17 in.)
- Make sure to set the paper in landscape orientation  in the bypass tray.

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.
- The following functions are disabled when printing from the bypass tray:
 - Duplex Printing
 - Auto Tray Select
 - Auto Tray Switching
- 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.
- Make sure to set the paper to landscape orientation  in the printer driver when printing data from the computer.

1 Open the bypass tray.



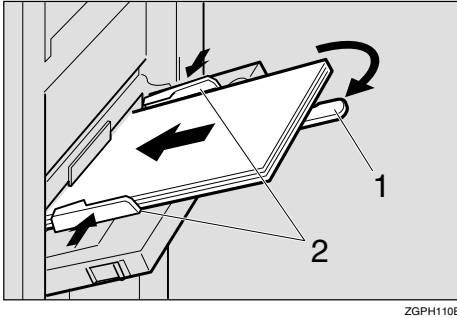
ZGPH100E

2 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.

3 Gently insert the paper face down in the bypass tray until the beeper sounds.



1. Extender

2. Paper guides

📌 Note

- 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 , 8¹/₂"×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/m²). For details, see p.18 "Setting thick paper or OHP transparencies".

4 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.

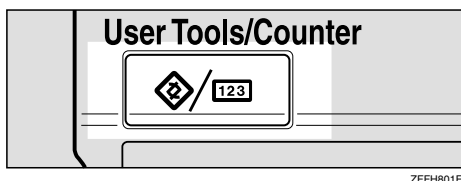
🔍 Reference

For printer driver settings, see the printer driver's Help.

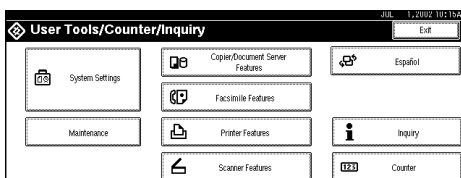
For setting custom sizes, see p.17 "Setting custom size paper"

Setting the Paper Size on the Display Panel

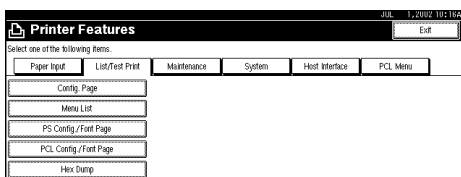
- 1 Press the **[User Tools/Counter/Inquiry]** key on the control panel.



- 2 Press **[Printer Features]**.

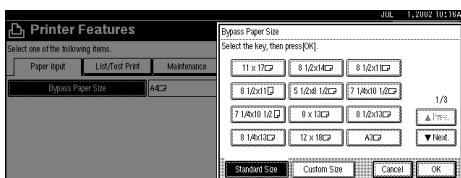


- 3 Press the **[Paper Input]** tab.



- 4 Press **[Bypass Paper Size]**.

- 5 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".

- 6 Press **[OK]**.

- 7 Press the **[User Tools/Counter/Inquiry]** key.

Setting custom size paper

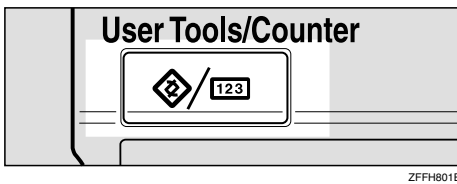
Note

- ❑ 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.

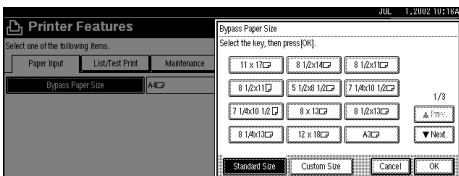
Reference

For printer driver settings, see the printer driver's Help.

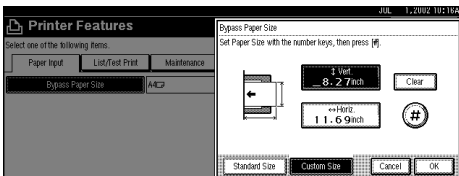
- 1** Press the **[User Tools/Counter/Inquiry]** key on the control panel.



- 2** Press **[Printer Features]**.
- 3** Press the **[Paper Input]** tab.
- 4** Press **[Bypass Paper Size]**.
- 5** Press **[Custom Size]**.



- 6** Enter the vertical size of the paper with the number keys, and then press **[#]**.



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

- 8** Press **[OK]**.

The paper sizes you entered are displayed.

- 9** Press the **[User Tools/Counter/Inquiry]** key.

Setting thick paper or OHP transparencies

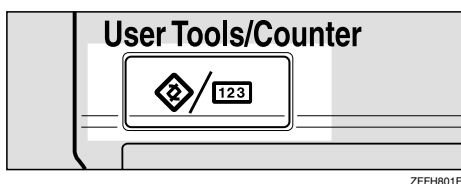
Note

- ❑ 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 in the display panel on the machine.
- ❑ When the printer driver is not used, make settings using the display panel.

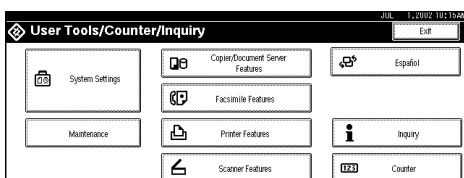
Reference

For printer driver settings, see the printer driver's Help.

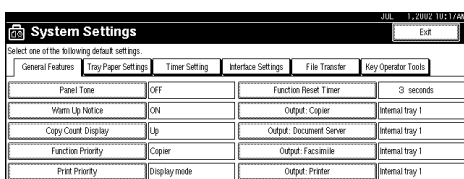
- 1** Press the **[User Tools/Counter/Inquiry]** key on the control panel.



- 2** Press **[System Settings]**.

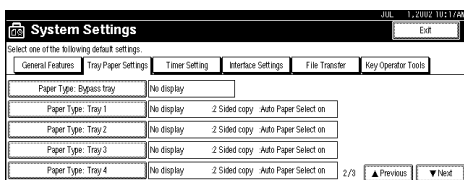


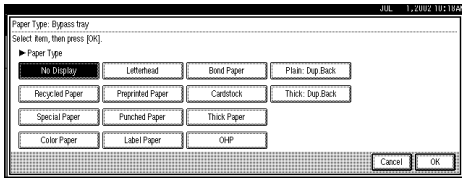
- 3** Press the **[Tray Paper Settings]** tab.



- 4** Press **[▼Next]** to scroll the list.

- 5** Press **[Paper Type : Bypass tray]**.



6 Select **[OHP]** or **[Thick Paper.]****7** Press **[OK]**.

The paper type you selected is displayed.

8 Press the **[User Tools/Counter/Inquiry]** 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.

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 5c printer driver	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
RPCS™ printer driver	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
PostScript 3 printer driver			<input type="radio"/>
Agfa Monotype Font Manager 2000			<input type="radio"/>
SmartNetMonitor for Admin			<input type="radio"/>
SmartNetMonitor for Client	<input type="radio"/>		<input type="radio"/>
LAN-Fax Driver			<input type="radio"/>
Address Book			<input type="radio"/>

*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, see p.43 "Installing the Printer Driver Using IEEE 1394" .

❖ Installing manually

The following printer drivers and software cannot be installed using Auto Run.

For Macintosh

- **PostScript 3 Printer Driver for Macintosh**
⇒ p.38 "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.38 "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.40 "Installing Adobe Type Manager (ATM)"
- **Screen Fonts**
⇒ p.41 "Installing screen fonts"
- **ColorSync™ Profiles**
⇒ p.40 "Installing the ColorSync™ profile"
- **Printer Utility for Mac**
For installing the software, see the *PostScript 3 Board Type 1232 Operating Instructions Supplement*.

For Windows

- **1394 Utility**
For installing the utility, see the Readme file or the manual that comes with the IEEE1394 Interface Unit option.

⚠ Important

- Before starting the installation, close all documents and applications. In a network environment, make sure that users who are logged on are disconnected.
- After installing a printer driver, you must restart the computer.

📝 Note

- If "plug and play" is started, click **[Cancel]** in the **[New Hardware Found]**, **[Device Driver Wizard]** or **[Found New Hardware Wizard]** dialog box, and then insert the CD-ROM. The **[New Hardware Found]**, **[Device Driver Wizard]** or **[Found New Hardware Wizard]** dialog box appears depending on the system version of the Windows 95/98/Me, Windows 2000/XP.

 **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 5c or PostScript3 printer driver, 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, 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 Code”, *General Settings Guide*.

 **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 5c 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 5c/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”

Quick Install

Auto Run will start the installer automatically when you load the CD-ROM in the CD-ROM drive. By selecting Quick Install, you can easily install the PCL 5c 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.

2

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, Quick Install cannot be used. See p.43 "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 5c 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.

1 Close all applications that are running.

2 Insert the CD-ROM into the CD-ROM drive.

Auto Run will start the installer.

3 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.

4 Click **[Quick Install]**.

The software license agreement appears in the **[License Agreement]** dialog box.

5 After reading through all of the contents, click **[I accept the agreement]** to agree with the license agreement, and then click **[Next]**.

6 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]**.

7 Click **[Install]**.

8 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 5c/RPCS™ Printer Driver

This section describes basic instructions for installing the PCL 5c 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 5c printer driver or RPCS™ printer driver using Quick Install.

2

Installing the PCL 5c/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 former version, if any. 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 5c: \DRIVERS\PCL5C\WIN9X_ME\ (Language)\DISK1\
RPCS™: \DRIVERS\RPCS\WIN9X_ME\ (Language)\DISK1\
 - **Windows 2000/XP**
PCL 5c: \DRIVERS\PCL5C\WIN2K_XP\ (Language)\DISK1\
RPCS™: \DRIVERS\RPCS\WIN2K_XP\ (Language)\DISK1\
 - **Windows NT 4.0**
PCL 5c: \DRIVERS\PCL5C\NT4\ (Language)\DISK1\
RPCS™: \DRIVERS\RPCS\NT4\ (Language)\DISK1\

1 Close all applications that are running.

2 Insert the CD-ROM into the CD-ROM drive.

Auto Run will start the installer.

3 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.

4 Click **[PCL/RPCS Printer Drivers]**.

The software license agreement appears in the **[License Agreement]** dialog box.

5 After reading through all of the contents, click **[I accept the agreement]** to agree with the license agreement, and then click **[Next]**.

6 Select the printer drivers you want to install when the **[Select Program]** dialog box appears, and then click **[Next]**.

7 Select the model of the machine you are using.

To change the printer name, change it in the **[Change settings for 'Printer Name']** box.

8 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.

9 Click **[Continue]** to start printer driver installation.

10 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 5c Printer Driver

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 **[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 **[Accessories]** tab.

5 Select the options you have installed from the **[Options]** group.

6 Click **[OK]**.

RPCS™ Printer Driver

- 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 **[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.

 **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 **5**.

- 4** Click the **[Change Accessories]** tab.

 **Note**

- In Windows 95/98/Me, click **[Printer Configuration]** on the **[Print Settings]** tab, and then **[Change Accessories]**.

- 5** Select the options you have installed from the **[Select printer options]** group.

- 6** Click **[OK]**.

Installing the PostScript 3 Printer Driver

This section describes basic instructions for installing the PostScript 3 printer driver. Actual procedure 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 1232 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

1 Close all applications that are running.

2 Insert the CD-ROM into the CD-ROM drive.

Auto Run will start the installer.

3 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.

4 Select [PostScript 3 Printer Driver].

[Add Printer Wizard] starts.

5 Click [Next].

6 Check **[Local Printer]**, and then click **[Next]**.

A dialog box for selecting the printer appears.

7 Select the model of the machine you are using, and then click **[Next]**.

8 In the **[Available ports:]** box, click **[Printer Port]**, and then click **[Next]**.

9 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.

10 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.

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 **[Accessories]** tab.

5 Select the options you have installed from the **[Options]** group.

6 Click **[OK]**.

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\

1 Close all applications that are running.

2 Insert the CD-ROM into the CD-ROM drive.

Auto Run will start the installer.

3 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.

4 Select **[PostScript 3 Printer Driver]**.

[Add Printer Wizard] starts.

5 Click **[Next]**.

6 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.

7 Select the check box of the port you want to use, and then click **[Next]**.

A dialog box for selecting the printer appears.

8 Select the model of the machine you are using, and then click **[Next]**.

9 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.

10 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.

11 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.

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 **[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

2

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.

2 Insert the CD-ROM into the CD-ROM drive.

Auto Run will start the installer.

3 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.

4 Select **[PostScript 3 Printer Driver]**.

[Add Printer Wizard] starts.

5 After confirming that the **[My Computer]** option is selected, click **[Next]**.

A dialog box for selecting the printer port appears.

6 Select the check box of the port you want to use, and then click **[Next]**.

A dialog box for selecting the printer appears.

7 Select the model of the machine you are using, and then click **[Next]**.

8 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.

9 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.

10 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 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 Unit 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.

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 version up to 9.2, and Mac OS X Classic mode.

Note

- For installing the PostScript 3 printer driver in Mac OS X, see p.42 “Mac OS X - Installing the PostScript 3 Printer Driver”

1 Insert the CD-ROM into the CD-ROM drive.

2 Double-click the CD-ROM icon.

3 Double-click the [Mac OS 8 and 9] folder.

4 Double-click the [PS Driver] folder.

5 Double-click the folder of the language you use.

6 Open [Disk 1] and double-click the installer icon.

The PostScript 3 printer driver installer window appears.

7 Follow the instructions on the screen.

8 Double-click [Extensions] in [System Folder].

9 Double-click [Printer Descriptions].

10 Double-click the CD-ROM icon on the desktop.

11 Double-click the [Printer Descriptions] folder in the [Mac OS 8 and 9] folder.

- 12** Double-click **[Disk 1]** in the folder of the language you use.
- 13** Drag the PPD file into **[Printer Descriptions]** in **[Extensions]** in **[System Folder]**.
- 14** Drag the plugin file into **[Printer Descriptions]** in **[Extensions]** in **[System Folder]**.
- 15** Restart the Macintosh.

Setting up the PPD File

Preparation

Make sure that the machine is connected to an AppleTalk network before performing the following procedure.

- 1** On the Apple menu, select **[Chooser]**.
- 2** Click the **[Adobe PS]** icon.
- 3** In the **[Select a PostScript Printer:]** list, click the name of the machine you want to use.
- 4** Click **[Setup]**.
- 5** Click the printer description file you want to use, and then click **[Select]**.

The PPD file is set up, and the **[Adobe PS]** icon appears at the left of the machine name in the list. Next, follow the procedure on p.39 “Setting up options” to make the option settings, or close the **[Chooser]** dialog box.

Setting up options

- 1** On the Apple menu, select **[Chooser]**.
- 2** Click the **[Adobe PS]** icon.
- 3** In the **[Select the PostScript Printer:]** list, click the name of the machine you want to use, and then click **[Setup]**.

- 4** Click **[Configure]**.

A list of options appears.

- 5** Select the 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.

- 6** Click **[OK]**.

The list of options closes.

7 Click [OK].

The [Chooser] dialog box appears.

8 Close the [Chooser] dialog box.

Installing the ColorSync™ profile

2

ColorSync profile makes it possible for the printer to print colors of similar intensity to those on the computer display. Follow the procedures below to install ColorSync profile.

 **Note**

- ColorSync profile complies to color standards as defined by the International Color Consortium (ICC).
- Some computer displays may require particular settings to be compatible with ColorSync. See the documentation that comes with your display for more information.

1 Start the Macintosh.

2 Double-click the hard disk icon, and then open the appropriate folder for installing the ColorSync profile.

 **Note**

- The location of the appropriate folder may differ depending on the version of the operating system. These are examples:
 - System\Preferences\ColorSync profiles
 - System\ColorSync profiles

3 Insert the CD-ROM into the CD-ROM drive.

4 Double-click the CD-ROM icon.

5 Double-click the [Mac OS 8 and 9] folder.

6 Double-click the [ColorSync Profiles] folder.

7 Drag the file to the [ColorSync Profiles] folder on the hard disk.

The ColorSync profile is installed.

Installing Adobe Type Manager (ATM)

 **Note**

- Close all applications that are running before installation. Install after restarting.

1 Start the Macintosh.

2 Insert the CD-ROM into the CD-ROM drive.

3 Double-click the CD-ROM icon.

4 Double-click the [Mac OS 8 and 9] folder.

5 Double-click the [ATM] folder.

6 Double-click the [ATM 4.6.2 installer] icon.

7 Follow the instructions on screen.

8 Restart the Macintosh.

 **Note**

- Make sure to restart the computer. ATM will be completely installed only after restarting.

9 Select [Control Panel] from the Apple menu, and then select [ATM].

10 Open the ATM control panel.

 **Note**

- For more information about installation, see the User's Guide in the ATM folder.

Installing screen fonts

1 Start the Macintosh.

2 Insert the CD-ROM into the CD-ROM drive.

3 Double-click the CD-ROM icon.

4 Double-click the [Mac OS 8 and 9] folder.

5 Double-click the [Fonts] folder.

6 Copy the fonts you want to install into the [System] folder.

A confirmation dialog box appears.

7 Click [OK].

The fonts are installed.

8 Restart the Macintosh.

 **Reference**

For information about installing the Printer Utility for Mac, see the *PostScript 3 Board Type 1232 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.

Preparation

You need an administrator name and a password (phrase). For more information, consult your administrator.

- 1** Insert the CD-ROM into the CD-ROM drive.
- 2** Double-click the CD-ROM icon.
- 3** Double-click the [Mac OS X] folder.
- 4** Double-click the [PPD Installer] folder, and then double-click the installer icon.
- 5** Follow the instructions on screen.

Setting Up the PPD File

- 1** Run Print Center.
- 2** Click [Add Printer].
 -  **Note**
 - Select [AppleTalk] in the first pop-up menu.
 - If the zone has been set, select the zone in the second pop-up menu.
- 3** Select the PPD file for the model you are using from the “Printer Model:” pop-up menu.
- 4** Click [Add].

Setting Up Options

Limitation

- You cannot make printer option settings in Mac OS X. Do not make settings for options that have not been installed.

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 Unit 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.46 “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 Unit can only be used with Service Pack 1 or later. If the Service Pack is not installed, the connectable number of devices in a IEEE 1394 bus is only one, and the client cannot access the IEEE 1394 Interface Unit without using an account that has Administrators permission.

1 Connect the machine and the computer using the IEEE 1394 interface cable.

The **[Found New Hardware Wizard]** dialog box appears.

2 Click **[Next]**.

The message **[This wizard will complete the installation for this Device: Unknown]** appears.

3 Select **[Optional search locations:]**, and then click **[Next]**.

4 When the **[Locate Driver Files]** message appears, check the **[Optional search locations.]** checkbox and the **[Specify a location]** checkbox, and then click **[Next]**.

5 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]**.

6 Click **[Browse]**.

7 Select the printer driver you want to install. Each printer driver is stored in the following folders:

- **RPCS™:** \DRIVERS\RPCS\WIN2K_XP\ (Language)\DISK1
- **PCL 5c:** \DRIVERS\PCL5C\WIN2K_XP\ (Language)\DISK1
- **PostScript 3:** \DRIVERS\PS\WIN2K_XP\ (Language)\DISK1

8 Click **[Open]**.

9 Click **[OK]**.

A printer model selection dialog box appears.

10 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.)

Windows XP

- 1** Connect the machine and the computer using the IEEE 1394 interface cable. The **[Found New Hardware Wizard]** dialog box appears.
- 2** 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.
- 3** Check the **[Search for the best driver in these locations.]** check box, and the **[Include this location in the search:]** check box.
- 4** Install the printer driver following the same procedures as steps **5-10** 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 (SmartNetMonitor 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 do 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.46 "Disabling the Device" for more information.

 **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.

1 Close all applications that are running.

2 Insert the CD-ROM into the CD-ROM drive.

Auto Run will start the installer.

3 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.

4 Click **[SmartNetMonitor for Client/Admin]**.

The software license agreement appears in the **[License Agreement]** dialog box.

5 After reading through all of the contents, click **[I accept the agreement]** to agree with the license agreement, and then click **[Next]**.

6 Select the program you want to install when the **[Select Program]** dialog box appears.

7 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.

1 Close all applications that are running.

2 Insert the CD-ROM into the CD-ROM drive.

Auto Run will start the installer.

3 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.

4 Select [Agfa Monotype Font Manager 2000].

5 Follow the instructions on the screen.

Using Adobe PageMaker Version 6.0, 6.5 or 7.0

2

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.

INDEX

1394 Utility, 6, 22

A

Acrobat Reader, 7
Additional driver, 23
Address Book, 6, 21
Agfa Monotype Font Manager 2000, 6, 21
 installing, 49
Alternate Driver, 23
ATM, 22
 Macintosh, installing, 40
Auto Run, 21

B

Bidirectional transmission, 37
Bypass tray, 14

C

CD-ROM, 6
Clear/Stop key, 8
ColorSync™ profiles, 22
 Macintosh, installing, 40
Connection
 Ethernet board connection, 12
 IEEE 1394 interface unit connection, 12
 Parallel interface connection, 12
Control Panel, 8
Custom size paper, 17
 printing, bypass tray, 14

D

Display panel, 8, 9

E

Energy Saver key, 8

F

Function keys, 9
Function status indicator, 9

I

IEEE 1394, 43
IP over 1394, 43

J

Job Reset key, 11

L

LAN-Fax Driver, 6, 21

M

Macintosh
 ATM, installing, 40
 ColorSync™ profile, installing, 40
 Screen fonts, installing, 41
Mac OS
 PostScript 3, installing, 38
Mac OS X
 PostScript 3, installing, 42
Main power indicator, 8
⇨Data In indicator, 9

N

Number keys, 9

O

Offline, 11

Offline key, 11

OHP Transparencies

printing, bypass tray, 18

On indicator, 8

Online, 11

Online key, 11

Operation switch, 8

P

PageMaker, 50

Parallel Cable, 12

PCL 5c, 4

Windows 2000/Windows XP,
installing, 27

Windows 95/98/Me, installing, 27

Windows NT 4.0, installing, 27

PostScript 3, 5

Mac OS, installing, 38

Mac OS X, installing, 42

Windows 2000/Windows XP,
installing, 33

Windows 95/98/Me, installing, 31

Windows NT 4.0, installing, 35

Printer driver

Installation method, 21

PCL 5c, 4

PostScript 3, 4

Quick Install, 24

RPCS, 4

Printer Utility for Mac, 7, 22

Q

Quick Install, 24

R

RPCS, 5

Windows 2000/Windows XP,
installing, 27

Windows 95/98/Me, installing, 27

Windows NT 4.0, installing, 27

S

Screen fonts, 22

Macintosh, installing, 41

SCSI print, 43

SmartNetMonitor for Admin, 6, 21, 48

SmartNetMonitor for Client, 6, 21, 48

Software

Quick Install, 24

T

Thick Paper

printing, bypass tray, 18

U

User Code, 23

User Tools/Counter/Inquiry key, 8

W

Windows 2000/Windows XP

IEEE 1394, installing printer driver, 43

PCL 5c, installing, 27

PostScript 3, installing, 33

RPCS, installing, 27

Windows 95/98/Me

PCL 5c, installing, 27

PostScript 3, installing, 31

RPCS, installing, 27

Windows NT 4.0

PCL 5c, installing, 27

PostScript 3, installing, 35

RPCS, installing, 27

MEMO

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 1232, Printer/Scanner Kit Type 1232

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

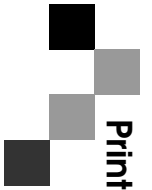
Note:

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.



Printer/Scanner Kit Type 1232 Operating Instructions Printer Reference 1



Printer/Scanner Kit Type 1232



Operating Instructions Printer Reference 2



-
- 1** Setting Up the Printer Driver and Canceling a Print Job
 - 2** Uninstalling the Printer Driver
 - 3** Printing with the Control Panel
 - 4** Troubleshooting
 - 5** Using the Control Panel
 - 6** Appendix

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.

Trademarks

Microsoft®, Windows® and Windows NT® are registered trademarks of Microsoft Corporation in the United States and/or other countries.

Adobe®, PostScript®, Acrobat® and PageMaker® are registered trademarks of Adobe Systems Incorporated.

PCL® is a registered trademark of Hewlett-Packard Company.

AppleTalk, Apple, Macintosh, Mac and TrueType are registered trademarks of Apple Computer, Incorporated.

IPS-PRINT™ Printer Language Emulation Copyright©2000, Oak Technology, Inc., All Rights Reserved.

Ethernet® is a registered trademark of Xerox Corporation.

Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights in those marks.

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

Manuals for This Machine	1
How to Read This Manual	2

1. Setting Up the Printer Driver and Canceling a Print Job

Accessing the Printer Properties	3
Windows 95/98/Me - Accessing the Printer Properties	3
Windows 2000/XP - Accessing the Printer Properties	4
Windows NT 4.0 - Accessing the Printer Properties	6
Macintosh - Setting Up for Printing	7
Canceling a Print Job	9
Windows - Canceling a Print Job	9
Macintosh - Canceling a Print Job	10

2. Uninstalling the Printer Driver

Uninstalling the Printer Driver	11
Windows 95/98/Me - Uninstalling the Printer Driver.....	11
Windows 2000/XP - Uninstalling the Printer Driver.....	11
Windows NT 4.0 - Uninstalling the Printer Driver.....	12
Mac OS - Uninstalling the PostScript 3 Printer Driver.....	13
Mac OS X - Uninstalling the PostScript 3 Printer Driver	13

3. Printing with the Control Panel

Sample Print.....	15
Printing a Sample Print File.....	15
Deleting a Sample Print File.....	18
Checking the Error Log	19
Locked Print	20
Printing a Locked Print File	20
Deleting Locked Print Files	22
Checking the Error Log	23
Accessing the Document Server.....	25

4. Troubleshooting

Error & Status Messages on the Display Panel	27
Machine Configuration	31
Machine Does Not Print.....	34
Other Printing Problems	36
Auto Color Calibration.....	41
Returning to the Previous Setting	42

5. Using the Control Panel

Adjusting Printer Features	43
Printer Features Menu	43
Accessing the Printer Features	44
Exiting from the Printer Features	45
Printer Features Parameters.....	46
Paper Input.....	46
List/Test Print	46
Maintenance.....	46
System	47
Host Interface.....	50
PCL Menu	50
Machine Condition.....	52
Printing the Configuration Page	52

6. Appendix

Staple	53
Spool Printing	56
Specifications.....	58
Options.....	59
INDEX.....	62

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 procedures and functions for using this machine as a copier.

❖ **Printer/Scanner Kit Type 1232 Printer Reference 1**

Describes system settings, procedures and functions for using this machine as a printer.

❖ **Printer/Scanner Kit Type 1232 Printer Reference 2**

Describes procedures and provides information about using this machine as a printer. This manual is included as a PDF file on the CD-ROM labeled "Operating Instructions"(this manual).

❖ **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 1232 Operating Instructions Supplement**

Describes menus and features you can set using the PostScript 3 printer driver. This manual is provided as a PDF file on the CD-ROM labeled "Operating Instructions".

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 this 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.

1. Setting Up the Printer Driver and Canceling a Print Job

Accessing the Printer Properties

Windows 95/98/Me - Accessing the Printer Properties

Changing the default machine settings

1 Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.

The **[Printers]** window appears.

2 Click the icon of the machine whose default settings you want to change.

3 On the **[File]** menu, click **[Properties]**.

The **[Printer Properties]** dialog box appears.

4 Make any settings you require, and then click **[OK]**.

 **Note**

- With some applications, the printer driver's settings are not used, and the application's own default settings are applied.

Making machine settings from an application

To make the machine settings for a specific application, open the **[Printer Properties]** dialog box from that application. The following example describes how to make settings for the WordPad application that comes with Windows 95/98/Me.

 **Note**

- The actual procedures you should follow to open the **[Printer Properties]** dialog box may vary depending on the application. For more information, see the documentation that comes with the application you are using.
- Any settings you make in the following procedure are valid for the current application only.

1 On the **[File]** menu, click **[Print]**.

The **[Print]** dialog box appears.

2 Select the machine you want to use in the **[Name]** list box, and then click **[Properties]**.

The **[Printer Properties]** dialog box appears.

3 Make any settings you require, and then click **[OK]**.

4 Click **[OK]** to start printing.

Windows 2000/XP - Accessing the Printer Properties

1

Changing the default machine settings - Printer Properties

 **Limitation**

- Changing the setting of the machine requires Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default. When you set up options, log on using an account that has Manage Printers permission.

1 Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.

The **[Printers]** window appears.

 **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 **[Properties]**.

The **[Printer Properties]** dialog box appears.

4 Make any settings you require, and then click **[OK]**.

 **Note**

- You normally 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 - 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.

3 Make any settings you require, and then click **[OK]**.

4 Click **[OK]** to start printing.

 **Note**

- In Windows XP, click **[Print]** to start printing.

Windows NT 4.0 - Accessing the Printer Properties

1

Changing the default machine settings - Printer Properties

Limitation

- Changing the setting of the machine requires Full Control access permission. Members of Administrators, Server Operators, Print Operators, and Power Users groups have Full Control permission by default. When you set up options, log on using an account that has Full Control permission.

1 Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.

The **[Printers]** window appears.

2 Click the icon of the machine whose default settings you want to change.

3 On the **[File]** menu, click **[Properties]**.

The **[Printer Properties]** dialog box appears.

4 Make any settings you require, and then click **[OK]**.

Note

- You normally 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.

1 Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.

The **[Printers]** window appears.

2 Click the icon of the machine whose default settings you want to change.

3 On the **[File]** menu, click **[Document Defaults]**.

The **[Default Document Properties]** dialog box appears.

4 Make any settings you require, and 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.

1 On the **[File]** menu, click **[Print]**.

The **[Print]** dialog box appears.

2 Select the machine you want to use in the **[Name]** list box, and then click **[Properties]**.

The **[Printer Properties]** dialog box appears.

3 Make any settings you require, and then click **[OK]**.

4 Click **[OK]** to start printing.

Macintosh - Setting Up for Printing

Making paper settings from an application

1 Open the file you want to print.

2 On the **[File]** menu, click **[Page Setup]**.

The **[AdobePS Page Setup]** dialog box appears.

3 Make sure that the machine you want to use is shown in the **[Format for:]** box.

Note

- 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.

4 From the **[Paper:]** box, select the paper size.

5 Make any settings you require, and then click **[OK]**.

1

Setting up for printing from an application

1 Open the file you want to print.

2 On the **[File]** menu, click **[Print]**.

The **[Printer Features]** dialog box appears.

3 Make sure that the machine is selected in the **[Printer:]** box.

4 Make any settings you require, and then click **[Print]** to start printing.

Canceling a Print Job

Windows - Canceling a Print Job

1

- 1 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.

- 2 Select the name of the job you want to cancel.

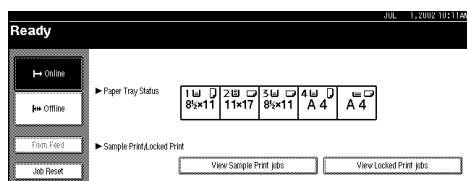
- 3 On the [Document] menu, click [Cancel Printing].

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.

- 4 Press the [Printer] key on the machine's control panel.

- 5 Press [Job Reset] on the display panel.



A message appears on the display panel indicating that the print job is being canceled.

Important

- This procedure cancels the print job that is being processed by the machine. In some cases, the machine may already be processing data for the next print job following the one currently being output. In this case, the next print job is also canceled when you press [Job Reset].
- When the machine is being shared by multiple computers, be careful not to accidentally cancel someone else's print job.

Note

- You cannot stop printing data that has already been processed internally by the machine. Because of this, printing may continue for a few pages after you press [Job Reset].
- A print job that contains a large volume of data may take considerable time to stop.

Macintosh - Canceling a Print Job

1 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

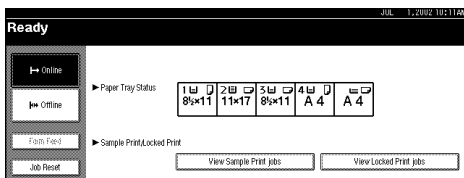
- In Mac OS X, start Print Center.

2 Select the name of the job you want to cancel.

3 Click the pause icon, and then click the trash icon.

4 Press the [Printer] key on the machine's control panel.

5 Press [Job Reset] on the display panel.



A message appears on the display panel indicating that the print job is being canceled.

Important

- This procedure cancels the print job that is being processed by the machine. In some case, the machine may already be processing data for the next print job following the one currently being output. In this case, the next print job is also canceled when you press **[Job Reset]**.
- When the machine is being shared by multiple computers, be careful not to accidentally cancel someone else's print job.

Note

- You cannot stop printing data that has already been processed internally by the machine. Because of this, printing may continue for a few pages after you press **[Job Reset]**.
- A print job that contains a large volume of data may take considerable time to stop.

2. Uninstalling the Printer Driver

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.

4 On the **[File]** menu, click **[Delete]**.

A confirmation dialog box appears.

5 Click **[Yes]** to uninstall the printer driver. **Note**

You can also uninstall the printer driver using the following procedure.

- 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 **[OK]**.

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.

1 Close all applications that are currently running.**2** Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.

The **[Printers]** window appears.

3 Click 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.

Mac OS - Uninstalling the PostScript 3 Printer Driver

- 1** Drag the “AdobePS” file from the [Extensions] folder in [System Folder] to [Trash].
- 2** Drag the PPD file and plug-in file from the [Printer Descriptions] folder in the [Extensions] folder in [System Folder] to [Trash].

Mac OS X - Uninstalling the PostScript 3 Printer Driver

- 1** Run Print Center.
- 2** Select the printer driver you want to uninstall in the Printer List window, and then click [Delete].

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 canceled 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 1,000 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 5c printer driver. For information about how to print a sample print file with the PostScript 3 printer driver, see the *PostScript3 Board Type 1232 Operating Instructions Supplement* included as a PDF file on the CD-ROM.

Limitation

- Applications, like PageMaker, which use their own drivers do not work with this function.

1 Configure the sample print in the properties of the printer driver.

Reference

For details on configuring the PCL 5c or RPCS™ printer driver, see the corresponding Help files.

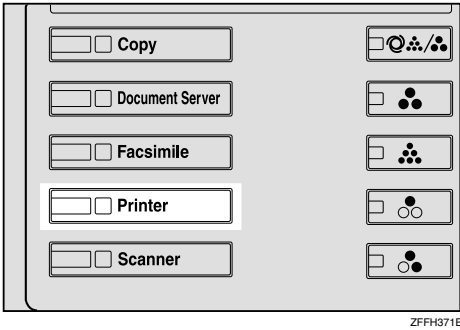
2 Click [OK] in the application's print dialog box to start printing.

Note

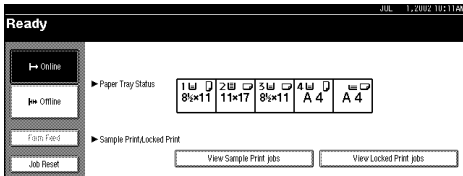
- Make sure to set more than 2 copies.

The sample print job is sent to the machine and the first set is printed.

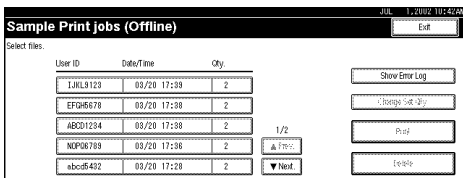
3 On the machine's control panel, press the **[Printer]** key to display the Printer Screen.



4 Press **[View Sample Print jobs]**.



A list of the sample print files stored in the machine is displayed.



The following will also be displayed:

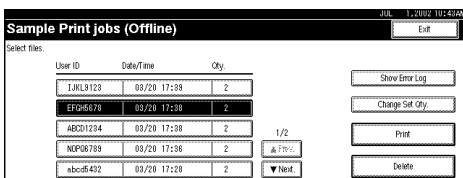
- User ID: The User ID set up by the printer driver.
- Date/Time : The date and time when the job was sent from the computer.
- Qty.: The number of remaining sets.

5 Select the file you want to print by pressing on it.

Note

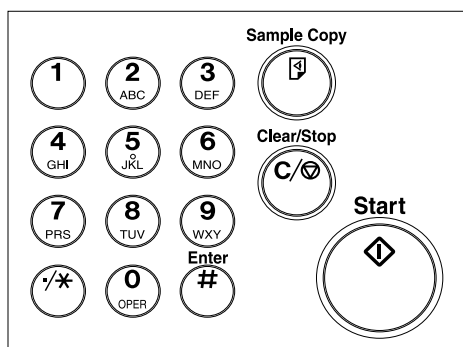
- Press **[▲Prev.]** or **[▼Next]** to scroll through the list.
- Only one file can be selected at a time.

6 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 **3**.

7 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**].

8 Press [Print].

The print confirmation screen is displayed.

9 Press [Yes].

The remaining sets are printed.

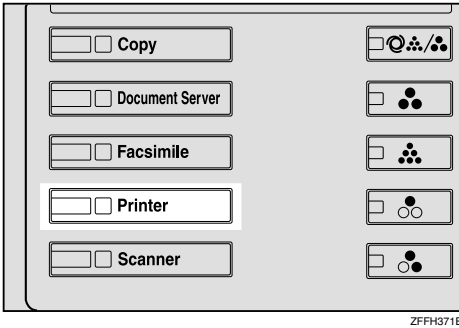
Note

- 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.

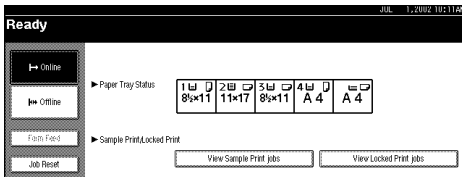
Deleting a Sample Print File

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.

1 Press the **[Printer]** key to display the Printer Screen.



2 Press **[View Sample Print jobs]**.



A list of the sample print files stored in the machine is displayed.

3 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.

4 Press **[Delete]**.

The delete confirmation screen will be displayed.

5 Press **[Yes]** to delete the file.

After the file has been deleted the screen will return to the file list screen.

Note

- If you do not want to delete the file, press **[No]**.

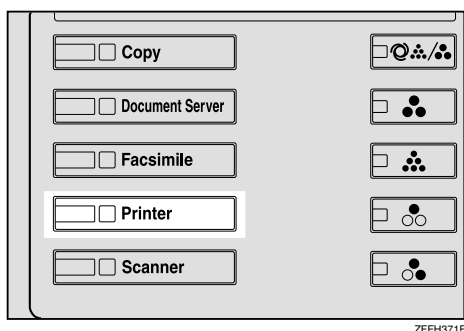
Checking the Error Log

If a file could not be stored in the machine, you can check the error log on the control panel.

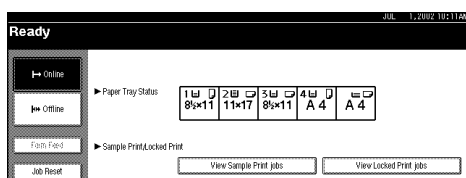
! Limitation

- The error log displays only the 20 most recent entries. If the power is turned off, the log will be deleted.

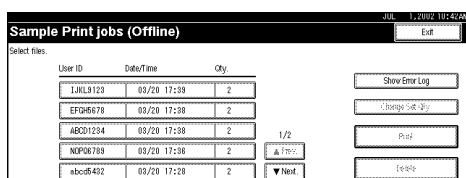
1 Press the [Printer] key to display the Printer Screen.



2 Press [View Sample Print jobs].



3 Press [Show Error Log].



4 Press [▲Prev.] or [▼Next] to scroll the error files.

Press [Exit] after checking the log.

You will then return to the file list screen.

📝 Note

- For printing files that appear in the error log, resend them after stored files in the machine have been printed or deleted.

Locked Print

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 1,000 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 5c printer driver. For information about how to print a locked print file with the PostScript 3 printer driver, see the *PostScript 3 Board Type 1232 Operating Instructions Supplement* included as a PDF file on the CD-ROM.

Limitation

- Applications, like PageMaker, which use their own drivers do not work with this function.

1 Configure the locked print in the properties of the printer driver.

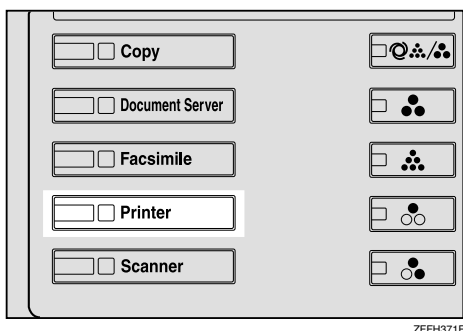
Reference

For details on configuring the PCL 5c or RPCS™ printer driver, see the corresponding Help files.

2 Click [OK] in the application's print dialog box to start printing.

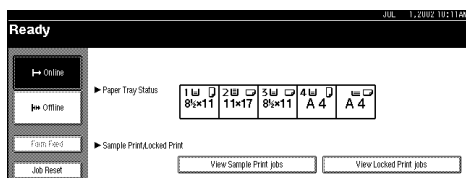
The locked print job is sent to the machine.

3 On the machine's control panel, press the **[Printer]** key to display the Printer Screen.

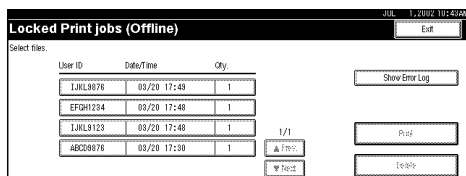


3

4 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.
- Qty: The number of remaining sets.

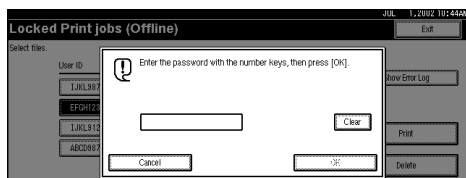
5 Select the file you want to print by pressing on it.

Note

- Press **[▲Prev.]** or **[▼Next]** to scroll through the list.
- Only one file can be selected at a time.

6 Press **[Print]**.

The password screen is displayed.



7 Enter the password using the number keys and press [OK].

The print confirmation screen is displayed.

Note

- A confirmation screen will appear when the password has not been entered correctly. Press [OK] to enter the password again.

8 Press [Yes].

The locked file is printed.

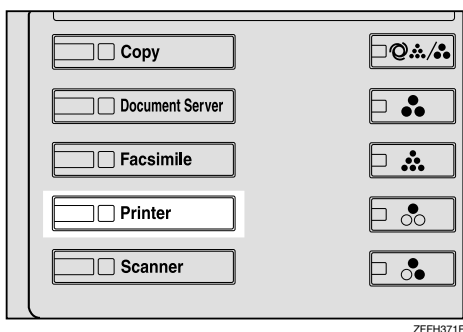
Note

- Press [No] to cancel printing.
- If printing is stopped by pressing [Job Reset] after printing has started, the file will be deleted.

3

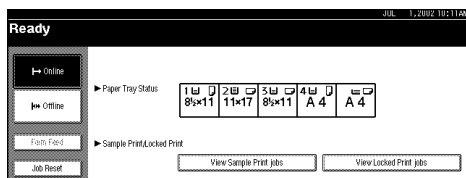
Deleting Locked Print Files

1 Press the [Printer] key to display the Printer Screen.



ZFFH371E

2 Press [View Locked Print jobs].



A list of the locked files stored in the machine is displayed.

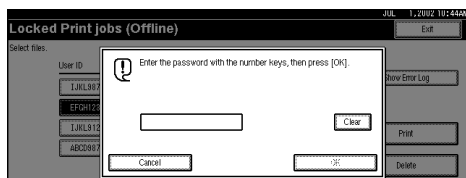
3 Select the file you want to delete by pressing on it.

Note

- Press [▲Prev.] or [▼Next] to scroll through the list.
- Only one file can be selected at a time.

4 Press **[Delete]**.

The password screen is displayed.

**5** Enter the password using the number keys and press **[OK]**.

The delete confirmation screen is displayed.

6 Press **[Yes]**.

After the file has been deleted, the screen returns to the file list screen.

Note

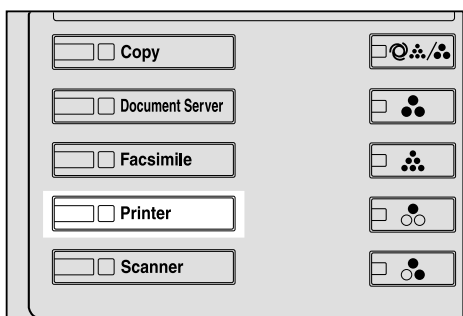
- If you do not want to delete the file, press **[No]**.
- If you forget your password, set **[Display Password with Stored File]** to "ON" on the **[Key Operator Tools]** tab of the System Settings screen. With this setting, the password screen is not displayed in the procedure above. For more information about **[Display Password with Stored File]**, see the *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.

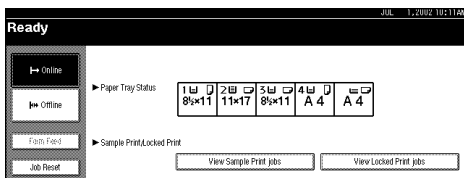
Limitation

- The error log displays only the 20 most recent entries. If the power is turned off, the log will be deleted.

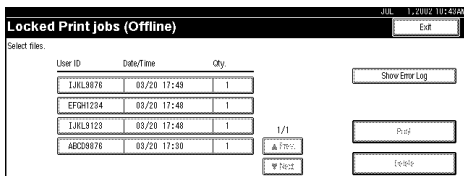
1 Press the **[Printer]** key to display the Printer Screen.

ZFFH371E

2 Select [View Locked Print jobs].



3 Press [Show Error Log].



4 Press [▲Prev.] or [▼Next] to scroll the error files.

Press [Exit] after checking the log.

You will then return to the file list screen.

Note

- For printing files that appear in the error log, resend them after stored files in the machine have been printed or deleted.

Accessing the Document Server

The Document Server enables you to save documents in the machine's built-in hard disk to edit and print as you want.

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.

Note

- When you use the Document Server, the following can be selected using the machine's control panel:
 - Copies
 - Collate
 - Duplex
 - Staple
 - Paper Source
 - Output Tray
- 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 1,000 files can be saved on the Document Server. No new files can be saved once 1,000 files are saved. Even if less than 1,000 files are saved, new files cannot be saved when
 - a file to be saved contains more than 1,000 pages,
 - the total number of pages contained in files saved exceeds 2,000,
 - the hard disk is full.
- The Document Server also saves files 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 1,000 files saved.


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 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 [Online] on the display panel to start printing.
Please Wait	The machine is initializing the development unit. Wait for a while.
Printing...	The machine is making prints. 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
Close duplex unit cover.	The cover of the duplex unit is open.	Close the cover of the duplex unit.
Close ### cover	The cover of the indicated paper tray is open.  Note <input type="checkbox"/> "###" in the message represents a paper feed tray.	Close the cover of a paper feed tray.
Collate has been cancelled.	The collate print function has been canceled.	Increase memory capacity. When adding a memory module to the machine, contact your sales or service representative.
DIMM has a problem.	An error has occurred in the DIMM inside the machine.	Contact your sales or service representative.

Messages/Second messages	Description	Solution
Driver setting error. (Memory)	There is an error in the downloaded font(s).	Reset the parameter for downloading fonts.
	Insufficient memory or memory settings for the printer driver may not match memory actually installed.	Specify correct memory capacity in the [Change Accessories...] option in the RPCS™ printer driver's print settings tab.
		To print the image correctly, increase memory capacity, or reduce resolution image.
Duplex has been cancelled.	Duplex printing has been canceled.	Confirm that the paper used is suitable for duplex printing. Or, increase memory capacity. When adding a memory module to the machine, contact your sales or service representative.
Ethernet board has a problem.	An error has occurred in the Ethernet board.	Turn off the main power switch, and on. If the message appears again, contact your sales or service representative.
Exceeded max capacity of document server. Cannot stored.	Hard disk drive capacity exceeded storing to the document server.	Delete files stored in the document server or decrease the file size to be downloaded.
Exceeded max number of files of document server. Cannot stored.	The maximum number of files stored in the document server has been exceeded.	Delete files stored in the document server.
Exceeded max number of pages of document server. Cannot stored.	The maximum number of pages stored in the document server has been exceeded.	Delete pages stored in the document server or decrease the number of pages to be downloaded.
Exceeded Max. stored files in sample print and locked print.	The maximum number of stored files has been exceeded during Sample Print or Locked Print.	Delete stored files or reduce file sizes.
Exceeded Max. stored pages in sample print and locked print.	The maximum number of stored pages has been exceeded during Sample Print or Locked Print.	Reduce the number of pages to be printed.
Exceeded max. pages. Collate is incomplete.	The maximum number of pages has been exceeded for collation.	Increase memory capacity. When adding a memory module to the machine, contact your sales or service representative.
Finisher is in use for another function. Please wait.	The finisher is in use by another function such as the copier function.	Wait until the other function has finished using the finisher.

Messages/Second messages	Description	Solution
Following output tray is full. ###	The indicated output tray is full.  Note <input type="checkbox"/> "###" in the message represents a output tray.	Remove the paper.
HDD has a problem.	An error has occurred in the hard disk drive.	Turn off the main power switch, and on. If the message appears again, contact your sales or service representative.
HDD has not been installed.	The Locked Print was performed without the hard disk installed, or the hard disk is damaged.	Install the hard disk if not installed. If the message appears again after the hard disk is installed, contact your sales or service representative.
HDD is full.	The maximum hard disk area size for form/font has been exceeded.	Delete unused form/font types.
	An HDD overflow error occurred during Sample Print or Locked Print.	Delete stored files or reduce the file to be downloaded.
IEEE 802.11b (Wireless LAN) has a problem.	IEEE 802.11b card was not inserted when the machine was turned on, or it was pulled out after the machine turned on.	Turn off the machine and check the IEEE 802.11b card is inserted correctly. Then, turn on the machine again. If the message appears again, call your service center.
I/O buffer overflow.	The maximum size of the I/O buffer has been exceeded.	Increase the size of the I/O buffer.
LCT has a problem. Turn Main Power Switch off then on. If the error appears again, call service representative.	An error occurred in the large capacity tray.	Turn off the main power switch, wait five minutes, and on again. If the message appears again, call your sales or service representative.
 Lower Staple is almost empty.	There are a few staples remaining in the lower stapler.	Load in more staples.
NV-RAM has a problem.	An error has occurred in the optional memory unit.	Turn off the main power switch, and on. If the message appears again, call your sales or service representative.
Output tray has been changed.	The output tray has been changed automatically.	Select the proper output tray.
Paper in duplex unit. Open cover and remove paper.	There is a misfeed in the duplex unit.	Open the cover of the duplex unit, and remove the misfed paper.
Paper in staple tray. Open finisher cover and remove paper.	There is paper remaining inside the finisher.	Open the cover of finisher, and remove the paper.

Messages/Second messages	Description	Solution
Paper size and type are mismatched.	Specified paper size and paper type are not loaded in the paper feed tray.	Change the settings to continue the current job, or press [Reset] to cancel the job.
Parallel I/F board has a problem.	An error has occurred in the parallel interface board.	Contact your sales or service representative.
Print overrun.	The image data has been thinned out due to image compression.	Increase memory capacity. When adding a memory module to the machine, contact your sales or service representative.
Reset duplex unit correctly. If the error appears again, call service representative.	The duplex unit is not set correctly, or an error has occurred in the duplex unit.	Set the duplex unit correctly. If the message appears again, call your sales or service representative.
RPCS graphic error.	There is insufficient graphics memory to print the data.	Specify the correct memory capacity in the [Change Accessories..] option in the RPCS™ printer driver's print settings tab.
		To print the image correctly, add memory to the machine, or reduce the resolution of the image.
RPCS memory overflow.	A memory overflow occurred during the print job. After part of the data is printed, the print job is suspended.	To print the image correctly, add memory to the machine, or reduce resolution.
RPCS syntax error.	Bidirectional transmission may not be working properly or the RPCS™ printer driver settings may not be correct.	Confirm the option settings for the printer driver match the options installed on the machine.
Selected paper tray is in use for another function. Please wait.	The specified paper tray is in use by another function such as 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 has been cancelled.	Staple printing has been canceled.	Confirm paper feed direction, paper orientation and stapling position.
 Staple is almost empty.	There are a few staples remaining.	Load in more staples.
Staple unit is in use for another function. Please wait.	The staple unit is in use by another function such as copier function.	Wait until the other function has finished using the staple unit.

Messages/Second messages	Description	Solution
*** No toner. Replace Toner Cartridge.	The indicated color toner has almost run out.  Note <input type="checkbox"/> “***” in the message represents the color: Black, Yellow, Magenta, or Cyan.	Replace the toner cartridge with a new one.
 Toner is almost empty.	The toner has almost run out.	Replace the toner cartridge with a new one.
Tray ### has a problem. Turn Main Power Switch off then on. If the error appears again, call service representative.	An error has occurred in the indicated paper feed tray.  Note <input type="checkbox"/> “###” in the message represents a paper feed tray.	Turn off the main power switch, wait five minutes, and on again. If the message appears again, call your sales or service representative.
Unauthorized user access. Print job has been cancelled.	Print job canceled due to user restrictions.	Check the User Code permission condition.

Machine Configuration

You can check the machine configuration using telnet or UNIX.

❖ telnet

Use the info command.

❖ UNIX

Use the lpr or lpstat command or stat parameter of rsh, rcp, or ftp.

Reference

For more information, see “Remote Maintenance by Telnet (mshell)”, the *Network Printing Guide* provided as a PDF file on the CD-ROM labeled “Operating Instructions”.

Note

- “*” (asterisk) is displayed with the current setting.
- Regarding *1–*5, see table below.

Item	Description
Input Tray	
No.	ID number of the paper tray
Name	Name of the paper tray* ¹
PaperSize	Paper size loaded in the paper tray* ²
Status	Current status of the paper tray* ³
Output Tray	
No.	ID number of the output tray
Name	Name of the output tray* ⁴
Status	Current status of the output tray* ⁵

◆ *1 Input Tray: Name

Name	Description
Tray X	Name of installed paper tray (X is the number of tray.)
Tray 3 (LCT)	Large Capacity Tray (LCT)
Bypass Tray	Bypass tray

◆ *2 Input Tray: Paper Size

Paper Size	Description
A3 (297 × 420)	A3☐
B4JIS (257 × 364)	B4☐
A4 (297 × 210)	A4☐
A4 (210 × 297)	A4☐
B5JIS (257 × 182)	B5☐
B5JIS (182 × 257)	B5☐
A5 (210 × 148)	A5☐
A5 (148 × 210)	A5☐
A6 (105 × 148)	A6☐
11 × 17	DLT☐
8 ¹ / ₂ × 14	LG☐
8 ¹ / ₂ × 11	LT☐
11 × 8 ¹ / ₂	LT☐
5 ¹ / ₂ × 8 ¹ / ₂	HLT☐
8 ¹ / ₂ × 5 ¹ / ₂	HLT☐
Custom Size	Custom Size
10 ¹ / ₂ × 7 ¹ / ₄	Executive☐
7 ¹ / ₄ × 10 ¹ / ₂	Executive☐
8 ¹ / ₄ × 13	Folio☐
8 ¹ / ₂ × 13	Foolscap☐
4 ¹ / ₈ × 9 ¹ / ₂	Com10☐
3 ⁷ / ₈ × 7 ¹ / ₂	Monarch☐
DL Env (110 × 220)	DL Env☐
C5 Env(162 × 229)	C5 Env☐
C6 Env(114 × 162)	C6 Env☐
8 × 13	8"×13"☐
8K (267 × 390)	8K☐
16K (195 × 267)	16K☐
16K (267 × 195)	16K☐

❖ *3 Input Tray: Status

Status	Description
Normal	—
NoTray	There is no paper tray
PaperEnd	There is no paper in the paper tray

❖ *4 Output Tray: Name

Name	Description
Internal Tray 1	Internal Tray 1
Internal Tray 2	Internal Tray 2
Shift Tray	Shift Tray
Finisher Tray	Finisher Tray (Finisher 500)
Finisher Proof Tray	Finisher Proof Tray (Finisher 1000)
Finisher Shift Tray	Finisher Shift Tray (Finisher 1000)

❖ *5 Output Tray: Status

Status	Description
Normal	----
PaperExist	There is paper in the output tray
OverFlow	Output tray is full of paper
Error	Other error

Machine Does Not Print

4

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.52 "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 that securely as well. See "Connecting the Machine", <i>Printer Reference 1</i> .
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", <i>Printer Reference 1</i> .
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/Inquiry] 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.
When using Wireless LAN, is the SSID correctly set?	Confirm the machine's display panel that the SSID is correctly set. See "Interface Settings/IEEE 802.11b (Option)", <i>General Settings Guide</i> .
When using a Wireless LAN, is the access point correctly set?	Confirm the access point settings when in Infrastructure mode. Depending on the access point, client 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.
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.

Possible Cause	Solutions
Is the Data In indicator blinking or lit after starting the print job?	<p>If not, the data is not being sent to the machine.</p> <p>❖ When the machine is connected to the computer using the interface cable</p> <p>Confirm that the machine port settings are correct. For a parallel port connection, port LPT1 or LPT2 should be set.</p> <ul style="list-style-type: none"> • Windows 95/98/Me <ol style="list-style-type: none"> ① Click [Start], point to [Settings], and then click [Printers]. ② Click 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 <ol style="list-style-type: none"> 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 <ol style="list-style-type: none"> 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 <ol style="list-style-type: none"> 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 <ol style="list-style-type: none"> 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. <p>❖ Network Connection</p> <p>Contact your network administrator.</p>


Other Printing Problems

Status	Possible Causes, Descriptions, and Solutions
The print on the entire page is faded.	<p>If "Toner Saver" is selected in the [Print Quality] tab on the printer driver tab, the entire page will be faded when printed.</p> <p>See the printer driver's Help.</p>
The print smudges.	<p>The settings have not been set to thick paper when printing on thick paper.</p> <ul style="list-style-type: none"> • PCL 5c/PostScript 3 Select "Thick" for [Type] on the printer driver's [Paper] tab. • RPCS™ Select "Thick Paper" for [Paper Type] on the printer driver's [Print Settings] tab.
The color of the printout is different from the color specified.	<p>If a specific color is missing, turn the main power switch off and on. If this does not solve the problem, contact your sales or service representative.</p> <p>See the printer driver's Help.</p>
When printing graphic data, the output and the screen are different.	<p>If the printer driver is configured to use the graphics command, the graphics command from the machine is used to print.</p> <p>If you want to print accurately, set the printer driver to print without using the graphics command.</p> <p>See the printer driver's Help.</p>
Page layout is not as expected.	<p>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.</p> <p>Adjust the [Print Area] settings in the printer driver.</p> <p>See the printer driver's Help.</p>
Duplex printing is malfunctioning.	<ul style="list-style-type: none"> • Duplex printing cannot be done with paper set in the optional bypass tray. When using duplex printing, make settings to use paper from a tray other than the optional 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 <i>General Settings Guide</i>.

Status	Possible Causes, Descriptions, and Solutions
When using Windows 95/98/Me, Windows 2000/XP, or Windows NT4.0, either combined printing or bookbind 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 NT 4.0, Auto Reduce/Enlarge print does not come out as expected.	
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 canceled 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)", <i>General Settings Guide</i> .
Color changes are extreme when adjusted using the printer driver.	<ul style="list-style-type: none"> • PCL 5c/PostScript 3 Do not make extreme settings for color balance in the [Advanced] dialog box on the [Print Quality] tab in the printer driver's dialog box. • RPCS™ Do not make extreme settings for color balance on the [Image Adjustments] tab in the [Change User Settings] dialog box on the [Print Quality] tab in the printer driver's dialog box. The color sample does not show the color of the printout. <p>See the printer driver's Help.</p>
Photo images are coarse.	Some applications lower print resolution.
Black gradation is not natural.	<ul style="list-style-type: none"> • PCL 5c/PostScript 3 Select "CMY+K" for [Gray Reproduction] in the printer driver's [Advanced] dialog box on the [Print Quality] tab. • RPCS™ Select "CMY+K" for [Gray Reproduction] on the [Image Adjustments] tab in the printer driver's [Change User Setting] dialog box on the [Print Quality] tab.

Status	Possible Causes, Descriptions, and Solutions
<p>Color documents are printed in black and white.</p>	<p>The printer driver is not set up for color printing.</p> <ul style="list-style-type: none"> • PCL 5c/PostScript 3 Select "Color" for [Color/Black and White] on the printer driver's [Setup] tab. • RPCS™ Select "Color" for [Color/Black and White] on the printer driver's [Print Settings] tab. <p>See the printer driver's Help.</p> <hr/> <p>Some applications print color files in black and white.</p>
<p>Fine dot pattern does not print.</p>	<ul style="list-style-type: none"> • PCL 5c/PostScript 3 Change the [Dithering] setting in the [Advanced] dialog box on the printer driver's [Print Quality] tab. • RPCS™ Change the [Dithering] setting on the [Image Adjustments] tab in the [Change User Settings] dialog box on the [Print Quality] tab in the printer driver's dialog box. <p>See the printer driver's Help.</p>
<p>Images are cut off, or excess is printed.</p>	<p>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.</p> <p>See the printer driver's Help.</p>
<p>It takes too much time to complete the print job.</p>	<p>Photographs and other data intensive pages take a long time for the machine to process, so simply wait when printing such data.</p> <p>Changing the following settings with the printer driver may help to speed up printing.</p> <ul style="list-style-type: none"> • PCL 5c Select "600 dpi", and then select "Fast" for [Gradation] on the [Print Quality] tab in the printer driver's dialog box. • PostScript 3 Select "Fast" for [Gradation] on the [Print Quality] tab in the printer driver's dialog box. Select "Post Script (optimize for speed)" for PostScript output format on the [PostScript] tab in the printer driver's dialog box. • RPCS™ Select "600 × 600 dpi" 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. <p>See the printer driver's Help.</p> <hr/> <p>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.</p> <hr/> <p>If "Warming Up..." appears on the display panel, the machine is warming up. Wait for a while.</p>

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 <i>General Settings Guide</i> .
Paper is not fed from the selected tray.	When 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 areas, lines or text are shiny or glossy when created as a mixture of cyan, magenta, yellow.	Make the following settings with the printer driver. <ul style="list-style-type: none"> • PCL 5c Select "K(Black)" for [Gray Reproduction] in the printer driver's [Advanced] dialog box on the [Print Quality] tab. • PostScript 3 Select "Pure Black Text" for [Gray Reproduction] in the printer driver's [Advanced] dialog box on the [Print Quality] tab. • RPCS™ Select "K(Black)" for [Gray Reproduction] on the [Image Adjustments] tab in the printer driver's [Change User Settings] dialog box on the [Print Quality] tab.
Solid lines are printed as broken lines.	Make the following settings with the printer driver. <ul style="list-style-type: none"> • PCL 5c/PostScript 3 Change the [Dithering] setting in the [Advanced] dialog box under the printer driver's [Print Quality] tab. • RPCS™ Change the [Dithering] setting under the [Image Adjustments] tab in the [Change User Settings] dialog box, under the [Print Quality] tab in the 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 optional component in printer properties when bidirectional transmission is not enabled. See the printer driver's Help.
The color of the printout is different from the color on the computer's display.	The colors made using color toner are different from colors on the display.
	When "Toner Saving" is checked on the [Print Quality] tab in the printer driver's dialog box, the color gradation may appear differently. See the printer driver's Help.

Status	Possible Causes, Descriptions, and Solutions
Images are printed in the wrong orientation.	<p>The feed direction you selected and the feed direction selected in the printer driver's Option Setup of the printer driver might not be the same. Make the proper settings.</p> <p>See the printer driver's Help.</p>
The printed image is different the image on the computer's display.	<p>With certain functions, such as enlargement and reduction, the layout of the image might be different to that on the computer display.</p>
	<p>You might have selected to replace True Type fonts with machine fonts in the printing process.</p> <p>To print an image similar to the image on the computer display, make settings to print True Type fonts as an image.</p> <p>See the printer driver's Help.</p>
No transmission when you use 1394 interface connection	<p>Check using the following procedure.</p> <ol style="list-style-type: none"> 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 that is connected to the computer. ④ Execute the utility tool for 1394 Interface Unit, which is stored in the following path in the CD-ROM labeled "Printer Drivers and Utilities". <code>\UTILITY\1394\</code> <p> Important</p> <ul style="list-style-type: none"> <input type="checkbox"/> For more information about using the utility tool for IEEE 1394, see the README file in the same directory on the CD-ROM. <ol style="list-style-type: none"> 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 Post-Script 3 printer driver.	<p>Follow the one of the procedures below.</p> <ul style="list-style-type: none"> • 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.

 **Note**

- If the problem cannot be solved, contact your sales or service representative.

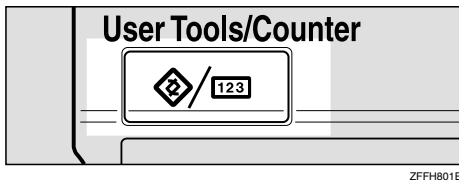
Auto Color Calibration

This function is used for adjusting the balance of yellow, magenta (red), cyan (blue), and black when certain colors are too strong or when the color of the print is different from the screen.

Note

- ❑ If “ Toner is almost empty.” is shown on the display panel, the test pattern cannot be printed.

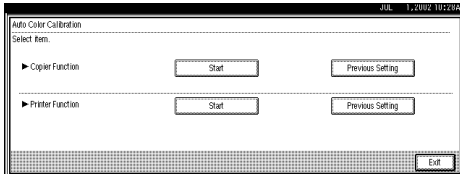
- 1** Press the **[User Tools/Counter/Inquiry]** key on the control panel.



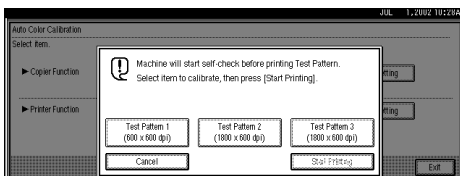
- 2** Press **[Maintenance]**.

- 3** Press **[Auto Color Calibration]**.

- 4** Press **[Start]** in “Printer Function”.



- 5** Select the item you want to calibrate.








Note

- ❑ When using 600 × 600 dpi, be sure to calibrate **[Test Pattern 1 (600 × 600 dpi)]**.
- ❑ When using 1800 × 600 dpi, be sure to calibrate both **[Test Pattern 2 (1800 × 600 dpi)]** and **[Test Pattern 3 (1800 × 600 dpi)]**.

6 Press **[Start Printing]**.

A test pattern will be printed, and the message “Place Test Pattern on exposure glass correctly, then press **[Start Scanning]**” appears.

 **Note**

- The test pattern will be printed on A4 , B4JIS , A3 , 11"x17"  or 8½"x11" . One of the above paper sizes should be loaded on the paper feed tray.
- Printing the test pattern does not advance the counter.

7 Place the test pattern on the exposure glass, and press **[Start Scanning]**.

 **Note**

- The Auto Document Feeder (ADF) cannot be used to scan the test pattern. Make sure to place it on the exposure glass.
- When the Auto Document Feeder (ADF) is installed on the machine, place the test pattern on the exposure glass with two or three white sheets of the same size on it.

8 Press **[Exit]** three times.

Returning to the Previous Setting

1 Press **[Previous Setting]** in the screen shown on step **4** above.

2 Select the item you want to reset.

3 Press **[Yes]**, and then **[Exit]** three times. .

5. Using the Control Panel

Though the factory default settings of the machine are suitable for most printing jobs, the “Printer Features” gives you access to a number of settings that control basic printer operations. “Printer Features” settings you make are retained even when you turn off the machine.

Reference

For more information about the 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
	PS Config./Font Page
	PCL Config./Font Page
	Hex Dump
Maintenance ⇒ p.46	Menu Protect

Category	Function menu	
System⇒ p.47	Print Error Report	
	Auto Continue	
	Memory Overflow	
	Sub Paper Size	
	Page Size	
	Duplex	
	Job Separation	
	Resolution	PCL
		PS
Toner Saving		
Host Interface ⇒ p.50	I/O Buffer	
	I/O Timeout	
PCL Menu⇒ p.50	Orientation	
	Form Lines	
	Font Source	
	Font Number	
	Point Size	
	Font Pitch	
	Symbol Set	
	Extend A4 Width	

Accessing the Printer Features

- 1** Press the **[User Tools/Counter/Inquiry]** key on the control panel.
- 2** Press **[Printer Features]**.
- 3** 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

1 After changing the Printer Features, press **[Exit]** to return to the User Tools/Counter/Inquiry menu.


2 Press **[Exit]**.

 **Note**


- You can also exit from the User Tools/Counter/Inquiry menu by pressing the **[User Tools/Counter/Inquiry]** key.

Printer Features Parameters


Paper Input

Menu	Description
Bypass Paper Size	<p>The paper size for the bypass tray.</p> <p>For more information about paper sizes that can be set in the bypass tray, see the <i>General Settings Guide</i>.</p> <p> Note</p> <p><input type="checkbox"/> Default: A4 (Metric version), 11 × 8½ (Inch version)</p>

List/Test Print

Menu	Description
Config. Page	<p>You can print the current configuration of the machine.</p> <p> Reference</p> <p>See p.52 “Machine Condition” for printing a configuration page.</p>
Menu List	You can print the Menu List which shows the function menus of the machine.
PS Config./Font Page	You can print the current configuration of the installed PostScript fonts.
PCL Config./Font Page	You can print the current configuration of the installed PCL fonts
Hex Dump	You can print the Hex Dump.

Maintenance

Menu	Description
Menu Protect	<p>This procedure lets you protect menu settings against accidental changes. It makes it impossible to change the menu settings you make with the normal procedure unless you perform the required key operation. In a network environment, protecting settings restricts changes to menu settings to network administrators.</p> <ul style="list-style-type: none"> • Level 1 • Level 2 • Off <p> Note</p> <p><input type="checkbox"/> Default: Off</p>

The table below lists the menus that can be protected at level 1 or 2.

Menu	Level 1	Level 2
Paper Size Settings	×	○
Adjustment/Management	○	○
System Settings	○	○
Interface Settings	○	○
Program	×	○
PCL Menu	○	○
Language	○	○

○: Protected



×: Not protected




Note





- You can also use SmartNetMonitor for Admin to protect menus. To do so, you must set an access code on the machine beforehand.

5



System

Menu	Description
Print Error Report	<p>You can select whether or not to have an error report printed when a printer error or memory error occurs.</p> <ul style="list-style-type: none"> • Off • On <p> Note</p> <p><input type="checkbox"/> Default: Off</p>
Auto Continue	<p>You can select whether or not to enable Auto Continue. When it is "On", printing continues after a system error occurs.</p> <ul style="list-style-type: none"> • Off • 0 minute • 1 minute • 5 minutes • 10 minutes • 15 minutes <p> Note</p> <p><input type="checkbox"/> Default: Off</p>

Menu	Description
Memory Overflow	<p>You can select whether the memory overflow error report should be printed.</p> <ul style="list-style-type: none"> • Not Print • Error Report <p> Note</p> <p><input type="checkbox"/> Default: Not Print</p>
Sub Paper Size	<p>You can enable the “Auto Substitute Paper Size (A4↔LT)” feature.</p> <ul style="list-style-type: none"> • Off • Auto <p> Note</p> <p><input type="checkbox"/> Default: Off</p>
Page Size	<p>You can select the default paper size.</p> <ul style="list-style-type: none"> • 11 × 17 • 8½ × 14 • 8½ × 11 • 5½ × 8½ • 7¹/₄ × 10½ • 8 × 13 • 8½ × 13 • 8¹/₄ × 13 • 12 × 18 • A3 • B4JIS • A4 • B5JIS • A5 • A6 • 8K • 16K • 4¹/₈ × 9¹/₂ • 3⁷/₈ × 7¹/₂ • C5 Env • C6 Env • DL Env • Custom Size <p> Note</p> <p><input type="checkbox"/> Default: A4 (Metric version), 8½ × 11 (Inch version)</p>




Menu	Description
Duplex	<p>You can select whether you want to print on both sides of each page.</p> <ul style="list-style-type: none"> • Off • Short Edge Bind • Long Edge Bind <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: Off <input type="checkbox"/> This menu appears only when the optional Duplex unit is installed.
Job Separation	<p>You can enable “Job Separation”.</p> <ul style="list-style-type: none"> • Off • On <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: Off <input type="checkbox"/> This menu appears only when the optional shift sort tray is installed.
Resolution	<p>You can set the print resolution in dots per inch.</p> <ul style="list-style-type: none"> ◆ PCL 300 dpi, 600 dpi, 600 × 600 dpi 2 bit ◆ PS 300 dpi, 600 dpi, 600 × 600 dpi 2 bit <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: 600 × 600 dpi 2 bit <input type="checkbox"/> 600 × 600 dpi 2bit: 1800 × 600 dpi equivalent <input type="checkbox"/> 300 dpi for PCL 5c: monochrome only
Toner Saving	<p>You can select whether or not to enable “Toner Saving”.</p> <ul style="list-style-type: none"> • Off • On <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: Off






Host Interface

Menu	Description
I/O Buffer	<p>You can set the size of the I/O Buffer. Normally it is not necessary to change this setting.</p> <ul style="list-style-type: none"> • 128 KB • 256 KB • 512 KB <p> Note <input type="checkbox"/> Default: 128 KB</p>
I/O Timeout	<p>You can set how many seconds the machine should wait before ending a print job. If data from another port often arrives in the middle of the print job, you should increase the timeout value.</p> <ul style="list-style-type: none"> • 10 seconds • 15 seconds • 20 seconds • 25 seconds • 60 seconds <p> Note <input type="checkbox"/> Default: 15 seconds</p>

5

PCL Menu

Menu	Description
Orientation	<p>You can set the page orientation.</p> <ul style="list-style-type: none"> • Portrait • Landscape <p> Note <input type="checkbox"/> Default: Portrait</p>
Form Lines	<p>You can set the number of lines per page.</p> <ul style="list-style-type: none"> • 5 to 128 by 1 <p> Note <input type="checkbox"/> Default: 64 (Metric version), 60 (Inch version)</p>
Font Source	<p>You can set the location of the default font.</p> <ul style="list-style-type: none"> • Internal • Download • HDD <p> Note <input type="checkbox"/> Default: Internal</p>

Menu	Description
Font Number	<p>You can set the ID of the default font you want to use.</p> <ul style="list-style-type: none"> • 0 to 50 by 1 <p> Note</p> <p><input type="checkbox"/> Default: 0</p>
Point Size	<p>You can set the point size you want to use for the selected font.</p> <ul style="list-style-type: none"> • 4.00 to 999.75 by 0.25 <p> Note</p> <p><input type="checkbox"/> Default: 12.00</p> <p><input type="checkbox"/> This setting is effective only for a variable-space font.</p>
Font Pitch	<p>You can set the number of characters per inch you want to use for the selected font.</p> <ul style="list-style-type: none"> • 0.44 to 99.99 by 0.01 <p> Note</p> <p><input type="checkbox"/> Default: 10.00</p> <p><input type="checkbox"/> This setting is effective only for a fixed-space font.</p>
Symbol Set	<p>You can specify the set of print characters for the selected font. The available options are as follows.</p> <p>Roman-8, ISO L1, ISO L2, ISO L5, PC-8, PC-8 D/N, PC-850, PC-852, PC8-TK, Win L1, Win L2, Win L5, Desktop, PS Text, VN Intl, VN US, MS 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</p> <p> Note</p> <p><input type="checkbox"/> Default: Roman-8</p>
Extend A4 Width	<p>You can extend printing area width, when printing on A4 sheet with PCL.</p> <ul style="list-style-type: none"> • Off • On <p> Note</p> <p><input type="checkbox"/> Default: Off</p> <p><input type="checkbox"/> When the setting is "On", the width will be 8½ inches.</p>

Machine Condition

We recommend that you print the configuration page and check the machine's settings before changing them.

Printing the Configuration Page

1 Press the **[User Tools/Counter/Inquiry]** key on the control panel.

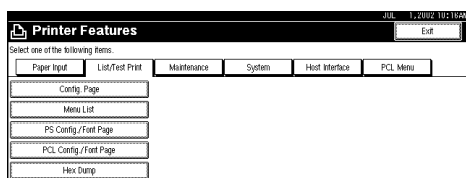
The User Tools/Counter/Inquiry menu appears.

2 Press **[Printer Features]**.

The Printer Features menu appears.

3 Press the **[List/Test Print]** tab.

The following screen appears on the display panel.



4 Press **[Config. Page]**.



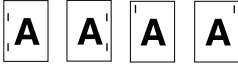

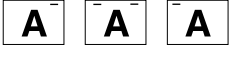




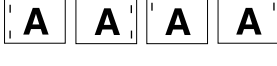
The configuration page is printed.

Staple

The following table shows the staple positions.

Note

- ❑ Stapling depends on paper size, paper type, number of pages and feed direction.

Paper orientation on the machine	Print data direction	Staple position	
		Finisher 500	Finisher 1000
	Vertical		
	Horizontal		
	Vertical		
	Horizontal		

ZFFH999E

Reference

- For paper sizes and maximum numbers of sheets available for stapling, see "Staple", *Copy Reference*.
- For printing method, see the printer driver's Help.
- The stapling position will change when using PostScript 3. For more information, see the PostScript 3 printer driver's Help.

Limitation

- ❑ Stapling can be done only with the optional finisher installed on the machine.
- ❑ Stapling cannot be done when paper is fed from the optional 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 sorting.

 **Note**

- ❑ When the finisher is installed and stapling is specified for a job, the job will be delivered to the Finisher Shift Tray regardless of the output tray specified.
- ❑ If you cannot make staple settings even with the finisher installed, options may not be set up correctly on the printer driver. Correct option settings in the printer driver. For details, see the Help of the printer driver.
- ❑ When duplex printing is specified, adjust staple positions to the binding direction.
- ❑ When the finisher is being used for 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 the "Collate" check box is cleared in the application's print settings. If "Collate" is enabled 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 application 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 has been canceled" is displayed on the machine's display panel when staple printing has been canceled. Staple printing will be canceled under the following conditions:
 - If the number of staple jobs exceeds maximum. 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 optional bypass tray.

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 50 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.

Specifications

This section contains the electrical and hardware specifications for the machine including information about the options.

Component	Specification
Resolution	1800 × 600 dpi equivalent (600 × 600 dpi 2bit)
Printing Speed	<p>Type 1:</p> <ul style="list-style-type: none"> • Full color : 8 ppm • Monochrome : 24 ppm <p>Type 2:</p> <ul style="list-style-type: none"> • Full color : 10 ppm • Monochrome : 32 ppm <p>(A4 <input type="checkbox"/>, 8½" × 11" <input type="checkbox"/> plain paper)</p> <p> Note</p> <p><input type="checkbox"/> The printing speed depends on the machine. Check which type of machine you have. See the <i>General Settings Guide</i>.</p>
Interface	<p>Standard:</p> <ul style="list-style-type: none"> • IEEE 1284 Parallel Interface <p> Note</p> <p><input type="checkbox"/> Use a standard 36-pin printer cable that is not longer than 3 meters (10 feet).</p> <ul style="list-style-type: none"> • Ethernet Interface (100 BASE-TX/10BASE-T) <p>Option:</p> <ul style="list-style-type: none"> • IEEE 1394 Interface • IEEE 802.11b Wireless LAN Interface
Network Protocol	TCP/IP, IPX/SPX, NetBEUI ^{*1} , AppleTalk
Printer Language	<p>Standard: PCL 5c, RPCS™</p> <p>Option: PostScript 3</p>
Fonts	<p>PCL 5c :</p> <p>Afga Monotype Font Manager 35 Intellifonts, 10 TrueType fonts, and 1 Bitmap font Font Manager available.</p> <p>PostScript 3 :</p> <p>136 fonts (Type 2:24, Type 14:112)</p>
Memory	<p>Resident : 128 MB (Max.: 384 MB)</p> <p>Optional SDRAM : 128 MB, 256 MB</p> <p> Note</p> <p><input type="checkbox"/> A minimum of 256 MB is necessary to use the printer feature (printer option).</p>
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

*1 To use NetBEUI, use the SmartNetMonitor for Client port.

Options

Limitation

- The optional IEEE 1394 Interface Unit and the optional 802.11b Interface Kit (Wireless LAN board) cannot be installed in the machine at the same time.

IEEE 1394 Interface Unit Type 4510

❖ 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 × 4 pin, 6 pin × 6 pin)

Important

- You cannot plug devices together so as to create loops.
- Do not use a cable more than 4.5 meters long.

❖ 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)

PostScript 3 Board Type 1232

 Reference

See the *PostScript 3 Board Type 1232 Operating Instructions Supplement* for information.

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

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

INDEX

A

Auto Color Calibration, 41

C

Canceling a print job
 Macintosh, 10
 Windows, 9
Configuration page, 52
Control panel
 locked print, 15
 printer features, adjusting, 43
 sample print, 15

D

Data In indicator, 35, 38, 39
Display panel
 error messages, 27
Document Server, 25

E

Error messages, 27

F

Fonts, 58

H

Hard disk, 58
Host Interface, 50

I

IEEE 1394 Interface Unit Type 4510, 59
IEEE 802.11b Interface Kit Type B, 60
Interface, 58

L

List/Test Print, 46
Locked Print, 20

M

Machine condition, 52
Macintosh
 canceling a print job, 10
 setting up, printer driver, 7
Mac OS
 PostScript 3, uninstalling, 13
Mac OS X
 PostScript 3, uninstalling, 13
Maintenance, 46
Memory, 58
 Memory Unit Type C 128MB/256MB, 61

N

Network protocol, 58

O

Operating system, 59

P

Paper Input, 46
PCL menu, 50
PostScript 3 Board Type 1232, 60
Printer driver
 Printer properties, Windows 2000, 4
 Printer properties, Windows 95/98/Me, 3
 Printer properties, Windows NT 4.0, 6
 setting up, Macintosh, 7
 uninstalling, Mac OS PostScript 3, 13
 uninstalling, Mac OS X PostScript 3, 13
 uninstalling, Windows 2000/
 Windows XP, 11
 uninstalling, Windows 95/98/Me, 11
 uninstalling, Windows NT 4.0, 12
Printer features
 accessing, 44
 menu, 43
 parameters, 46
Printing speed, 58

R

Resolution, 58

S

Sample Print, 15
Specifications, 58
Spool printing, 56
Staple, 53
System, 47

T

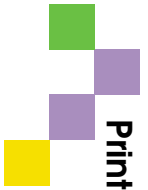
Telnet, 31
Troubleshooting, 27
 error messages, 27
 machine does not print, 34
 other printing problems, 36
 status messages, 27

U

UNIX, 31

W

Windows
 canceling a print job, 9
Windows 2000/Windows XP
 printer driver, uninstalling, 11
 printer properties, printer driver, 4
Windows 95/98/Me
 printer driver, uninstalling, 11
 printer properties, printer driver, 3
Windows NT 4.0
 printer driver, uninstalling, 12
 printer properties, printer driver, 6



Printer/Scanner Kit Type 1232 Operating Instructions Printer Reference 2



Printer/Scanner Kit Type 1232



Operating Instructions Scanner Reference



-
- 1 Network Scanner
 - 2 Preparations for Use as a Network Scanner
 - 3 Setting Originals
 - 4 Scanning Originals Using Network TWAIN Scanner
 - 5 Delivering Stored Scan Data by the Network Delivery Scanner
 - 6 Sending Stored Scan Data by E-mail
 - 7 Using the Document Server
 - 8 Appendix

Introduction

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

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

Scanner function is available when 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 inch version.

Trademarks

Adobe and Acrobat are trademarks of Adobe Systems Incorporated.

Ethernet is a registered trademark of Fuji Xerox Corporation.

Pentium is a registered trademark of Intel Corporation.

MS, Microsoft and Windows are registered trademarks of Microsoft Corporation.

Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all right in those marks.

- 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 Professional
Microsoft[®] Windows[®] 2000 Server
- The product names of Windows NT[®] are as follows.
Microsoft[®] Windows NT[®] Server 4.0
Microsoft[®] Windows NT[®] Workstation 4.0

TABLE OF CONTENTS

How to Read This Manual	1
Symbols	1
Names of Major Options	2
Manuals for This Machine	3
Important	5

1. Network Scanner

Outline.....	7
Network TWAIN Scanner	7
Network Delivery Scanner.....	8
E-mail.....	9
Document Server	10
Names and Functions of Components	11
Control Panel	11
Display Contents	12

2. Preparations for Use as a Network Scanner

Preparation Sequence	15
Using as a Network TWAIN Scanner	15
Using as a Network Delivery Scanner.....	16
Using E-mail.....	17
Initial Scanner Setup	18
Default Settings.....	18
Setting Scanner Features	20
Making Scanner Settings	24
Making Scan Data Subject Settings.....	28
Making E-mail Settings.....	31
Setting Procedure	31
Verification of Settings	32
Installing Software	33
Auto Run Program	33
Software for using a Network TWAIN Scanner function	35
Software for using a Network Delivery Scanner function	36
DeskTopBinder V2 Lite	37
Software Supplied on CD-ROM	38

3. Setting Originals

Placing the Original on the Exposure Glass	44
Placing the Original in the Automatic Document Feeder (ADF).....	45
Original Orientation and Scan Area Setting	47
For a Network Delivery Scanner and E-mail	47
For a Network TWAIN Scanner.....	49
Scanning Originals in Several Times	49

4. Scanning Originals Using Network TWAIN Scanner

Flow of Operations	51
Scanning Originals	52
Functions of the TWAIN Driver	54

5. Delivering Stored Scan Data by the Network Delivery Scanner

List Displays of Destinations and Senders	55
Delivery Procedure	57
Checking the Status of Delivery	64
Using the Network Delivery Scanner with the Document Server.....	65
Simultaneous Delivery and Storage.....	65
Delivering Stored Files	66

6. Sending Stored Scan Data by E-mail

List Displays of Destinations and Senders	67
Procedure for Sending E-mails	68
Checking the Status of E-mail	76
Using E-mail with the Document Server.....	77
Simultaneous E-mail and Storage.....	77
Sending Stored Files	78

7. Using the Document Server

Storing Data.....	79
Storage Procedure	80
Viewing a List of Stored Files	84
Viewing the List	84
Searching for Files	87
Deleting Stored Files	88
Changing File Information	89

8. Appendix

The Relationship between the Resolution and the Data Size.....	91
Troubleshooting.....	93
When Scanning Is Not Performed as Expected.....	93
Delivery Function Does Not Work	93
When an Error Message Is Displayed on the Control Panel.....	94
When an Error Message Is Displayed on the Computer.....	98
Settings for SMTP Authentication and POP Authentication.....	100
Specifications.....	103
INDEX.....	104

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 1232 → 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.39 “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.
- **Auto Document Link Guide (PDF)**
Describes the functions and operations of “Auto Document 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.40 “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 DeskTopBinder V2 Lite/Professional, Auto Document 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, Auto Document 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, Auto Document 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 connected to an e-mail server

When the machine is connected to an SMTP server managed by an Internet service provider (hereafter called "Provider(s)"), the SMTP or POP identity (POP before SMTP) may be required by the Provider.

1. Network Scanner

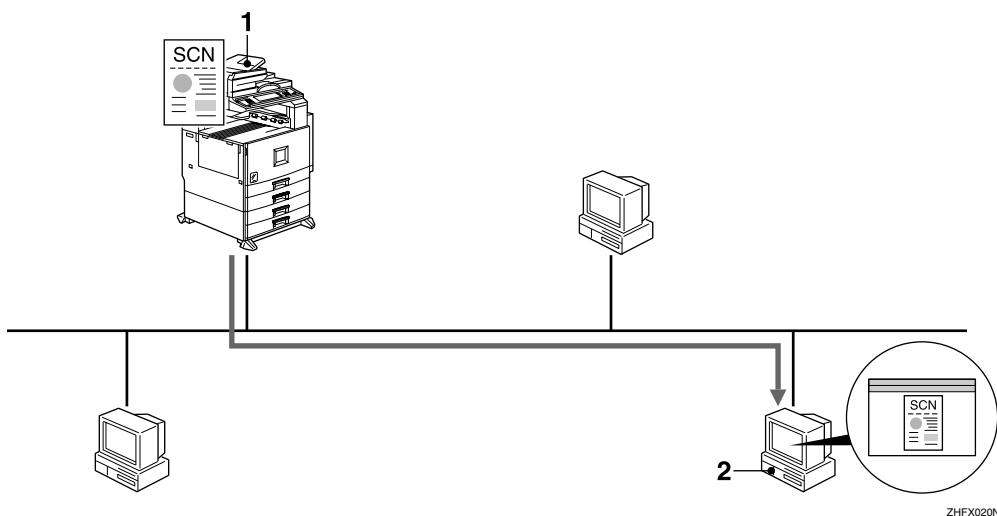
Outline

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".



1. This machine

The scanner of the machine is used from the computer via a network.

2. Computer

Originals are scanned by TWAIN driver for the machine from an application.

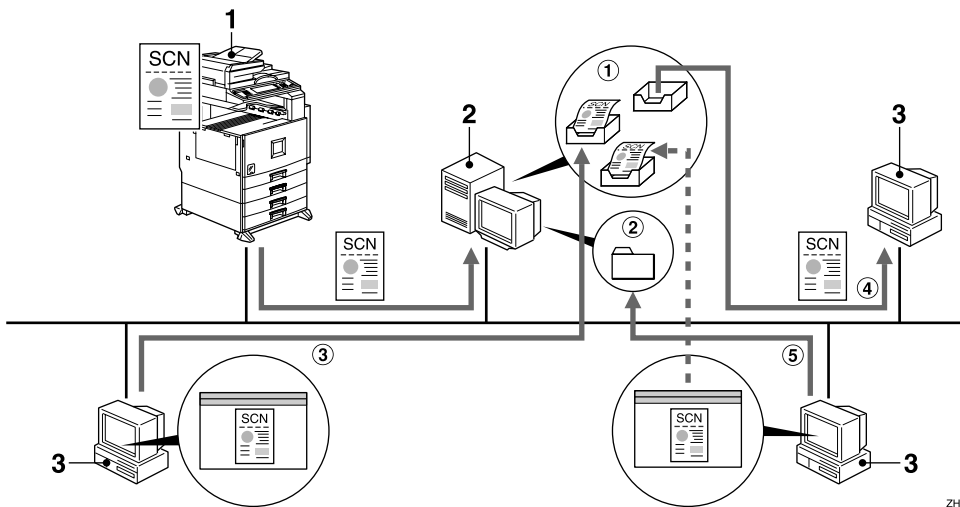
Network Delivery Scanner

1

The machine is used as the delivery scanner with ScanRouter V2 Lite/Professional. The 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.



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).

Reference

For more information about ScanRouter V2 Lite, DeskTopBinder V2 Lite, or Auto Document Link, see the respective documentation. ⇒ p.3 “Manuals for This Machine”

3. Client computer

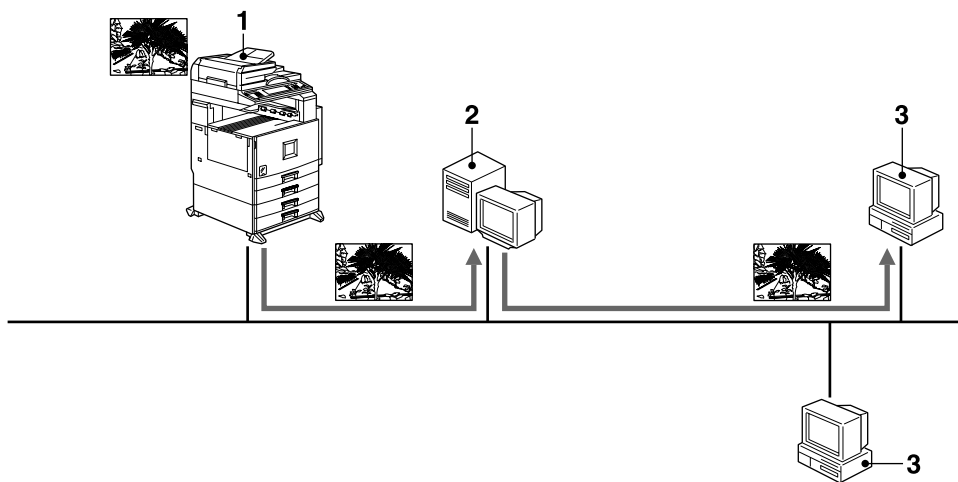
The contents of the stored document are checked in the following way.

- View the document in an in-tray of DeskTopBinder V2 Lite to check the contents. (③ in the figure)
- Use Auto Document 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)

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.

See p.67 "Sending Stored Scan Data by E-mail" for detailed information.



ZHFX021N

1. This machine

A scanned image that is attached to an e-mail can be delivered to a mail server. In combination with the 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 received e-mail to a designated destination through a LAN or the Internet.

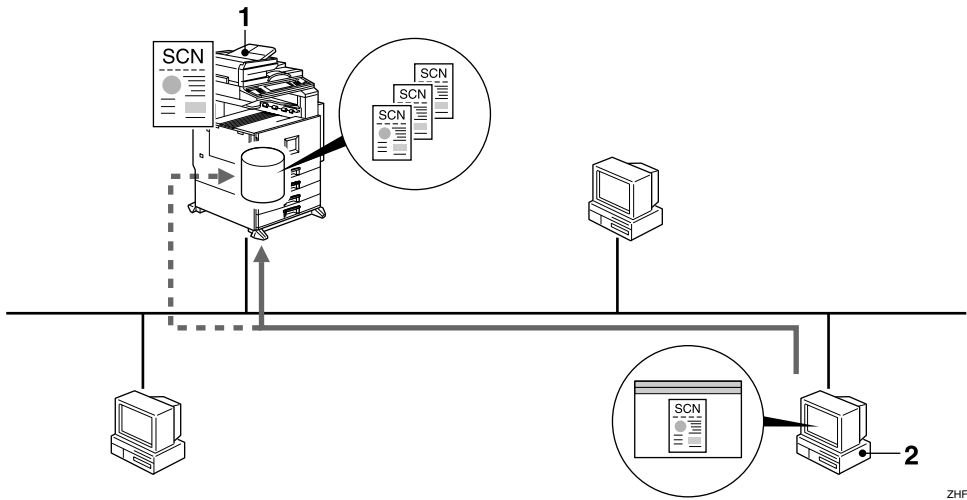
3. Client computer

An e-mail with images attached from e-mail server is received, using mail software.

Document Server

1

The scanned original is stored as a document on the hard disk of the machine, and can be viewed, copied, or deleted using DeskTopBinder V2 Lite/Professional from a client 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”.



ZHFX030N

1. This machine

The originals scanned by the scanner are stored.

2. Computer

The stored document can be viewed or deleted 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”

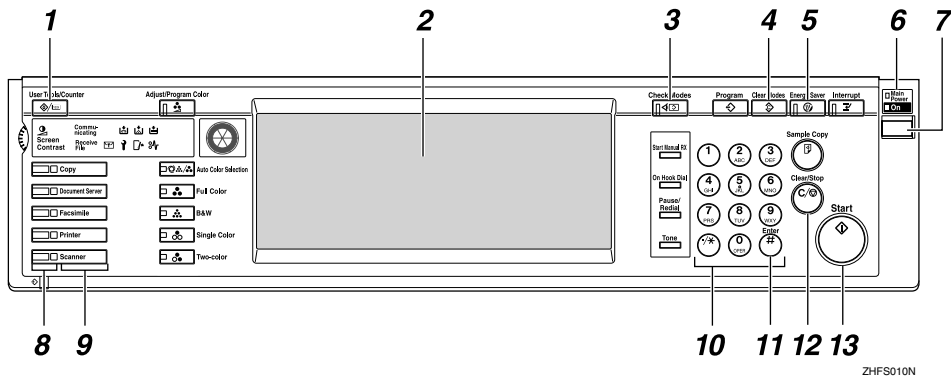
Names and Functions of Components

This section explains the names and functions of various controls used to operate the scanner.

1

Control Panel

This illustration shows the product with options installed.



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

Press to clear the current 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

Press this switch to turn 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 selected function.

- 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

Press the **[Copy]**, **[Document Server]**, **[PC Facsimile]**, **[Printer]**, or **[Scanner]** key to activate 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

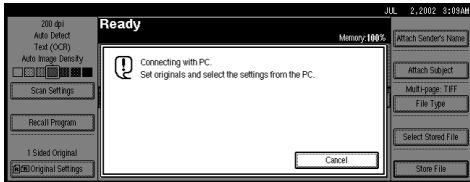
^{*2} :kgf: kilogram-force (1kgf = approx. 9.8N)

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 

Using as a network TWAIN scanner

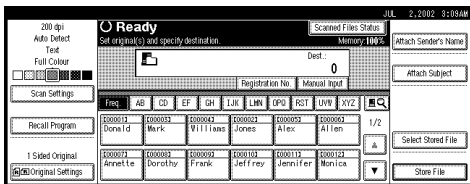
When using the machine as a network TWAIN scanner, it is not necessary to press the **[Scanner]** key on the control panel. When the TWAIN driver becomes active on a client computer, the display automatically switches to the following screen.



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]**.



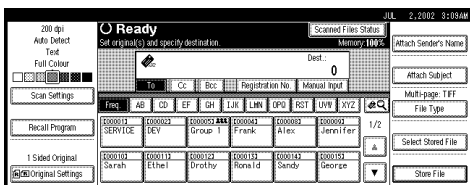
Reference

⇒ p.24 “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.24 “Making Scanner Settings” for Destination List Priority.

2. Preparations for Use as a Network Scanner

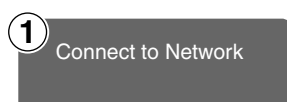
To use the machine as a network scanner, you must make settings required for use as a scanner, as well as basic settings for use in a network.

First, see the General Settings Guide for details about how to make basic settings, and then make scanner settings.

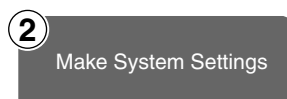
Preparation Sequence

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.

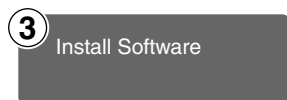
Using as a Network TWAIN Scanner



Connect the machine to the network with an Ethernet cable, IEEE 1394(option) cable or Wireless LAN(option).
⇒General Settings Guide



Check the network settings in System Settings, and change if required.
⇒General Settings Guide



On the client computers, install the software required for using the network TWAIN scanner functions, such as TWAIN driver and DeskTopBinder V2 Lite.
⇒ p.35 "Software for using a Network TWAIN Scanner function"

Using as a Network Delivery Scanner

2

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.36 "Software for using a Network Delivery Scanner function"



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.37 "DeskTopBinder V2 Lite"

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.31 "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.

2

Default Settings

Settings to use the functions of the machine as a network scanner are listed below. Make correct setting of necessary items.

Important

- Items marked ☆ are the minimum required settings for using the machine as a network scanner. Be sure to set these items before use.
- Items marked ○ should be set if required.

◆ System settings

For information about the settings, see the General Settings Guide.

Settings		TWAIN *1	Deliv- ery *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	○	○	○	
File transfer settings	Ethernet Speed	○	○	○	
	Delivery Option *6		○		
	Scanner Recall Interval time		○	○	
Key Operator Tools	Number of Scanner Recalls		○	○	
	Address Book Management			○	
	Address Book: Pro-gram/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.

◆ Scanner settings

Explanation of scanner settings is provided in this manual.

Settings		Factory default value	TWAIN *1	Deliv- ery *2	E-mail *3	Store *4
Scanner Features ⇒ p.20	Scan Type	Text (Print)		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Resolution	200dpi		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Image Density	Auto Image Den- sity (Medium)		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Scan Size	Auto Detect		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Scanner Settings ⇒ p.24	Send/Store Con- nection Timeout	10 sec.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Compression (Black & White)	On		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Compression (Gray Scale/Full Color)	Standard		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Destination List Priority	E-mail		<input type="radio"/>	<input type="radio"/>	
	Update Delivery Server Destination	--		<input type="radio"/>		
	Sender's Name De- fault	No			<input type="radio"/>	
	Max. E-mail Size	2048KB			<input type="radio"/>	
	Divide & Send E-mail	Yes (per max. size)			<input type="radio"/>	
	E-mail Informa- tion Language	British English			<input type="radio"/>	
	Job Reset Time in Adding Original	Off		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Original Setting	1 Sided Original		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Original Orienta- tion Priority			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Mixed Original Siz- es Priority	Off		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Switch to Batch	SADF		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	File Type Priority	Multi-Page: TIFF			<input type="radio"/>	
Print & Delete Scanner Journal	Delete all after- printing		<input type="radio"/>	<input type="radio"/>		
Select Title	Title 1		<input type="radio"/>	<input type="radio"/>		
Subject Settings ⇒ p.28		Not Programed		<input type="radio"/>	<input type="radio"/>	

*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.31 “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**

The scan method suitable for the original is set. For black & white or gray scale scans, select from the following types.

- Text (Print)
For standard originals containing mainly text (Print)

- Text (OCR)
For originals containing mainly text (for OCR)
- Text/Photo
For originals containing a mixture of text and photographs
- Photo
For originals containing photographs and other pictures (white & black)
- Gray Scale
For originals containing photographs and other pictures (gray scale/full color)

When the original is scanned in full color, the following items should be set.

- Text/Photo
For standard originals containing mainly text
- Glossy Photo
For originals containing photographs or other pictures
- sRGB ^{*1}
When scanning the original as a sRGB(international standard of color space) image, select **[On]**. This function is available when “Text/Photo” is selected.

^{*1} File Format Converter Type A (optional) is required to use this function.

Note

- ❑ Printer printing is best done with Text (Print). Text (OCR) is suitable for higher OCR accuracy.
- ❑ An image is scanned with black & white in "Photo", and with gray scale/full color 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.

Image Density

Set the image density for Black & White/Gray Scale scanning. The setting can be made in Auto Image Density or seven steps, from "Lighter" (1) to "Darker" (7).

For full color scans, set the image density. It can be set in seven steps from "Lighter" (1) to "Darker" (7).

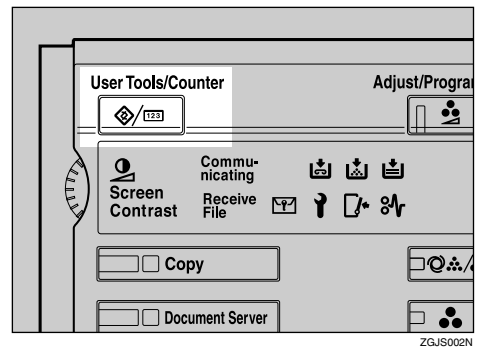
Scan Size

Select the size of the original to be scanned.

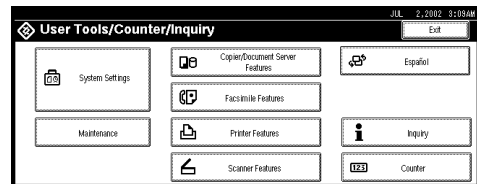
- When [**Auto Detect**] is selected, the auto detect function of the machine is used to set the original size.
- When the size is specified, scanning is performed for that size, regardless of the actual size of the original. The following size can be selected.
A3, A4, A4, A5, A5, 1
1x17, 8¹/₂x14, 8¹/₂x13, 8¹/₂x11, 8¹/₂x11, 5¹/₂x8¹/₂,
5¹/₂x8¹/₂, B4 JIS, B5
JIS, B5 JIS, Custom Size

Note

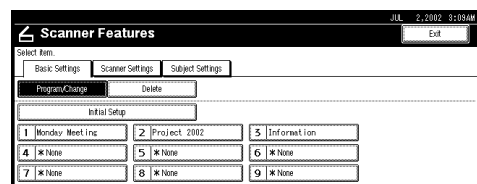
- ❑ When [**Custom size**] is selected, the dimensions of the scan area (width and height) can be specified.

Setting Procedure**1** Press the [**User Tools/Counter**] key.

The User Tools/Counter/Inquiry screen is displayed.

2 Press [**Scanner Features**].

The Scanner Features screen is displayed.

3 Verify that the [**Basic Settings**] tab is shown.**4** Verify that [**Program/Change**] is selected, and then select the scan setting you want to program.

The screen for entering a scan setting name is displayed.

5 Enter the desired name and press [OK].

Reference

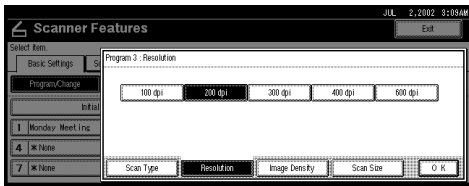
For information about entering characters, see the General Settings Guide.

The screen for the basic settings is displayed.

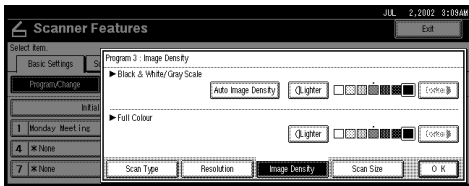
6 Select the item to be set.

To select an item, touch its key on the screen. The item is highlighted.

Example: resolution setting



Example: image density setting



Note

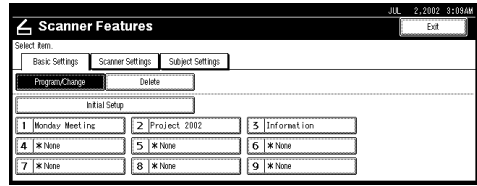
When selecting [Custom size] for [Scan Size], see p.22 “Selecting a custom size”.

7 When all settings have been made, press [OK].

The scan type setting is stored.

8 To program other scan settings, repeat the procedure from step 4.

9 When all settings have been made, press [Exit].



The screen returns to the User Tools/Counter/Inquiry.

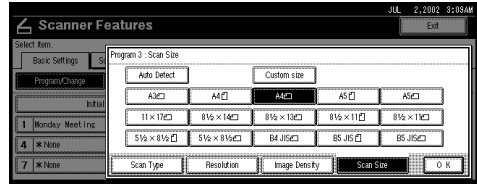
10 Press [Exit].

The main menu is shown again.

Selecting a custom size

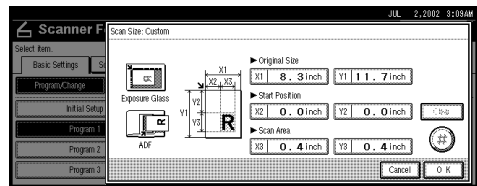
When [Custom size] is selected as the scan size, follow the procedure below.

1 Press [Custom size] on the Scan Size setting screen.



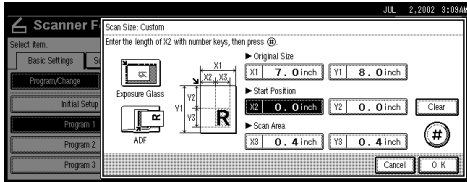
2 Enter the original size with the number keys.

Select and enter values for [X1] and [Y1].



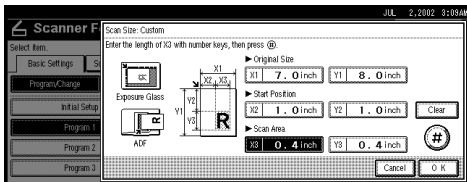
3 Enter the scan starting point in relation to the standard scan starting point.

Select and enter values for [X2] and [Y2].

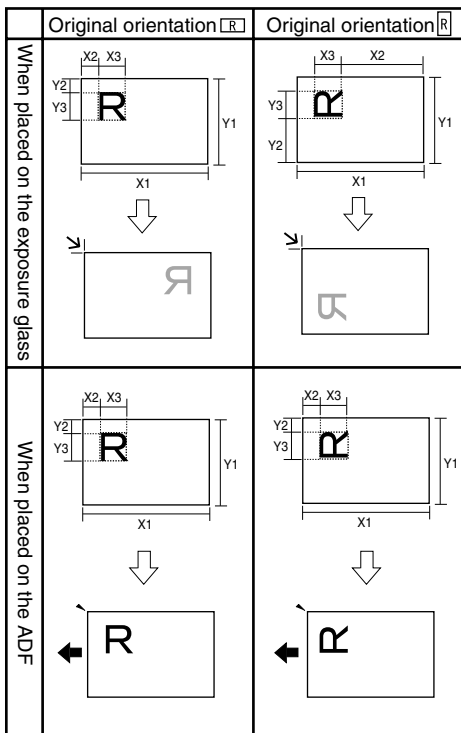


4 Enter the scan size (area) with the number keys.

Select and enter values for [X3] and [Y3].



Depending on how the original is positioned, the scan area will be as shown.



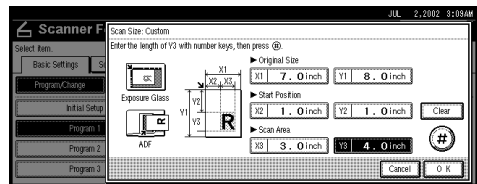
ZHSY055E

The range of possible original sizes and scan sizes is as follows:

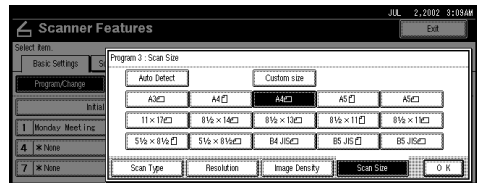
- Original Size
X1: 140 mm - 432 mm (5.6" - 17")
Y1: 140 mm - 297 mm (5.6" - 11.7")
- Scan Size
X3: 10 mm - 432 mm (0.4" - 17")
Y3: 10 mm - 297 mm (0.4" - 11.7")

Keep the scan area settings within these range.

5 When all dimensions have been entered, press [OK].



6 Verify that the area set in step 4 (X3 and Y3) is shown next to the [Custom size] field, then press [OK].



7 Press [Exit].

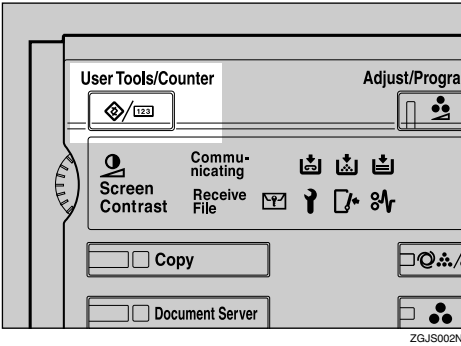
The User Tools/Counter/Inquiry screen is shown.

8 Press [Exit].

The main menu is shown again.

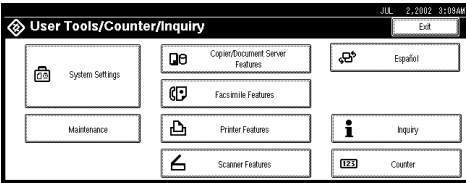
Deleting programmed scan settings

1 Press the **[User Tools/Counter]** key.



The User Tools/Counter/Inquiry screen is displayed.

2 Press **[Scanner Features]**.

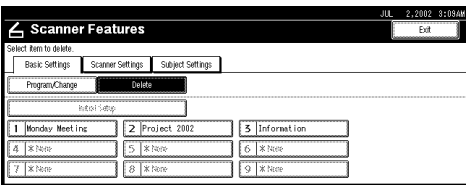


The Scanner Features screen appears.

3 Verify that the **[Basic Settings]** tab is shown.

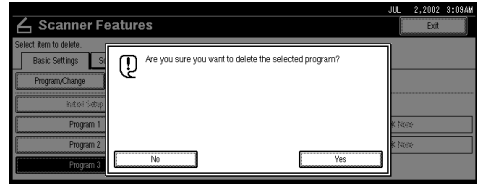
4 Press **[Delete]**.

5 Select the set of settings you want to delete.



A confirmation message is displayed.

6 Press **[Yes]**.



The selected scan setting is deleted.

7 Press **[Exit]**.

The screen returns to the User Tools/Counter/Inquiry screen.

8 Press **[Exit]**.

The main menu is shown again.

Making Scanner Settings

This section explains how to switch from network TWAIN scanner mode to network delivery scanner or document server mode, and how to set the compression of image data and initial values for setting originals.

The scanner settings consist of the following. For the list about settings and factory defaults, see p.19 "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 & white setting is to be compressed.

Note

- The actual time required for data transfer will vary, depending on the data size and network load.

❖ **Compression (Gray Scale/Full Color)**

This setting determines to which extent image data read with the gray scale/full color 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 Server 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 key operator 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 an administrator 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 **[Yes (per max size)]** is selected. Select whether or not an image exceeding the size specified 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. Settings will be effective when [**SADF**] is selected.

- If [**Off**] is selected, the count-down 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 the same width and different length 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 the same width and different length 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

- 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 or faxing. 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

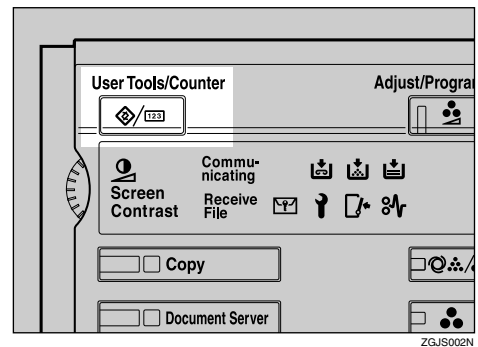
- When printed, all records are deleted after printing. When not printed, records are automatically deleted in succession from the oldest record.
- While records are being printed, e-mail sending is in a **[Waiting]** state.

❖ 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).

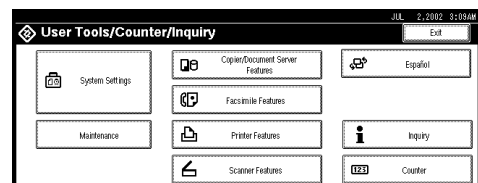
Setting Procedure

1 Press the **[User Tools/Counter]** key.



The User Tools/Counter/Inquiry screen is displayed.

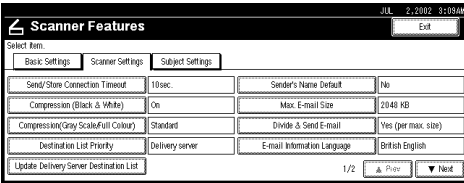
2 Press **[Scanner Features]**.



The Scanner Features screen is displayed.

3 Press the [Scanner Settings] tab.

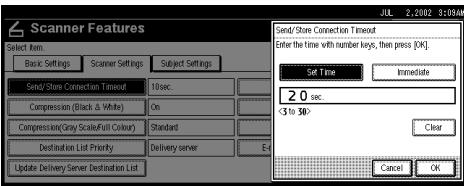
4 Press the item to be set.



The screen for changing the item setting is displayed.

5 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].

6 Press [OK].

7 Repeat steps **4** to **6** to make other settings.

8 Press [Exit].

The screen returns to the User Tools/Counter/Inquiry .

9 Press [Exit].

The main menu is shown again.

Making Scan Data Subject Settings

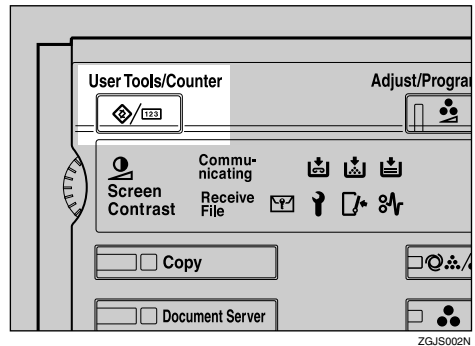
Subject information can be added to the scan data files. This information is added to the data to be delivered. When the file is sent by the e-mail with optional ScanRouter V2 Professional, the subject is automatically entered as the title in the subject of the e-mail. If you often send files with similar 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

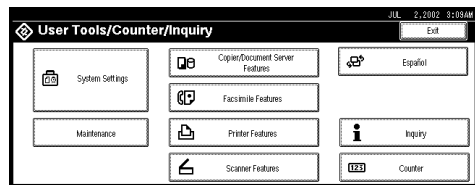
This section describes the steps for making subject settings.

1 Press the [User Tools/Counter] key.



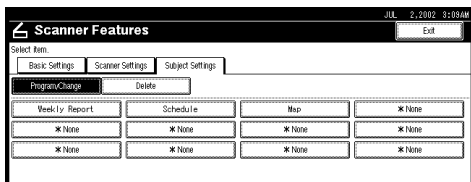
The User Tools/Counter/Inquiry screen is displayed.

2 Press [Scanner Features].



The Scanner Features screen appears.

- 3** Press the [Subject Settings] tab.
- 4** Verify that [Program/Change] is selected, and select the subject you want to program.



The soft keyboard is displayed for entering a subject.

- 5** Enter the subject string.

Reference

For information about how to enter characters, see the General Settings Guide.

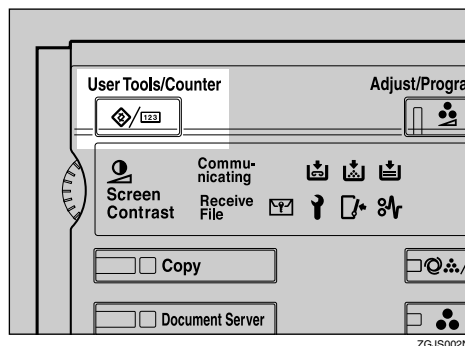
Note

- If an item is selected for which a subject is already programmed, the subject can be edited.

- 6** Press [OK].
- 7** To program more subjects, repeat steps **4** to **6**.
- 8** Press [Exit].
The screen returns to the User Tools/Counter/Inquiry.
- 9** Press [Exit].
The main menu is shown again.

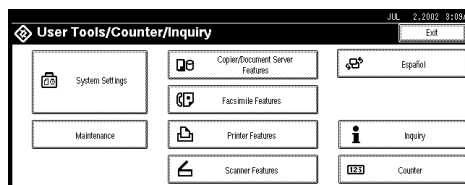
Deleting programmed subject settings

- 1** Press the [User Tools/Counter] key.



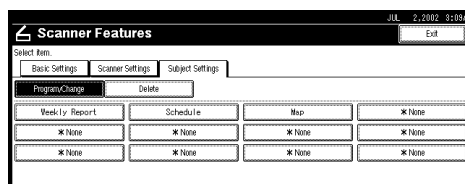
The User Tools/Counter/Inquiry screen is displayed.

- 2** Press [Scanner Features].

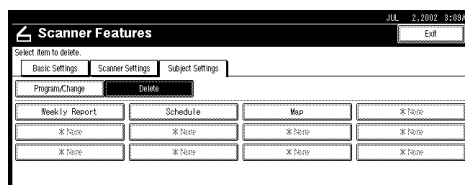


The Scanner Features screen is displayed.

- 3** Press the [Subject Settings] tab.
- 4** Press [Delete].



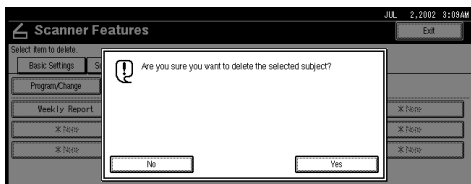
- 5** Select the subject you want to delete.



A confirmation message is displayed.

6 Press [Yes].

The selected subject is deleted.



7 To delete more subjects, repeat steps **5** to **6**.

8 Press [Exit].

The screen returns to the User Tools/Counter/Inquiry .

9 Press [Exit].

The main menu is shown again.

2

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

1 Start up a Web browser.

2 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.

3 Click [Configuration].

A dialog box for entering a user name and password is displayed.

4 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.

5 Register the IP address of the DNS Server.

1 Click [TCP/IP].

The screen for the TCP/IP setting is displayed.

2 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.

3 Scroll down the browser, and click [Apply].

The IP address is registered.

6 Register the SMTP Server Name and SMTP Port Number.

1 Click [SMTP].

The screen for the SMTP setting is displayed.

- ② Enter the host name of the SMTP Server in [SMTP Server Name].
- ③ Enter the port number in [SMTP Port No.].
- ④ Scroll down the browser, and click [Apply].

The SMTP Server Name and Port Number are registered.

Verification of Settings

- ① Start up a Web browser.
- ② 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.

- ③ Click [Config. Reference].

The items that can be checked are shown.

- ④ Verify the IP address of the DNS Server.

- ① Click [TCP/IP].

The setting reference screen for TCP/IP is displayed.

- ⑤ 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.

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

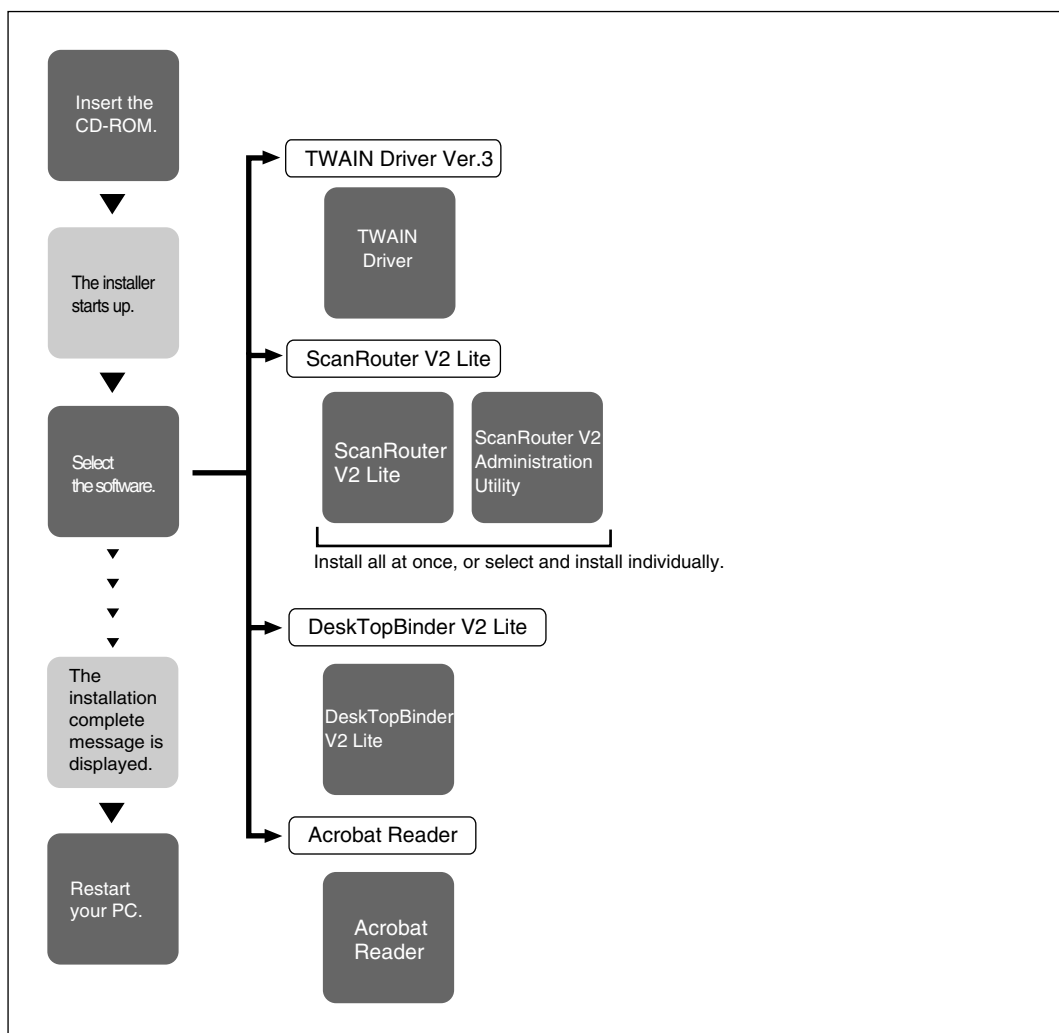
- Auto Run might not automatically work with certain OS settings. In this case, launch “Set up.exe” located on the CD-ROM root directory.
- If you want to install without using Auto Run, hold down the **Shift** key while inserting the CD-ROM. Keep the **Shift** key held down until the computer has finished accessing the CD-ROM.
- If **[Cancel]** is pressed during installation, the installation will be stopped and all the remaining scanner drivers and utilities will not be installed. If **[Cancel]** has been pressed, reinstall the remaining scanner drivers and utilities after restarting the computer.

Limitation

- For installation in Windows 2000, Windows XP or Windows NT 4.0, log on as a member of administrators permission.

The installing sequence using Auto Run is as follows:

Installation Sequence



ZHSY070N

For information about the outline of the software that can be installed by Auto Run, see p.38 "Software Supplied on CD-ROM".

Software for using a Network TWAIN Scanner function

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.37 “DeskTopBinder V2 Lite”.

Preparation

Before installing, check the operating environment for the TWAIN driver.⇒ p.38 “Type1232 TWAIN Driver”

Using Windows 95/98/Me, Windows XP, Windows 2000, or Windows NT 4.0

Install the TWAIN driver using Auto Run.

- 1** Verify that Windows is running. Insert the supplied CD-ROM labeled “Scanner Driver & Document Management Utilities” into the CD-ROM drive of the computer.

The choose setup language screen is displayed.

Reference

If the installer does not start automatically, see p.33 “Auto Run Program”.

- 2** Select a setup language, and then click [OK].

The CD-ROM Launcher screen is displayed.

- 3** Click [TWAIN Driver].

The software setup screen is displayed.

- 4** The installer of the TWAIN driver starts. Follow the instructions on the screen.

Note

- When the installation is complete, a message to prompt you to restart the computer may appear. In this case, restart the computer, and continue the operation.
- After the installation is complete, “Type1232 TWAIN V3” folder is created in the “Program” folder of the Start menu. Help can be displayed from here. Notes on using the network TWAIN scanner are provided in “Re-adme.txt”. Be sure to read them before use.

Software for using a Network Delivery Scanner function

To use the machine as a network delivery scanner, it is essential to install ScanRouter V2 Lite on the delivery server. To check an in-tray or retrieved the documents, it is necessary to install DeskTopBinder V2 Lite on the client computer.

Use Auto Run for installation.

2

Preparation

Before installation, check the operating environment for each software.⇒ p.38 “Software Supplied on CD-ROM”

1 Verify that Windows is running. Insert the supplied CD-ROM labeled “Scanner Driver & Document Management Utilities” into the CD-ROM drive of the computer.

The choose setup language screen is displayed.

2 Select a setup language, and then click [OK].

The CD-ROM Launcher screen is displayed.

3 Click the key of the software to be installed.

- The ScanRouter V2 Lite installer starts by clicking [ScanRouter V2 Lite].
- The DeskTopBinder V2 Lite installer starts by clicking [DeskTopBinder V2 Lite].

The change the language screen 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.

4 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.39 “DeskTopBinder V2 Lite”

- 1** Verify that Windows is running. Insert the supplied CD-ROM labeled “Scanner Driver & Document Management Utilities” into the CD-ROM drive of the computer.

The choose setup language screen is displayed.

- 2** Select a language, and then click [OK].

The CD-ROM Launcher screen is displayed.

- 3** 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.

- 4** 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	RouterV2	ScanRouter V2 Lite ScanRouter V2 Administration Utility
		DeskV2	DeskTopBinder V2 Lite
	Acroread	Acrobat Reader	

Type1232 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

The files are stored in the following folder on the CD-ROM provided with this machine.

`\DRIVERS\TWAIN`

❖ System requirements

- Hardware
PC/AT compatible
-  **Limitation**
 - Under Windows NT, RISC-based processors (MIPS R series, Alpha AXP, PowerPC), this driver is not available.
- 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 colors or higher
- Network protocol
TCP/IP

DeskTopBinder V2 Lite

2

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 (128 MB or more recommended)
- Hard disk space
50 MB or more (200 MB or more recommended)
- Display resolution
800×600 pixels, 64K colors or higher
- Network protocol
TCP/IP

❖ Software installed with DeskTopBinder V2 Lite

- Auto Document Link
Auto Document Link on the client computer monitors in-trays of the delivery server regularly. In addition, the documents delivered to in-trays can be retrieved or a notification of document arrival can be received at the client computer with this software.

2

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 [**ScanRouter V2 Administration Utility**] on the ScanRouter V2 Lite Setup screen.



3. Setting Originals


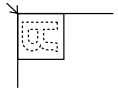
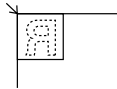
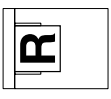
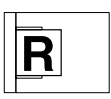













This chapter explains the procedure for placing the original on the exposure glass and in the automatic document feeder (ADF), and setting original scan area and orientation according to the placement method.

To correctly display the top/bottom orientation of the scanned original on a computer, the correct placement must be chosen by setup on the control panel and scanner driver.

There are two orientations for placing the original. See the table below.

Note

- Normally, the original size is  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.

1 Scanned original					
2 Select the placement method.		Place the original on the exposure glass.		Place the original in the automatic document feeder (ADF).	
3 Place the original. (There are two original orientations.)		Place the original so that the top edge touches the top left of the exposure glass. 	Place the original so that top edge touches the rear of the exposure glass. 	Place the top edge of the original first. 	Place the original so that the top edge is set into the ADF. 
4 Specify the orientation.	When scanned by the delivery scanner, e-mail or document server (Specified on the control panel screen)	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)				
5 Original displayed on a computer ^{*1}					

^{*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.

- 1** Lift the exposure glass cover or the ADF.

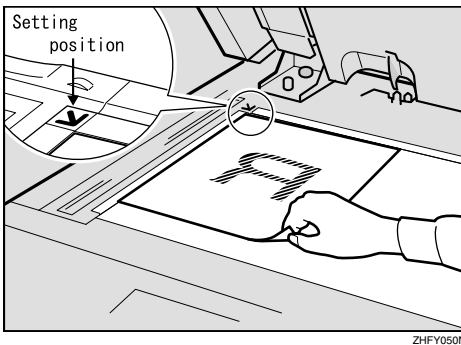
Note

- ❑ Raise the exposure glass cover or ADF fully (more than 30 degrees). The opening/closing action triggers the automatic original size detection process.

- 2** Place the original on the exposure glass with the side to be scanned facing down. Align the far left edge of the original with the mark.

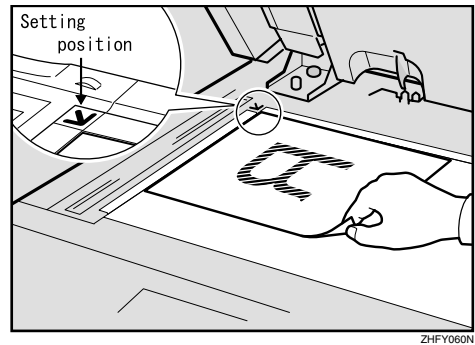
There are two original orientations.

- 1** Place the original so that the top edge touches the rear of the exposure glass.



- 2** Place the original so that the top edge touches the top left of the exposure glass.

When using the machine as a network TWAIN scanner, this orientation is standard setting in the TWAIN driver. Normally, use this orientation for setting.



- 3** Close the exposure glass cover or the ADF.

- 4** Select the original orientation according to the setting orientation.

Reference

⇒ p.47 "Original Orientation and Scan Area Setting"

Placing the Original in the Automatic Document Feeder (ADF)

The ADF allows you to place 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 originals. 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.

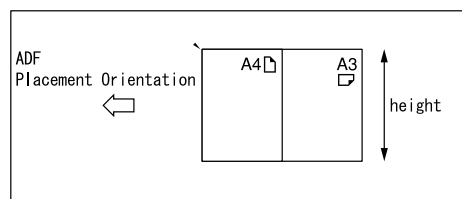
1 Align the original guide with the original size.

2 Insert the originals with the side to be scanned facing up. (For originals which are to be scanned on both sides, the first side should face up.)

There are two orientations.

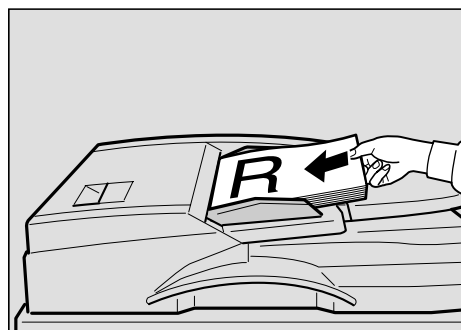
✎ Note

❑ When using the network delivery scanner and the document server, or the network TWAIN scanner, originals with the same width and different length can be placed at the same time. Place the originals as shown in the figure below.



❑ Originals are scanned in the inserted order, starting with the topmost page.

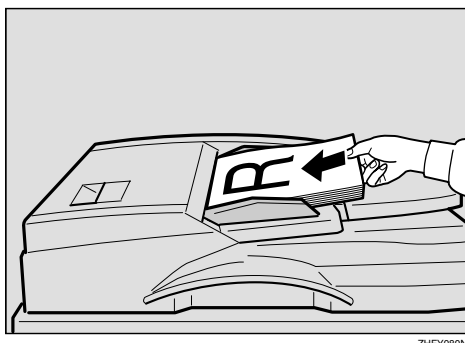
1 Place the original so that the top edge is in the ADF tray.



ZHFY070N

2 Place the top edge of the originals 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.



ZHFY080N

3 Select the appropriate orientation so that it matches the orientation of originals placed.

Reference

⇒ p.47 "Original Orientation and Scan Area Setting"

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.

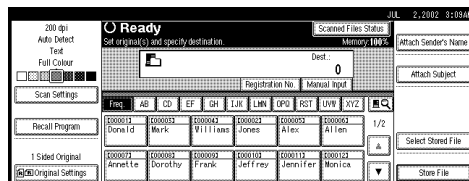
	TWAIN Scanner	Network Delivery Scanner /E-mail
Auto Detect Non-Mixed Original Sizes	A whole batch of originals is scanned using the size of the first original.	A whole batch of originals is scanned using the max. size set for the ADF.
Auto Detect Mixed Original Sizes	Auto detection is used to determine the size of each original.	Aut detection is used to determine the size of each original placed on the exposure glass.

	TWAIN Scanner	Network Delivery Scanner /E-mail
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.

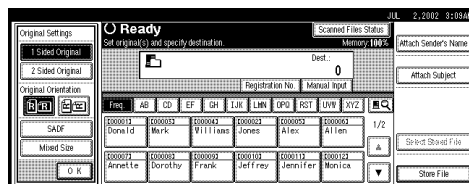
3

For a Network Delivery Scanner and E-mail

- 1 On the scanner function screen, press [Original Settings].



- 2 Make settings for original orientation, 1 sided/2 sided combination, SADF/Batch and mixed original sizes.



Note

- The defaults can be changed under [Original Settings], [Original Orientation Priority], [Switch to Batch], and [Mixed Original Sizes Priority] in the Scanner Initial Setup. ⇒ p.24 "Making Scanner Settings"

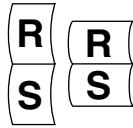
1-sided original/2-sided original selection

- ① When scanning one-sided originals, make sure that [2 Sided Original] is not highlighted.
- ② 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:



Top to bottom original:



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

- ① Press the key for the same orientation as the actual orientation of the original or .

Note

- When sending a gray scale/full color 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.

SADF/Batch selection

- ① When scanning a large number of originals using the ADF by dividing the originals and scanning the individually or in batches., check that [SADF] or [Batch] is selected.

Note

- Select [SADF] for adding originals one by one, or select [Batch] for adding the originals in batches.
- Select whether [SADF] or [Batch] is displayed using the initial scanner setting [Switch to Batch].

Mixed size selection

- ① When originals of the same width and different length are placed, make sure that [Mixed size] is highlighted.

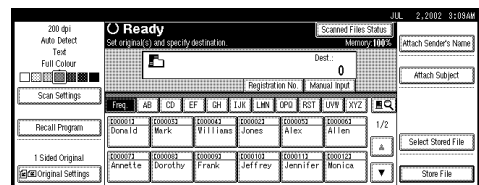
Note

- If [Mixed size] is not set, the scan size is set as the maximum size detected. Blank space is inserted in smaller originals.

- ③ Press [OK].

Note

- The current settings are displayed with characters and icons.







For a Network TWAIN Scanner

- 1 Open the Scanner Control dialog box.

Reference

⇒ p.52 “Scanning Originals”

- 2 Select the position from the drop-down menu of the [Document:] box in the [Document] group.

- 3 Select [/] or [/] from the drop-down menu of the [Orientation:].

Reference

⇒ p.43 “Setting Originals”

- 4 When the original is placed in the ADF, select [Simplex] or [Duplex] from the drop-down menu of the [Side:] box.

Note

- If originals of the same width and different lengths are placed in the ADF, specify the document size in the [Size:] box. If [Auto detection (Uni-Size)] is selected, all originals are scanned as the size of the first page.

Scanning Originals in Several Times

A large number of originals can be scanned as a single document by dividing them and scanning the individually or in batches using the exposure glass or the ADF. Select [Yes] in [Job Reset Time in Adding Original], and then specify a job reset time. If another original or batch originals is placed within this time after all previously placed originals have been scanned, it is possible to scan all of these originals as a single document.

Reference

p.26 “Job Reset Time in Adding Original”

- 1 Select [Yes] in [Job Reset Time in Adding Original], and then specify a job reset time in seconds.

Reference

p.26 “Job Reset Time in Adding Original”

- 2 Place the originals.

Reference

p.43 “Setting Originals”

- 3 Make settings for scanning area and original orientation.

Reference

p.47 “Original Orientation and Scan Area Setting”

Note

- When placing originals on the exposure glass, if [On] is selected in [Job Reset Time in Adding Original], it is not necessary to select SADF or Batch.

- 4** Make settings for delivering, sending by e-mail, or storing.

 **Reference**

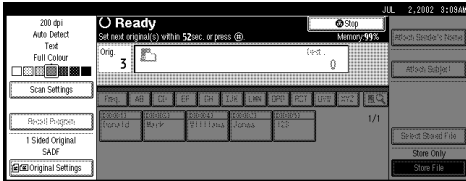
p.57 "Delivery Procedure"

p.68 "Procedure for Sending E-mails"

p.80 "Storage Procedure"

When the **[Start]** key is pressed, the originals are scanned.

After the originals are scanned, the remaining time for accepting the next original is displayed.



- 5** If you want to change the basic settings, the scanning area, or the original orientation, change the settings before placing the next original.

 **Note**

- While settings are being changed, the countdown until originals are no longer accepted stops.

- 6** When there are other originals to scan, place them within the specified time.

When placed, the originals are fed and scanned automatically.

- 7** Repeat from step **6** until all originals are scanned.

- 8** If there are no more originals, press the **[#]** key.

 **Note**

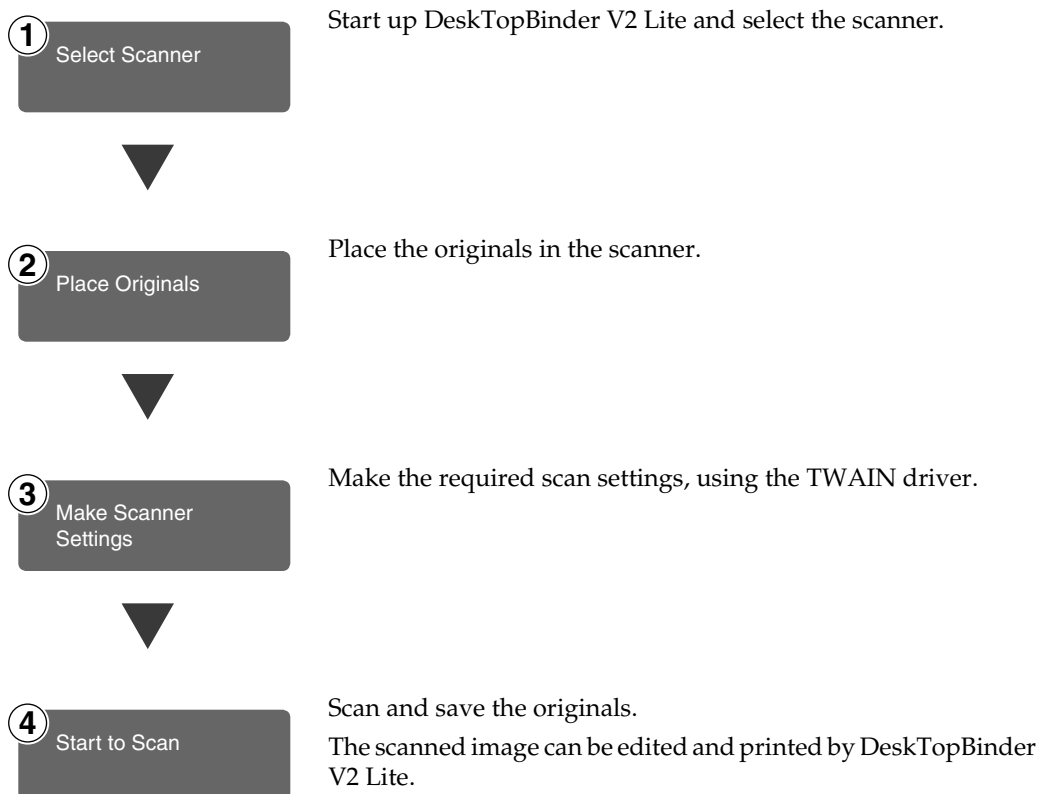
- Originals are scanned in order. Place them from the first page.
- Press the **[Start]** key if you want to restart before the countdown stops.
- When **[SADF]** is selected and originals are being scanned by dividing them and scanning them consecutively using the ADF, the next original to be added can be placed on the exposure glass to be scanned. In this case, the **[Start]** key must be pressed to begin scanning.

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, the preparation sequence for using TWAIN scanner and 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:



Scanning Originals

This section explains the method for scanning a single original following p.51 “Flow of Operations”.

1 Start up DeskTopBinder V2 Lite and select the driver of the scanner.

- 1 Click [Start], point to [Program], and then [DeskTopBinder V2] from [DeskTopBinder V2].

DeskTopBinder V2 Lite starts up.

- 2 Click [Scanner Settings] from the [Tools] menu.

The [Scanner Settings] dialog box is displayed.

If the scanner is already selected, no scanner settings are necessary. Check the settings in the [File format for scanned image(s)] area and then go to step

5.

- 3 Click [Select Scanner Driver].

The [Select Source] dialog box is displayed.

- 4 Click the machine name you want to use in the list, and then click [Select].

- 5 Click [OK].

The [Scanner Settings] dialog box closes.

2 Place the original in the scanner.

Reference

⇒ p.43 “Setting Originals”

3 Make the scan settings.

- 1 From the [File] menu, point to [Add Document], and then click [Scan].

The TWAIN driver starts up.

After a short while, the dialog box of the TWAIN driver that operates the scanner is displayed. This dialog box is called the Scanner Control dialog box.

Note

- The title bar displays the scanner currently being used. When multiple machines are connected, confirm that the indicated machine name is the machine to be used. If the intended machine is different, click [Select Source] to select the scanner again.
- If the machine to be used does not appear in the list, make sure that the IP address is configured and that the machine is correctly connected to the network. If the driver is still not displayed in the list after the above operations, consult with your network administrator.

② Depending on the type of original or the objective for scanning, select the icon in [Mode].

- **[Standard]** is suitable for scanning standard originals that comprise mainly of text.
- **[Photo]** is suitable for scanning originals that include photos, shaded illustrations, etc.
- **[OCR]** is suitable for conversion processing with an OCR (Optical Character Reading) application after scanning the original.
- **[Filing]** is suitable for use with filing applications, etc.

 **Note**

- For advanced settings, click **[Detail]** to display “Detail Window”. For more information about the “Detail Window”, see TWAIN Driver Help.

③ According to the original scan area and orientation, change the setting of the [Document] group.

 **Reference**

⇒ p.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.

① Click [Preview].

The original that was placed is scanned and the **[Preview]** dialog box appears. The scanning area in the preview appears within the broken lines.

② Configure the scanning area by dragging a border or the top line.

When reconfiguring the area, click  and drag one corner of the area towards its opposite corner.

 **Note**

- Depending on the scanning resolution, the area to be scanned may possibly be subject to restrictions.

③ Click [Close].

The **[Preview]** dialog box closes.

 **Note**

- When the original placed in the ADF is previewed, place the original scanned during preview again.

4 Click **[Scan]**.

The original is scanned. A message asking whether there is another 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]**.

5 Save the scanned image in DeskTopBinder V2 Lite.

1 Click **[Exit]** from the **[File]** menu.

The **[Input Document Information]** dialog box is displayed.

2 Enter the file name and click **[OK]**.

The image is stored in DeskTopBinder V2 Lite, and the DeskTopBinder viewer closes.

4

 **Editing and printing scanned data**

With DeskTopBinder V2 Lite, it is possible to edit and print scanned data. For more information about how to edit and print, see DeskTopBinder V2 Lite Help.

Functions of the TWAIN Driver

The following is an introduction to the various functions of the TWAIN driver.

 **Reference**

For more information about these functions 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

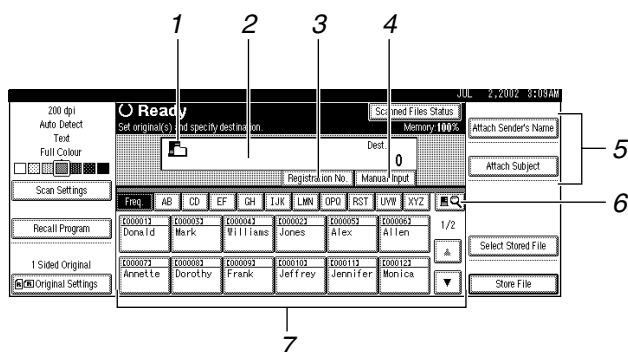
Stored scan data can be sent to a specified destination using the network delivery scanner function. This chapter explains the preparation sequence, various display screens, delivery procedures, and how to check the delivery result when this function is used.

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. [Ready] 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 appears. 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.

6. Switch Destination List/Search

Press this button to switch a destination list of the delivery server to the destination list of this machine or to search by destination.

7. Destination List

Displays the destinations list programmed in the delivery server.

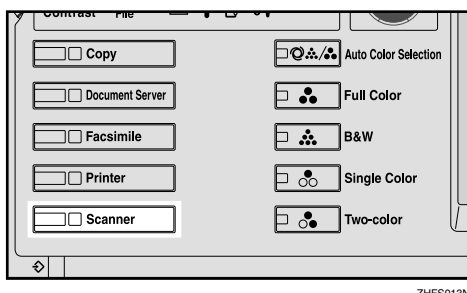
Note

- When the entire list does not fit on one screen, **[▲]** or **[▼]** can be used to scroll the display.
- Group destinations are denoted by this symbol (**■**).
- A bar above a title indicates that a destination that belongs to it has been selected.

Delivery Procedure

Data is delivered after specifying scan settings and destination. If necessary, you can select a sender and a subject.

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



- 2 If user codes are set, enter a user code with the number keys, and then press the **[#]** key.

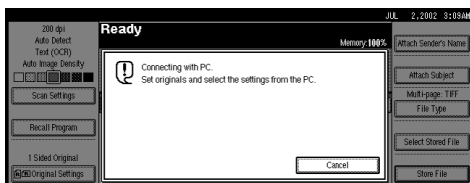
The scanner function screen is displayed.

Reference

For information about the user codes, see the General Settings Guide.

Note

- If the network TWAIN scanner screen is displayed, press **[Cancel]**.



- 3 Make sure that no previous settings remain.

Note

- If a previous setting remains, press the **[Clear Modes]** key.

- 4 Place the original in the machine, and adjust the settings for original size and orientation if required.

Reference

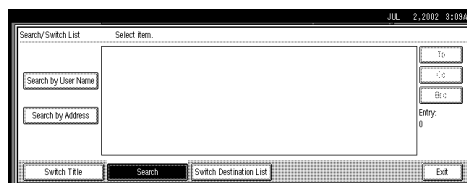
⇒ p.43 “Setting Originals”

- 5 If the e-mail screen appears, switch to the screen for network delivery scanner.

- 1 Press **[ESC]**.

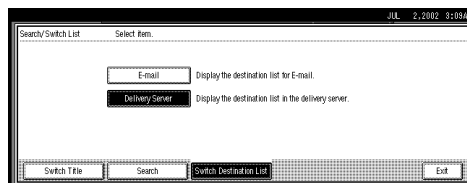
The Search/Switch List screen is displayed.

- 2 Press **[Switch Destination List]**.



The switch destination screen is displayed.

- 3 Press **[Delivery Server]**.



- 4 Press **[Exit]**.

The network delivery scanner screen is displayed.

Reference

⇒ p.24 “Making Scanner Settings”.

6 Make the scan settings.

To make the scan settings, call up stored settings or make the settings individually.

Reference

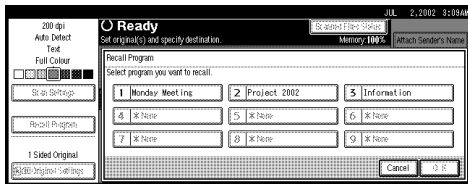
⇒ p.20 “Setting Scanner Features”

Calling up stored scan settings

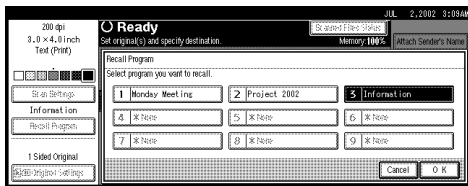
1 Press [Recall Program].

The Recall Program screen is displayed.

2 Select a user program of scan settings.



3 Press [OK].



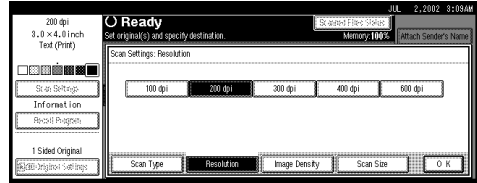
The selected user program settings are applied.

Making the settings individually

1 Press [Scan Settings].

The screen for making scan settings is displayed.

2 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.20 “Setting Scanner Features”.

3 Press [OK].

The scan settings are applied.

7 Select the destination.

Four methods are available for specifying a destination: selecting it from the list by specifying a short ID number by searching it or by directly typing the e-mail address.

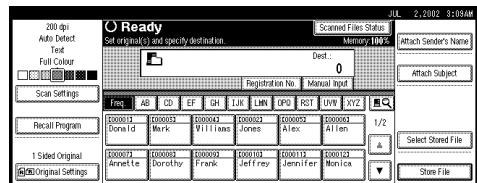
Note

When using ScanRouter V2 Professional, the destination list is updated automatically.

When selecting a destination from the list

1 Press the title for the desired destination. The destinations for that title are displayed.

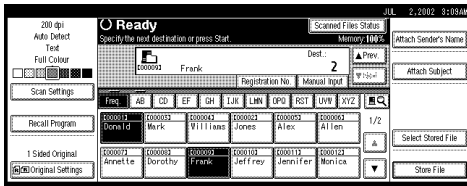
If the desired destination is not displayed, press [▲] or [▼] to display the destination.



Note

The destination titles are programmed in the delivery server.

- 2 Select the destination to which the scan data is to delivered.



The selected destination is highlighted and also appears in the destination field at the top of the screen.

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 the [**Clear/Stop**] key.

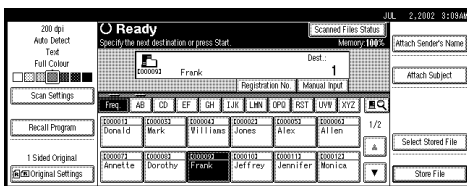
- 3 To select more destinations, repeat step 2.

Using a short ID number to select a destination

- 1 Press [**Registration No.**].
- 2 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 for entering 00009:

Press the [**9**] key and then the [**#**] key using the number keys.



The destination corresponding to the short ID number appears in the destination field at the top of the screen.

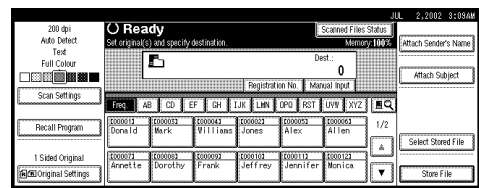
Note

- To deselect a destination, press [**▲Prev.**] or [**▼Next**] to display the destination in the destination field, and then press the [**Clear/Stop**] key.

- 3 To select more destinations, repeat step 2.

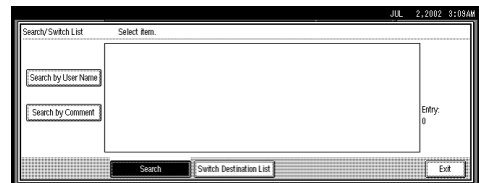
Searching for a destination to select

- 1 Press [**F5**].



The Destination Search/Switch List screen is displayed.

- 2 Press [**Search**].



- 3 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.

- 4 Enter part of the destination name.

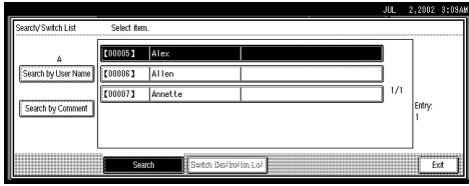
Note

- Enter the first character or characters of the destination name.

- 5 Press [**OK**].

A list of destination names found is displayed.

6 Select a destination.



7 Press [Exit].

8 Press [OK].

The destination name appears in the destination field at the top of the screen.

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.

4 To enter more than one destination, repeat steps 1 to 3.

Manual input of a destination

Note

- When using ScanRouter V2 Professional, it is possible to enter the destination e-mail address directly.

1 Press [Manual Input].

The soft keyboard is displayed to enter a destination.

2 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.

3 Press [OK].

Checking selected destinations

1 Use the destination field at the top of the screen to check which destinations are selected.

Note

- When multiple destinations are selected, the selected destinations are displayed in order 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).

8 Specify the sender (scan data delivery source).

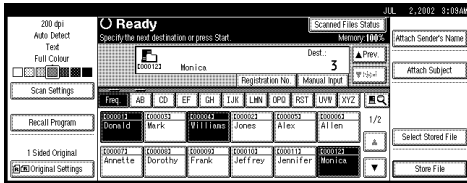
Note

- 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.

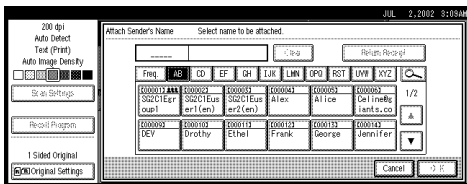
When selecting a sender from the list

1 Press [Attach Sender's Name].



A list of senders registered in the delivery server is displayed.

2 Select the sender.

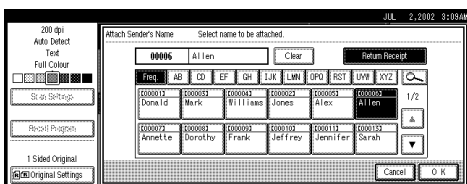


The selected sender and its short ID number is displayed.

Note

- When using ScanRouter V2 Professional, [Return Receipt] appears when a sender is selected.

To verify receipt for delivering, press [Return Receipt].

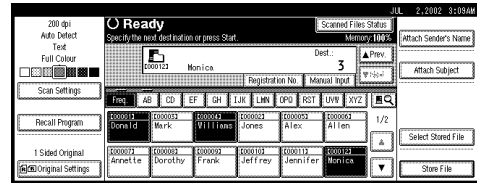


3 Press [OK].

The sender is displayed above [Attach Sender's Name].

Using a short ID number to specify a sender's name

1 Press [Attach Sender's Name]



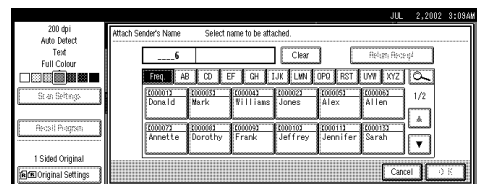
A list of senders registered in the delivery server is displayed.

2 Use the number keys to enter the 5-digit ID number that has been assigned to a sender.

Example for entering 00006:

Press the [6] key and then the [#] key using the number keys.

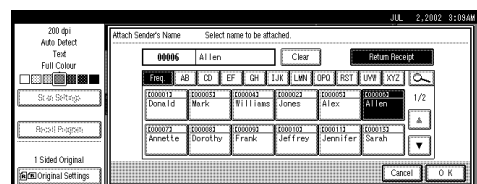
5



Note

- When using ScanRouter V2 Professional, [Return Receipt] appears when a sender is selected.

To verify receipt, press [Return Receipt].

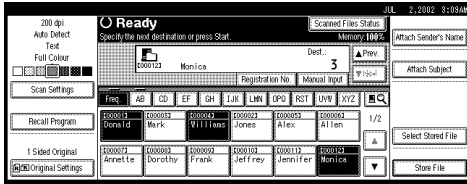


3 Press [OK].

The sender is displayed above [Attach Sender's Name].

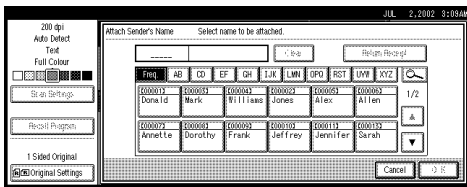
Searching for a sender to select

1 Press [Attach Sender's Name].



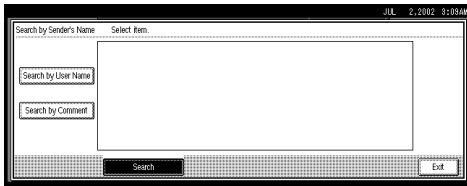
A list of senders registered in the delivery server is displayed.

2 Press [Search].



The Search by Sender's Name screen is displayed.

3 Press [Search by User Name].



The soft keyboard is displayed to search for a sender.

4 Enter part of the sender name.

Note

Enter the first character or characters of the sender name.

5 Press [OK].

A list of senders is displayed according to the user name search.

6 Select the sender.

7 Press [Exit].

8 Press [OK].

The sender is displayed above [Attach Sender's Name].

9 If required, select a subject.

Select a subject from the registered ones. ⇒ p.28 "Making Scan Data Subject Settings"

Note

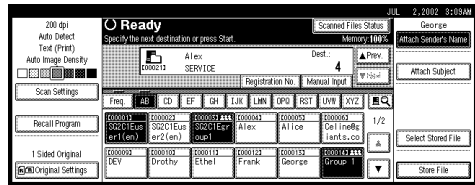
When a subject has been specified, this information is added to the scan data file.

When ScanRouter V2 Professional is used to send documents using e-mail, the subject is automatically entered the message subject.

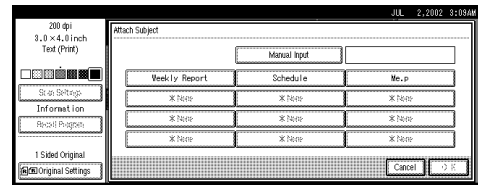
Two methods are available for selecting a subject, selecting it from the list or entering it directly.

When selecting a subject from the list

1 Press [Attach Subject].



2 Select a subject.



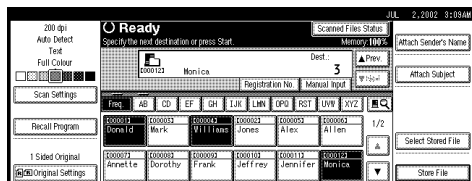
3 Press [OK].

The name of the subject is displayed above [Attach Subject].

Manual input of the subject

① Press [Attach Subject].

A list of registered subject is displayed.



② Press [Manual Input]

The soft keyboard is displayed to enter a subject.

③ Enter the subject with the soft keyboard.

④ 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.

Place the original and press the [Start] key.

Note

- To interrupt the scanning, press the [Clear/Stop] key or [Stop] in the screen.
- To use the SADP function, divide originals. place the next original. ⇒ p.49 "Scanning Originals in Several Times"

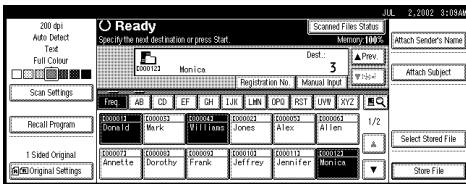
Checking the Status of Delivery

The status of the last 50 deliveries can be checked. For every new delivery record after 50, the oldest record is deleted.

◆ Items that can be checked

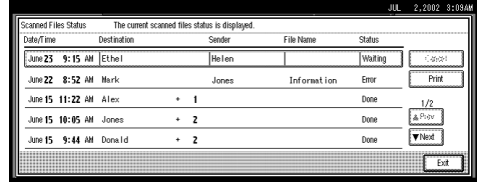
- **Date/Time**
The time when the delivery request was received from this machine is displayed.
- **Destination**
When multiple destinations were selected, the first selected destination is displayed.
- **Sender**
- **File Name**
- **Status**
Information is registered whether the delivery has been properly completed, an error has occurred, or if the delivery is in waiting or has stopped.

1 Press [**Scanned Files Status**] on the network delivery scanner screen.



The delivery status is displayed.

2 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**].

3 Press [**Exit**].

The display returns to the network delivery scanner screen.

Using the Network Delivery Scanner with the Document Server

You can use the network delivery scanner with the document server.

Simultaneous Delivery and Storage

Scanned data is stored in the document server at the same time the data is delivered.

Note

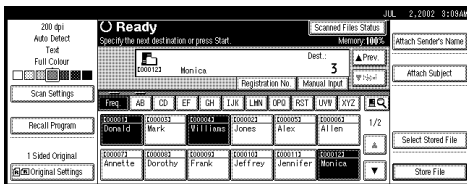
- This section explains mainly the operation for simultaneous delivery and storage. For more information, see p.57 “Delivery Procedure”.

- Place the original and then adjust the settings for original size and orientation if required.

Reference

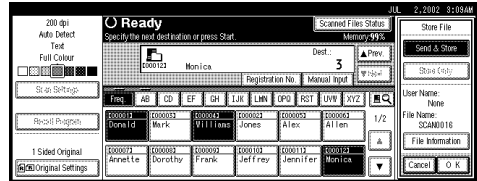
⇒ p.43 “Setting Originals”

- Make the scan settings.
- Select the destination.
- If required, specify the sender (scan data delivery source) and a subject.
- Press [Store File].



The screen for setting storage parameters for scanned data is displayed.

- Make sure [Send & Store] is selected.



- Press [File Information] to set file information.

Reference

For more information, see p.81 “Specifying file information”.

- Press [OK].

- Press the [Start] key.

The original is scanned, and the file is delivered to the destination and stored in the document server.

Delivering Stored Files

Files stored in the document server can be delivered.

 **Note**

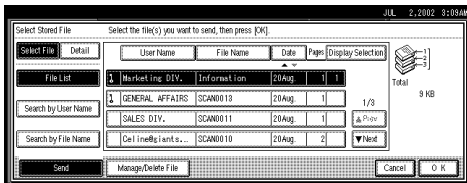
- This section explains mainly how to select files to be delivered. For more information about the delivery procedure, see p.57 “Delivery Procedure”.
- When the stored files are delivered, scan settings cannot be made. The files are delivered with the specified scan settings when they are stored in the document server.

1 Display the list of stored files.

 **Reference**

⇒ p.84 “Viewing a List of Stored Files”

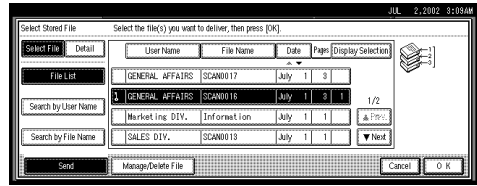
2 Select a file to be delivered.



 **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.

3 To select multiple files, repeat step **2**.



 **Note**

- You can select up to 30 files for one operation.
- If you select multiple files, the files will be delivered in the order they were selected.
- If you press **[Display Selection]**, the selected files will be shown in the order of delivery.

4 Press **[OK]**.

The screen for specifying a destination is displayed.

5 Specify a destination.

6 If required, select the sender (scan data delivery source) and a subject.

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

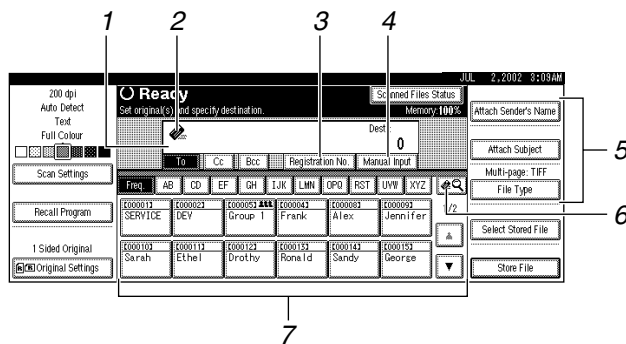
The selected stored files are delivered.

6. Sending Stored Scan Data by E-mail

Stored scan data can be sent to a specified destination using e-mail. This chapter explains the preparation sequence for sending by e-mail, 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 there 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 send a 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]

Press this button to switch a destination from the delivery server list to the destination list of this machine or to search using the e-mail destination.

7. Destination List

Displays the 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.

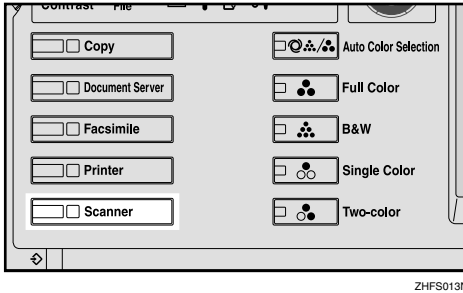
Group destinations are denoted by this symbol (###).

A bar above a title indicates that a destination that belongs to it has been selected.

Procedure for Sending E-mails

Data is sent after specifying scan settings and destination.

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



2 If user codes are set, enter a user code (consisting of up to eight characters) with the number keys, and then press the **[#]** key.

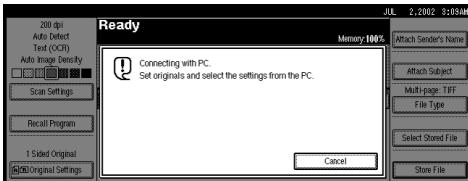
The Scanner Function screen is displayed.

Reference

For information about the user code, see the General settings Guide.

Note

- If the network TWAIN scanner screen is displayed, press **[Cancel]**.



3 Make sure that no previous settings remain.

Note

- If a previous setting remains, press the **[Clear Modes]** key.

4 Place the original in the machine, and adjust the settings for original size and orientation if required.

Reference

⇒ p.43 “Setting Originals”

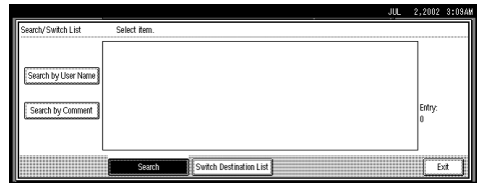
5 If the network delivery scanner screen appears, switch to the screen for sending e-mail.

1 Press **[E-mail]**.

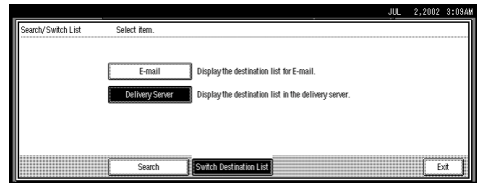
The Search/Switch List screen is displayed.

2 Press **[Switch Destination List]**.

The Switch Destination screen is displayed.



3 Press **[E-mail]**.



4 Press **[Exit]**.

The send e-mail screen is displayed.

Reference

⇒ p.24 “Making Scanner Settings”.

6 Make the scan settings.

To make the scan settings, call up stored settings or make the settings individually.

Reference

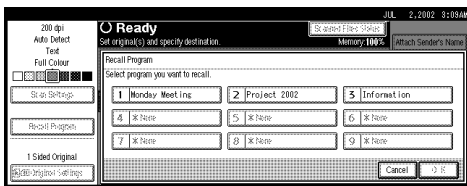
⇒ p.20 “Setting Scanner Features”

Calling up stored scan settings

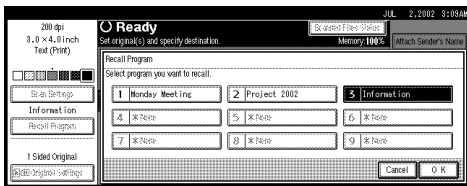
1 Press [Recall Program].

The Recall Program screen is displayed.

2 Select a user program of scan settings.



3 Press [OK].



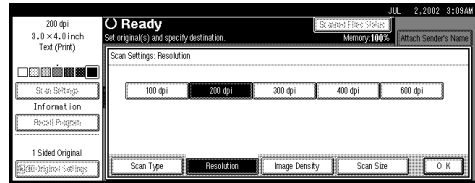
The selected user program settings are applied.

Making the settings individually

1 Press [Scan Settings].

The screen for making scan settings is displayed.

2 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.20 “Setting Scanner Features”.

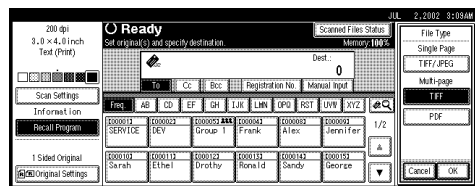
3 Press [OK].

The scan settings are applied.

7 Select the file type if necessary.

1 Press [File Type].

2 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].

8 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.

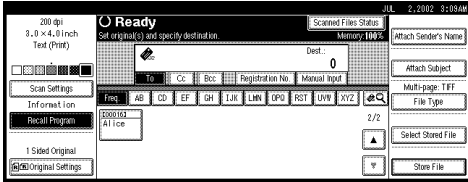
Note

- 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].

When selecting a destination from the list

- 1 Press the title for the desired destination. The destinations for that title are displayed.

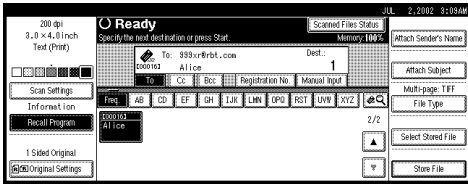
If the desired destination is not displayed, press [▲] or [▼] to display the destination.



Note

- ☐ The destination titles are programmed in the delivery server.

- 2 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 the [Clear/Stop] key.

- 3 To select more destinations, repeat step 2.

Using a short ID number to select a destination

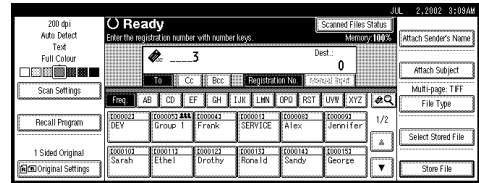
- 1 Press [Registration No.].
- 2 Use the number keys to enter the 5-digit ID number that has been assigned to a destination.

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 appears in the destination field at the top of the screen.

Note

- ☐ To deselect a destination, press [▲Prev.] or [▼Next] to display the destination in the destination field, and then press the [Clear/Stop] key.

- 3 To select more destinations, repeat step 2.

Manual input of the e-mail address

1 Press [Manual Input].

The soft keyboard appears to enter the e-mail address.

2 Enter the e-mail address with the soft keyboard.

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.

3 Press [OK].

The name of the destination appears in the destination display area on the upper side of the screen.

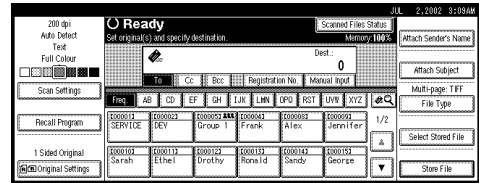
Note

- Press [**▲Prev.**] or [**▼Next**] to select the destination.
- For changing an 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 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.

4 To enter more than one destination, repeat steps 1 to 3.

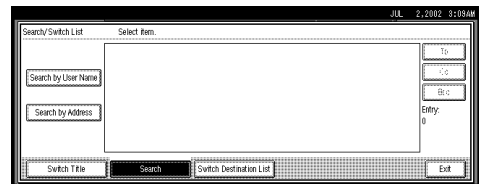
Searching for a destination to select

1 Press [Search].



The destination Search/Switch list screen is displayed.

2 Press [Search].



3 Press [Search by User Name].

Note

- To search using e-mail addresses, press [**Search by Address**].

The soft keyboard is displayed for searching by destination name.

4 Enter part of the destination name.

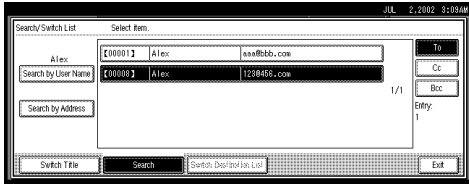
Note

- 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 address**].

5 Press [OK].

A list of destinations is displayed according to the user name search.

6 Select a destination.



7 Press [Exit].

8 Press [OK].

The destination name appears in the destination field at the top of the screen.

Checking selected destinations

1 Use the destination field at the top of the screen to check which destinations are selected.

Note

- When multiple destinations are selected, the selected destinations are displayed in 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).

9 Specify the e-mail sender.

Note

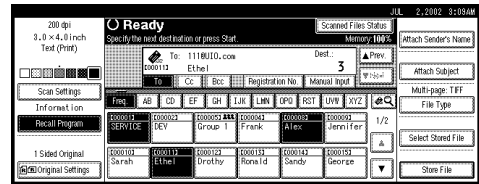
- When a sender is selected, the sender name is automatically placed in the "From" field of the e-mail so that the sender can be identified when the e-mail is received.
- An example of "E-mail Information Language" is shown below. This e-mail has been sent from [XXX]. The scanning time was YYYY:MM:DD HH:MM:SS (+0900). The administrator's e-mail address is sent for reference. => p.26 "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 a sender's name. For more information, see the 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.

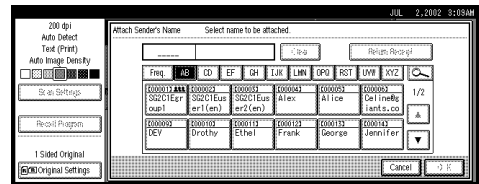
When selecting a sender from the list

1 Press [Attach Sender's Name].



The list of senders registered in this machine is displayed.

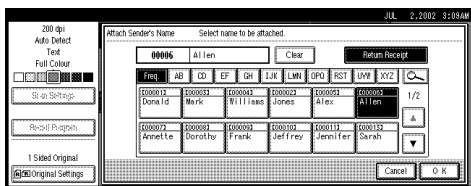
2 Select the sender.



Note

- If a password has been set, a screen for entering the password appears after selecting the sender.
- Enter the password, and then press [**OK**].
- After verification of the password, the sender name is displayed.

- 3 To verify receipt, press [Return Receipt].



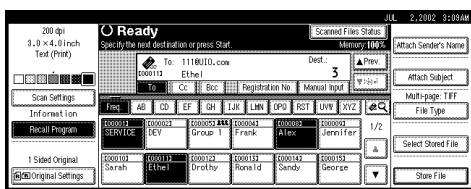
[Return Receipt] is highlighted.

- 4 Press [OK].

The sender is displayed above [Attach Sender's Name].

Using a short ID number to specify a sender's name

- 1 Press [Attach Sender's Name].



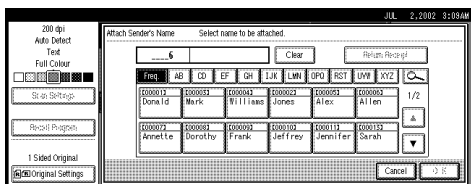
The list of senders registered in this machine is displayed.

- 2 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 for entering 00006:

Press the [6] key and then the [#] key using the number keys.



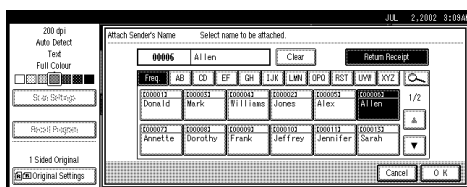
Note

- 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.

- 3 To verify receipt, press [Return Receipt].



[Return Receipt] is highlighted.

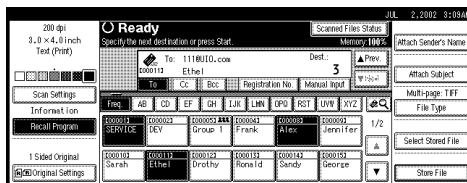
- 4 Press [OK].

The sender appears above [Attach Sender's Name].

6

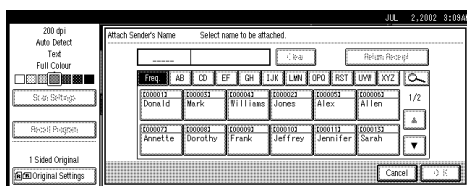
Searching for a sender to select

- 1 Press [Attach Sender's Name].



The list of senders registered in this machine is displayed.

- 2 Press [Search].

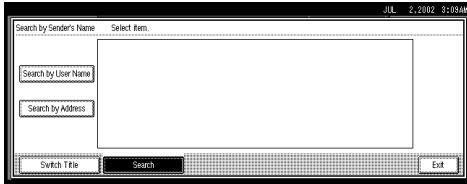


The sender search screen appears.

3 Press [Search by User Name].

Note

- To search using e-mail addresses, press [Search by Address].



The soft keyboard is displayed to search a sender.

4 Enter part of the sender name.

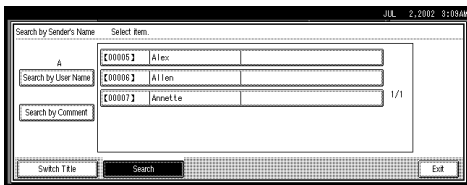
Note

- 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 Address].

5 Press [OK].

A list of senders is displayed according to the user name search.

6 Select the sender.



Note

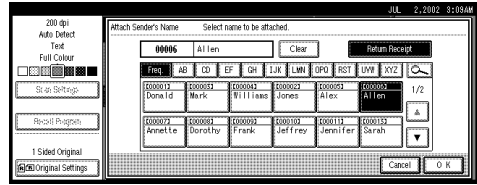
- If a password has been set, a screen for entering the password appears after selecting the sender.

Enter the password, and then press [OK].

After verification of the password, the sender name is displayed.

7 Press [Exit].

8 To verify receipt, press [Return Receipt].



[Return Receipt] is highlighted.

9 Press [OK].

The sender is displayed above [Attach Sender's Name].

10 If required, select a subject.

Select a subject from the registered ones. => p.28 "Making Scan Data Subject Settings"

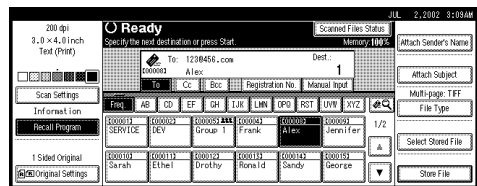
Note

- 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.

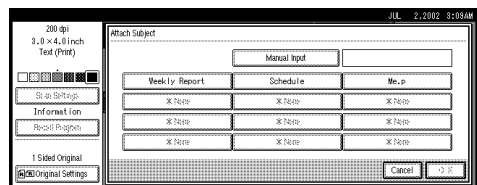
When selecting a subject from the list

1 Press [Attach Subject].



The list of subjects registered is displayed.

2 Select a subject.



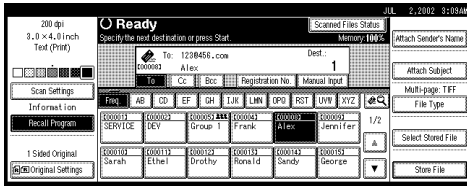
3 Press [OK].

The selected subject is displayed above **[Attach Subject]**.

Manual input of the subject directly

1 Press [Attach Subject].

The list of registered subject is displayed.



2 Press [Manual Input].

The soft keyboard appears to enter a subject.

3 Enter the subject with the soft keyboard.

4 Press [OK].

The name of the subject is displayed above **[Attach Subject]**.

11 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, place the next original. ⇒ p.49 "Scanning Originals in Several Times"
- 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.

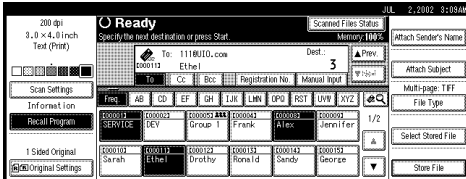
Checking the Status of E-mail

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 that can be checked

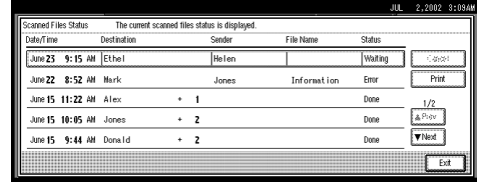
- **Date/Time**
The date and time when the delivery request was received from this machine is displayed.
- **Destination**
When multiple destinations were selected, the first selected destination is displayed.
- **Sender**
- **File Name**
- **Status**
Indicates whether delivery was successful or resulted in an error.

1 Press [**Scanned Files Status**] on the screen for sending e-mail.



The delivery status of e-mail is displayed.

2 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**].

3 Press [**Exit**].

The display returns to the screen for sending e-mail.

Using E-mail with the Document Server

You can use the 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

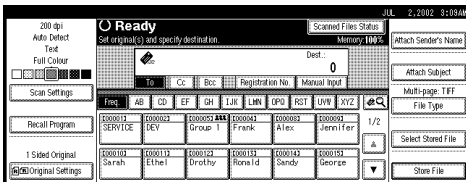
Scanned data is stored in the document server at the same time the data is sent by e-mail.

- 1 Place the original, and then adjust the settings for original size and orientation if required.

Reference

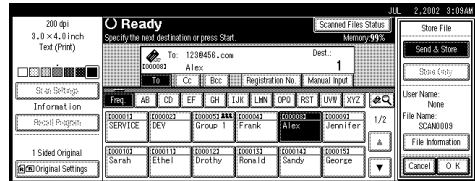
⇒ p.43 "Setting Originals"

- 2 Make the scan settings.
- 3 Select the destination.
- 4 If required, specify the sender (scan data delivery source) and a subject.
- 5 Press [Store File].



The screen for setting storage parameters for scanned data is displayed.

- 6 Make sure [Send & Store] is selected.



- 7 Press [File Information] to set file information.

Reference

For more information, see p.81 "Specifying file information".

- 8 Press [OK].

- 9 Press the [Start] key.

The original is scanned, and the file is delivered to the destination and stored in the document server.

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.

1 Display the list of stored files.

 **Reference**

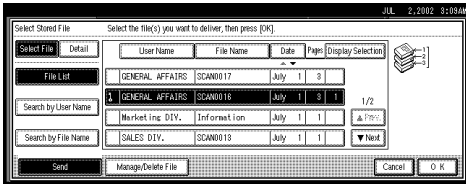
⇒ p.84 “Viewing a List of Stored Files”

2 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.

3 To select multiple files, repeat step **2**.



 **Note**

- You can select up to 30 files for one operation.
- If you select multiple files, the files will be sent in the order they were selected.
- If you press **[Display Selection]**, the selected files will be shown in the order of delivery.

4 Press **[OK]**.

The screen for specifying a destination is displayed.

5 Specify a destination.

6 If required, select the sender (scan data delivery source) and a subject.

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

The selected stored files are 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.
- ❑ 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 recommended the use of DeskTopBinder V2 Lite or DeskTopBinder V2 Professional (option). For more information, please contact your local dealer.

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.

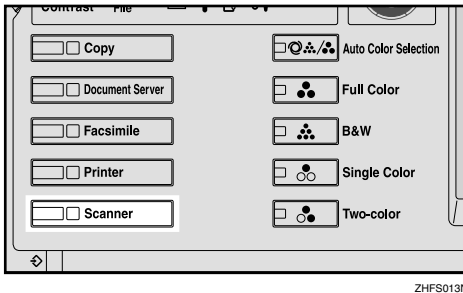
Note

- ❑ The data stored making in the document server is deleted automatically after certain days passed. For information about settings and changes, see the General Settings Guide.
- ❑ The theoretical maximum number of files that can be stored is 1,000(or 1,000 pages per file). 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.

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



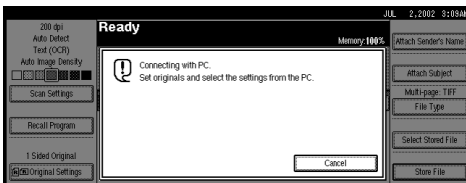
ZHFS013N

2 If the user codes are set, enter the user code with the number keys, and then press **[#]**.

The scanner function screen appears.

Note

- ❑ If the network TWAIN scanner screen is displayed, press **[Cancel]**.



3 Make sure that no previous setting remains.

Note

- ❑ If the previous setting remains, press the **[Clear Modes]** key.

4 Place the original in the machine, and adjust the settings for original size and orientation if required.

Reference

⇒ p.43 "Setting Originals"

5 Make the scan settings.

To make the scan settings, recall the stored settings or make the settings individually.

Reference

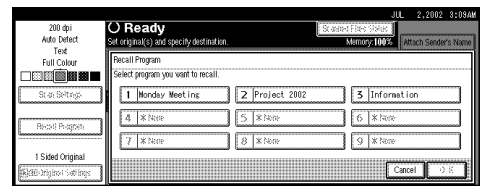
⇒ p.20 "Setting Scanner Features"

Calling up stored scan settings

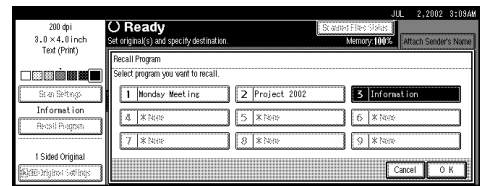
1 Press **[Recall Program]**.

The Recall Program screen is displayed.

2 Select a user program of scan settings.



3 Press **[OK]**.



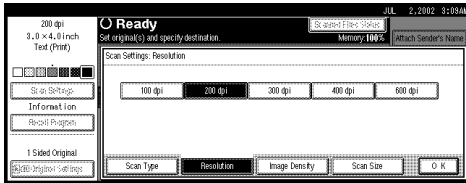
The selected user program settings are applied.

Making settings individually

1 Press **[Scan Settings]**.

The screen for making scan settings is displayed.

- ② Select the desired resolution, original size, and other items to change the settings.



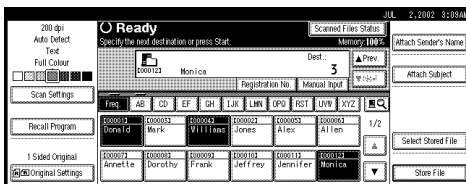
Scan settings are made in the same way there are programmed. See p.20 “Setting Scanner Features”.

- ③ Press [OK].

The scan settings are applied.

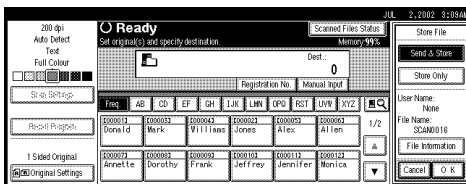
- ⑥ Make the settings for storing scanned data files.

- ① Press [Store File].



The screen for setting storage parameters for scanned data is displayed.

- ② 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.

- ③ Press [OK].

- ⑦ Specify file information.

Specify a user name, file name, and password for the file to be stored.

Reference

For more information about how to specify file information, see p.81 “Specifying file information”.

- ⑧ Press the [Start] key.

The original is scanned and the resulting data is stored as a file in the document server.

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.49 “Scanning Originals in Several Times”

Specifying file information

You can specify a user name, file name, and password for a stored scan data file.

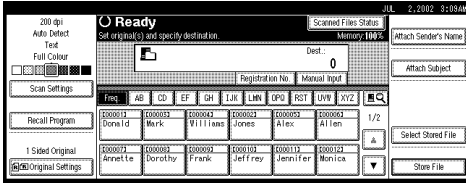
When this function is used, you can search for files by user name or file name, and you can prevent unauthorized persons from accessing the files.

Note

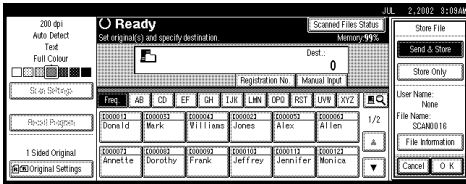
- The file name can be up to 64 characters long, The user name can be up to 20 characters long. The first 16 characters are shown on the control panel. With DeskTopBinder V2 Lite/Professional installed on a client computer, you can view the entire string.

1 Display the File Information screen.

1 Press [Store File].

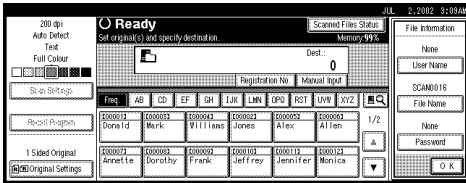


2 Press [File Information].

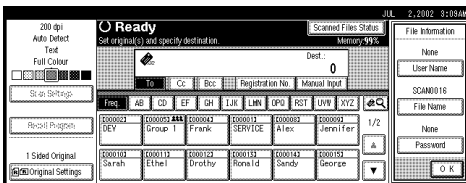


The File Information screen is displayed.

The following screen appears when the network delivery scanner function is used.



The following screen appears when the e-mail function is used.



2 Specify file information.

Specifying a user name

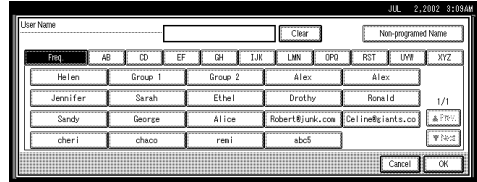
1 Press [User Name].

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 appears. Enter the user name.

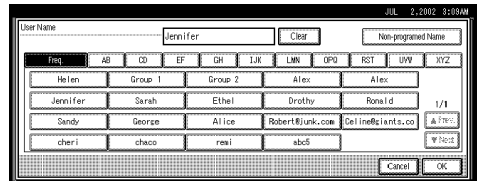
2 Select the desired user name.



Note

The user names shown here are names that were programmed in System Settings under the Administrator tab. To enter a name not shown here, press [Non-programmed Name], and then enter the user name.

3 Press [OK].



The user name is set.

Specifying a file name

Scanned data files are automatically named SCAN0001, SCAN0002, etc. If desired, you can change the file name.

1 Press [File Name].

The soft keyboard is displayed for entering a file name.

2 Enter the desired file name.

Reference

For information about how to enter characters, see the General Settings Guide.

3 Press [OK].

The new file name is applied.

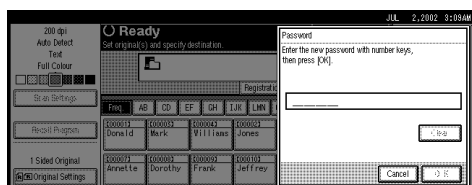
Specifying a password

By specifying a password, only a person who knows the password can view the data.

1 Press [Password].

The Password screen appears.

2 Enter a password consisting of four numbers.



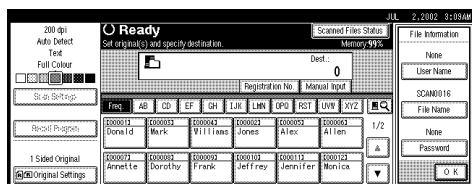
3 Press [OK].

The password is applied.

Important

- Do not forget the password. If you forget it, contact the key operators in charge of this machine.

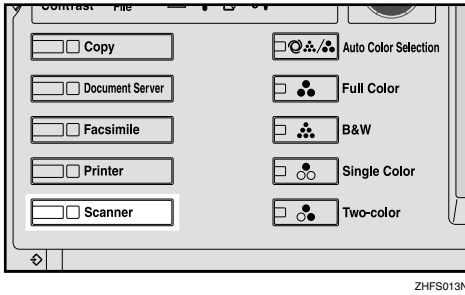
3 Press [OK] twice to return to the original screen.



Viewing a List of Stored Files

From the displayed list of stored files, you can delete the files stored in the document server or change the file information. To show the displayed list of stored files, perform the following steps.

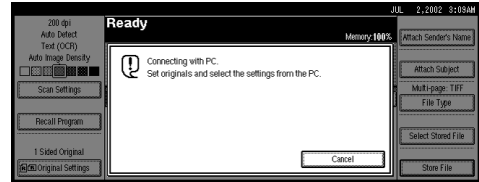
1 Press the **[Scanner]** key.



The scanner function screen is displayed.

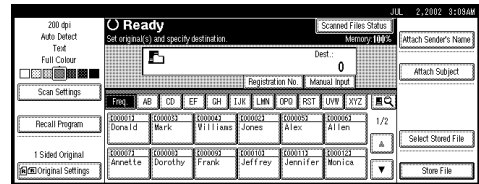
Note

- ❑ If the network TWAIN scanner screen is displayed, press **[Cancel]**.



2 The displayed list of stored files is displayed.

1 Press **[Select Stored File]**.

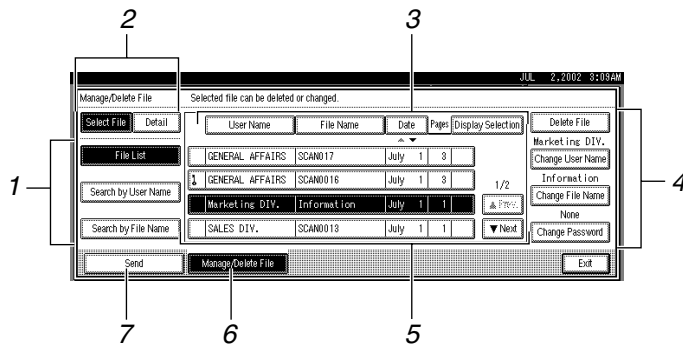


2 Press **[Manage/Delete File]**.

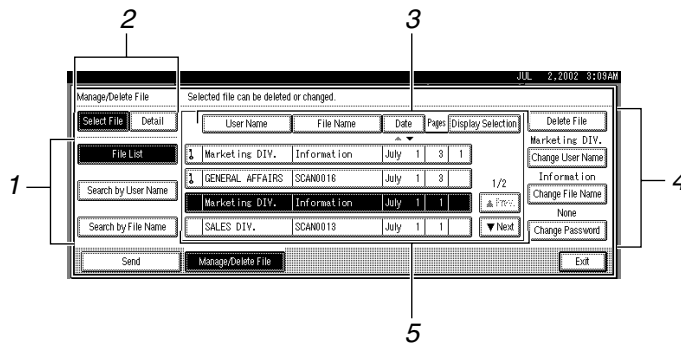
Viewing the List

The list of stored files has the following elements.

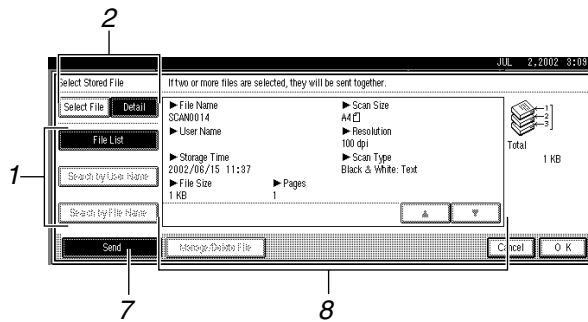
❖ When using the network delivery scanner or the e-mail



❖ 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. Keys 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 cannot be shown when a function other than the scanning 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]

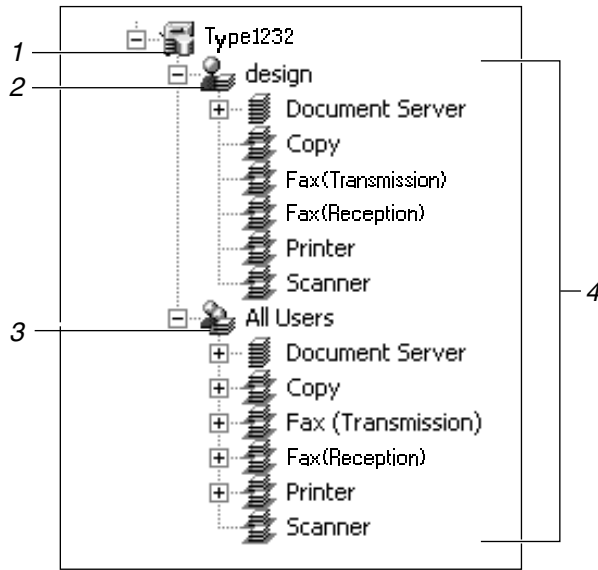
Press to deliver or send the files stored in the document server. For more information, see p.66 "Delivering Stored Files" or p.78 "Sending Stored Files".

8. Information of a selected stored file

Press **[Information]** to display the information of a file after selecting the file from the file list.

💡 Viewing a list of stored files in DeskTopBinder V2 Lite

The files stored in the document server are shown below using DeskTopBinder V2 Lite.



7

1. Connected device name

Displays the files stored in the connected device on the desk tree by dividing into User name and All uses folders.

2. User name

Displays only the files stored with the same user name specified in the connected device properties. The files stored from the scanner are shown in 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

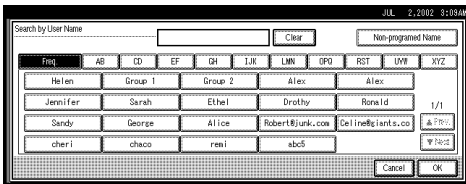
You can search for desired files from the stored files, using the user name or file name as a key.

Searching by user name

- 1 On the list of displayed files, press **[Search by User Name]**.

The Search by User Name screen is displayed.

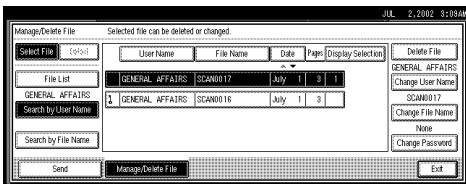
- 2 Select the user name to be used for the search.



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-programed Name]**, and then enter the name.

- 3 Press **[OK]**.

The search starts, and files whose user name starts with the entered string are displayed.



Searching by file name

- 1 On the list of displayed files, press **[Search by File Name]**.

The Search by File Name screen is displayed.

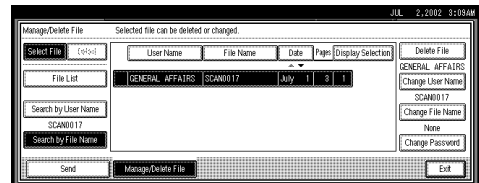
- 2 Enter the file name to search for.

Reference

For information about how to input characters, see the General Settings Guide.

- 3 Press **[OK]**.

The search starts, and file whose name starts with the entered string are displayed.



Deleting Stored Files

You can delete files that are no longer needed.

! Limitation

- Delivery waiting files cannot be deleted.

1 Display the list of stored files.

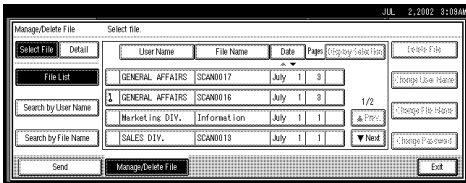
🔍 Reference

⇒ p.84 “Viewing a List of Stored Files”

2 Press [Manage/Delete File].

The Manage/Delete File screen is displayed.

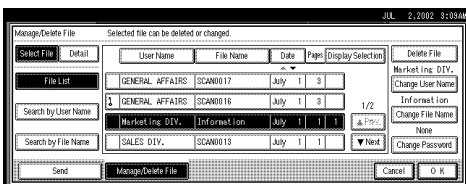
3 Select the file to be deleted.



📌 Note

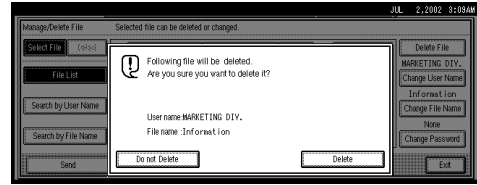
- Up to 30 files can be selected.
- When you select a password protected file, the password screen is displayed. Enter the correct password, and then press [OK]. When more than one file are selected, the password screen is displayed for each file.

4 Press [Delete File].



A confirmation message for deleting file is displayed.

5 Press [Delete].



The file is deleted.

6 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.

1 Display the list of stored files.

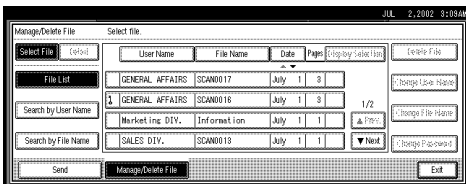
Reference

⇒ p.84 "Viewing a List of Stored Files"

2 Press [Manage/Delete File]

The manage and delete file screen is displayed.

3 Select the file for which you want to change the file information.



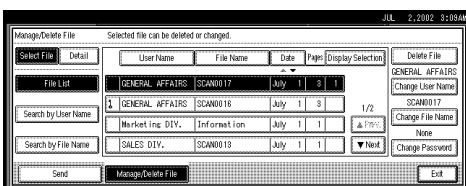
Note

- When you select a password protected file, the password screen is displayed. Enter the correct password, and then press [OK].

4 Change the file information.

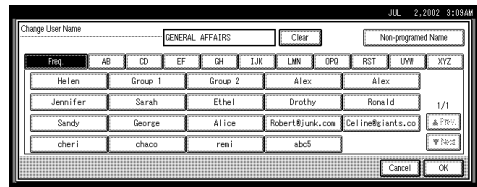
Changing the user name

1 Press [Change User Name].



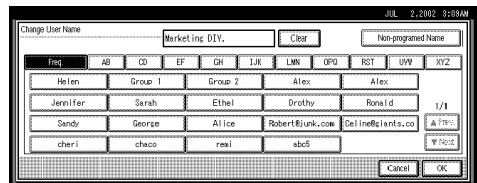
The Change User Name screen is displayed.

2 Select the new user name.



The user names shown here are names that were registered in System Settings under the Administrator tab. To enter a user name not shown here, press [Non-programed Name], and then enter the user name.

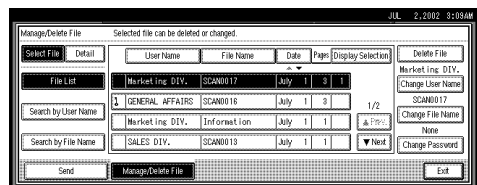
3 Press [OK].



The user name is changed.

Changing the file name

1 Press [Change File Name].



The changing file name screen is displayed.

2 Enter the new file name.

Reference

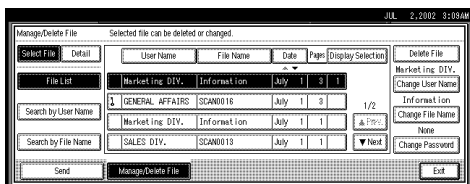
For information about how to enter characters, see the General Settings Guide.

3 Press [OK].

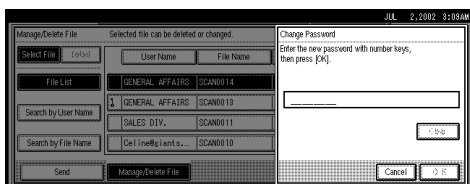
The file name is changed.

Changing a password

1 Press [Change Password].



2 Enter the new password consisting of four numbers.



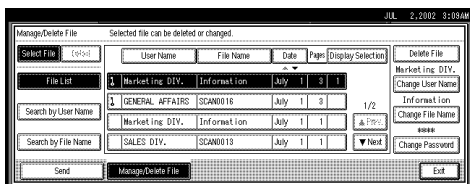
3 Press [OK].

The new password is stored.

! Important

- Do not forget the password. If you forget it, consult the administrator in charge of this machine.

5 Verify that the file information change was made as desired, and press [Exit].



8. Appendix

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 the "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 possible scanning combinations corresponding to the amount of memory installed are shown below.

○: When equipped with 256MB total memory

☆: When equipped with 384MB total memory

	100dpi	200dpi	300dpi	400dpi	600dpi
A3	○	○	○	○	☆
B4	○	○	○	○	☆
A4	○	○	○	○	○
B5	○	○	○	○	○
A5	○	○	○	○	○
B6	○	○	○	○	○
A6	○	○	○	○	○
A7	○	○	○	○	○
11x17	○	○	○	○	☆
Legal(8 ¹ / ₂ ×14)	○	○	○	○	○
8 ¹ / ₂ ×13	○	○	○	○	○
Letter(8 ¹ / ₂ ×11)	○	○	○	○	○
5 ¹ / ₂ ×8 ¹ / ₂	○	○	○	○	○

❖ **When Full Color “Text” or “Photo” is selected as the Scan Type**

The possible scanning combinations corresponding to the amount of memory installed are shown below.

○: When equipped with 256MB total memory

☆: When equipped with 384MB total memory

	100dpi	200dpi	300dpi	400dpi	600dpi
A3	○	○	☆	☆	
B4	○	○	○	☆	
A4	○	○	○	○	☆
B5	○	○	○	○	☆
A5	○	○	○	○	☆
B6	○	○	○	○	○
A6	○	○	○	○	○
A7	○	○	○	○	○
11x17	○	○	☆	☆	
Legal (8 ¹ / ₂ x14)	○	○	○	☆	
8 ¹ / ₂ x13	○	○	○	☆	
Letter (8 ¹ / ₂ x11)	○	○	○	○	☆
5 ¹ / ₂ x8 ¹ / ₂	○	○	○	○	☆

Troubleshooting

This section contains advice on what to do if you have problems scanning an original or if the network delivery scanner 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
No image results from the scanning.	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.	<ul style="list-style-type: none"> • The original was moved during scanning. Do not move the original during scanning. • The original was not pressed flat against the exposure glass. Make sure that the original is pressed flat against the exposure glass.
The image is scanned upside down.	The original was placed upside down. Place the original in the correct orientation.
The scanned image is dirty.	The exposure glass or the exposure glass cover is dirty. Clean these parts. ⇒Copy Reference


Delivery Function Does Not Work

Status	Possible Cause and Action
The Delivery Scanner Function screen is not displayed.	<ul style="list-style-type: none"> • If the network TWAIN scanner screen appears when the machine is switched to scanner operation, press [Cancel] to switch to the network delivery scanner screen. • If the display does not switch from network TWAIN scanner to network delivery scanner, the network delivery Scanner Settings are not correct. See p.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 the delivery server. Check the server status.	No response from the delivery server. Possible causes are as follows: <ul style="list-style-type: none"> • The delivery server is not running or has not started delivery service. • "Delivery Server IP Address" is not set correctly in System Settings. • The delivery server does not recognize the connected device. 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 communicate with SMTP server. Check the server status.	<ul style="list-style-type: none"> • 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 detect original size. Select scan size.  Note <input type="checkbox"/> These messages are shown alternately	<ul style="list-style-type: none"> • Place the original correctly. • Specify the scan size. • When placing an original directly on the exposure glass, the opening/closing action of the ADF triggers the automatic original size detection process. Raise the ADF by more than 30 degrees.
Cannot find SMTP server. Check DNS or SMTP.	<ul style="list-style-type: none"> • 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.

Message	Possible Cause and Action
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 reset % original(s).	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.	<ul style="list-style-type: none"> • 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 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 search results which can be displayed.	Search again after changing the search conditions.
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.
Memory is full. Cannot scan.	Because of insufficient hard disk space, the first page could not be scanned. Try one of the following measures. <ul style="list-style-type: none"> • Wait for a while and retry the scan operation. • Reduce the scan area. • Delete unneeded stored files.
Memory is full. Delete the unnecessary stored files. Note <ul style="list-style-type: none"> <input type="checkbox"/> These messages are shown alternately. 	There is not enough free hard disk space. Delete unneeded files.

Message	Possible Cause and Action
<p>Memory is full. Scanning has been cancelled.</p> <p>Do you want to store the scanned data?</p> <p> Note</p> <p><input type="checkbox"/> These messages are shown alternately.</p>	<p>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.</p>
<p>Memory is full.</p> <p>Press [Send] to send the current scanned data, or press [Cancel] to delete.</p>	<p>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.</p>
<p>No HDD is available for this function. Cannot store. Set original and select the TWAIN settings from the PC.</p>	<p>Files can be scanned with TWAIN by switching to the network TWAIN scanner.</p>
<p>No sender is programmed for this number.</p>	<p>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.</p>
<p>Output buffer is full. Sending the data has been cancelled. Please try again later.</p>	<p>Too many files are waiting to be delivered. Please try again after they have been delivered.</p>
<p>Password entered is not correct. Try again.</p>	<p>Enter the password again.</p>
<p>Scanner is currently in use for another function. Cannot scan.</p> <p> Note</p> <p><input type="checkbox"/> These messages are shown alternately.</p>	<p>The machine is currently using the scanner for another function, such as copying. Retry the operation after the other function is completed.</p>
<p>Selected file is currently in use. Cannot change file name.</p>	<p>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.</p>
<p>Selected file is currently in use. Cannot change password.</p>	<p>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.</p>
<p>Selected file is currently in use. Cannot change user name.</p>	<p>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.</p>
<p>Selected file is currently in use. Cannot delete it.</p>	<p>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.</p>

Message	Possible Cause and Action
<p>Sender's name is not selected. Sending E-mail has been cancelled.</p>	<p>A sender's name should be specified before sending e-mail. Send e-mail after specifying the sender's name.</p>
<p>Sending the data has been cancelled due to containing some deleted file(s). Try again after checking the stored files.</p>	<p>Before sending the files, some files were deleted with DeskTopBinder V2 Lite/Professional. Perform the selection process again and resend the files.</p>
<p>Sending the data has failed. Insufficient memory in the delivery server.</p>	<p>There is not enough free space on the hard disk of the delivery server. Free up the required amount.</p>
<p>Sending the data to SMTP server has failed. The data will be resent later.</p>	<p>A network error has occurred and a file was not sent correctly to the SMTP server. Wait until delivery is retried automatically after the preset interval. If the delivery fails again, notify the network administrator.</p>
<p>Sending the data to SMTP server has failed. To confirm the result, check [Scanned Files Status].</p>	<p>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 Delivery 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"</p>
<p>Sending the data to the delivery server has failed. To confirm the result, check [Scanned Files Status].</p>	<p>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 Delivery Files Status screen to check for which file the problem occurred. ⇒ p.64 "Checking the Status of Delivery"</p>
<p>Sending the data to the delivery server has failed. The data will be resent later.</p>	<p>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.</p>
<p>Specified SMTP server is not set correctly. Sending E-mail has been cancelled.</p>	<p>Check whether the "Network" setting for the initial system setup is correct.</p>
<p>The destination list has been updated. Specified destination(s) or sender's name has been cleared.</p>	<p>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.</p>
<p>The specified group contains some invalid destination(s). Are you sure you want to select only valid destination(s)?</p>	<p>The group contains members whose e-mail addresses are not registered. Please check the e-mail addresses of the group and repeat the selection.</p>

Message	Possible Cause and Action
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.


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 "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.]	<ul style="list-style-type: none"> • Place the original correctly. • Specify the scan size. • When placing an original directly on the exposure glass, the opening/closing action of the ADF triggers the automatic original size detection process. Raise the ADF by more than 30 degrees.
[Cannot find the scanner. Check if the scanner main power is on.]	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.]	<ul style="list-style-type: none"> • 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.

Message	Cause and Action
[Insufficient memory. Close all applications, then restart scanning.]	Close unnecessary applications running on the computer.
[Insufficient memory. Reduce the scanning area.]	<ul style="list-style-type: none"> • Reset the scan size. • Lower the resolution. • Set with no compression. ⇒ p.24 “Making Scanner Settings” <p> Note</p> <ul style="list-style-type: none"> □ 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.]	<ul style="list-style-type: none"> • 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.]	<ul style="list-style-type: none"> • Check whether the main power switch of the machine is turned on. • Check whether the machine is connected to the network correctly.

Settings for SMTP Authentication and POP Authentication

This section explains all required settings for using SMTP Authentication and POP Authentication.

- POP Authentication (POP before SMTP)
This function prevents others from connecting to the SMTP server inappropriately by connecting to the POP server to authenticate the user before e-mail is sent.
- SMTP Authentication (PLAIN, LOGIN, CRAM-MD5 *1)
This function prevents others from connecting to the SMTP server inappropriately by requiring that the SMTP User Name and SMTP Password be entered to authenticate the user when e-mail is sent.

❖ **Setting item using the control panel**

For information about this item and how to make settings for this item, see *General Settings Guide*.

Items			Explanation	Default
System Settings	Key Operator Tools	Key Operator's E-mail Address	<ul style="list-style-type: none"> • This e-mail address is used for SMTP Authentication. When using SMTP Authentication, you must register this e-mail address. 	-

8

❖ **Setting items using the Web browser**

For information about making settings from a Web browser, see p.31 “Making E-mail Settings” .

Items			Explanation	Default
Configuration	SMTP E-mail Transmission	SMTP Server Name	<ul style="list-style-type: none"> • Up to 127 letters or digits can be used. Spaces cannot be used. 	-
		SMTP Port No.	<ul style="list-style-type: none"> • Numbers from 1 to 65535 are available. 	25
		SMTP Authentication	<ul style="list-style-type: none"> • When using SMTP Authentication, set to [Enable]. 	Disable

Items		Explanation	Default
	SMTP User Name	<ul style="list-style-type: none"> • Enter the name which is registered in Key Operator's E-mail Address for SMTP sending. • Up to 191 letters or digits can be used. Spaces cannot be used. • Some SMTP servers require the specification of a realm. In this case, enter the user name like this: "SMTP User Name @ realm". 	-
	SMTP Password	<ul style="list-style-type: none"> • Enter the password which is registered in Key Operator's E-mail Address for SMTP sending. • Up to 63 letters or digits can be used. Spaces cannot be used. 	-
	SMTP Auth. Encryption	<ul style="list-style-type: none"> • [Auto Select]: Authentication by PLAIN, LOGIN, or CRAM-MD5 *¹ • [Disable]: Authentication by PLAIN or LOGIN. • [Enable]: Authentication by CRAM-MD5 *¹ 	Auto Select
	POP before SMTP	<ul style="list-style-type: none"> • When using POP Authentication, set to [Enable]. 	Disable
	POP Server Name	<ul style="list-style-type: none"> • Up to 127 letters or digits can be used. Spaces cannot be used. 	-
	POP Port No.	<ul style="list-style-type: none"> • Numbers from 1 to 65535 are available. 	110
	POP User Name	<ul style="list-style-type: none"> • Up to 63 letters or digits can be used. Spaces cannot be used. 	-
	POP Password	<ul style="list-style-type: none"> • Up to 63 letters or digits can be used. Spaces cannot be used. 	-

Items		Explanation	Default
	POP Auth. Encryption	<ul style="list-style-type: none"> • [Auto Select]:Automatically decides whether or not to encrypt POP Password according to POP server settings. • [Disable]: POP Password is not encrypted. • [Enable]: POP Password is encrypted. 	Auto Select
	Timeout setting after POP Auth.	<ul style="list-style-type: none"> • Values from 0 to 10000 milli-seconds are available. 	300

 **Note**

- When the message “Cannot communicate with SMTP server. Check the server status.” is displayed, check whether SMTP User Name and SMTP Password are correct and whether PLAIN, LOGIN, or CRAM-MD5 ^{*1} is selected as the method of authentication.
- Even when you specify a sender name with SMTP authentication, a the Key Operator’s name will appear in the “from” field of the e-mail when the e-mail is received.
- When you specify a sender name with SMTP authentication, a reply mail from the receiver will be sent to the sender. If an error has occurred in the mail server because of entering wrong addresses etc., a reply mail notifying of the error will be sent to the address set in Key Operator’s E-mail Address.

8

^{*1} RSA Data Security, Inc. MD5 Message-Digest Algorithm
 Copyright© 1991-2, RSA Data Security, Inc. Created 1991. All rights reserved.
 License to copy and use this software is granted provided that it is identified as the “RSA Data Security, Inc. MD5 Message-Digest Algorithm” in all material mentioning or referencing this software or this function.
 License is also granted to make and use derivative works provided that such works are identified as “derived from the RSA Data Security, Inc. MD5 Message-Digest Algorithm” in all material mentioning or referencing the derived work.
 RSA Data Security, Inc. makes no representations concerning either the merchantability of this software or the suitability of this software for any particular purpose. It is provided “as is” without express or implied warranty of any kind.
 These notices must be retained in any copies of any part of this documentation and/or software.

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	<ul style="list-style-type: none">• 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

INDEX

A

Automatic tilt correction, 54
Auto Run program, 33

C

Checking the Status of Delivery, 64
Compression (Black & White), 25
Compression (Gray Scale/Full Color), 25

D

Default settings, 18
DeskTopBinder V2 Lite, 37, 39, 51
Destination List Priority, 25
Display, 11
Display Contents
 E-mail, 13
 Network Delivery Scanner, 13
 Network TWAIN Scanner, 13
Divide & Send Scan to E-mail, 25
Document Server, 10

E

E-mail, 9
E-mail Information Language, 26

F

File Type Priority, 27
Function keys, 12

I

Image density, 21
Initial scanner setup, 18
Installing Software, 33

J

Job Reset Time in Adding Original, 26

L

List displays
 Delivery, 55
 Stored, 84

M

Main power indicator, power indicator, 11
Making E-mail Settings, 31
Max. E-mail Size, 25
Mixed original sizes priority, 26
Mode, 53

N

Network delivery scanner, 8
network TWAIN scanner, 7
Number keys, 12

O

Operation switch, 11
Original orientation and scan area setting, 47
Original orientation priority, 26
Original setting, 26

P

Placing the original in the Automatic Document Feeder (ADF), 45
Placing the original on the exposure glass, 44
Preparations
 E-mail, 17
 Network Delivery Scanner, 16
 Network TWAIN Scanner, 15
Preview, 53
Print & Delete Scanner Journal, 27
Printing to the image, 54

R

Resolution, 21

S

- Save, 54
- Scanning mode registration, 54
- Scanning originals, 52
- ScanRouter V2 Lite, 40
- Scan size, 21
- Scan type, 20
- Selecting a custom size, 22
- Select Title, 27
- Senders Name Default, 25
- Send/Store connection timeout, 24
- Setting Scanner Features, 20
- Software supplied on CD-ROM, 38
- Status indicators, 12
- Store data, 79
- Stored files
 - Changing file information*, 89
 - Delete*, 88
 - Delivering*, 66
 - Search*, 87
 - Sending*, 78
- Switch to Batch, 27

T

- The **[Check Modes]** key, 11
- The **[Clear Modes]** key, 11
- The **[Clear/Stop]** key, 12
- The **[Energy Saver]** key, 11
- The **[#]** Enter key, 12
- The relationship between the resolution and the data size, 91
- The **[Start]** key, 12
- The **[User Tools/Counter]** key, 11
- Troubleshooting, 93
- Type1232 TWAIN Driver, 38

U

- Update Delivery Scanner Destination List, 25

V

- Viewing a list of stored files in DeskTopBinder V2 Lite, 86

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

I means POWER ON.

O means POWER OFF.

⏻ means STAND BY.

Note to users in the United States of America

Notice:

This equipment has been tested and found to comply with the limits for a Class A digital devices, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, might cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

Warning

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

Note to users in Canada

Warning:

This Class B digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations.

Remarque concernant les utilisateurs au Canada

Avertissement:

Cet appareil numérique de la classe B respecte toutes les exigences du Règlement sur le matériel brouilleur du Canada.

Caution (in case of 100BASE-TX environment):

Network interface cable with ferrite core must be used for RF interference suppression.

Declaration of Conformity

Product Name: Printer/Scanner Kit

Model Number: Type 1232

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.



Printer/Scanner Kit Type 1232 Operating Instructions Scanner Reference



FAX Option Type 1232

Operating Instructions

Facsimile Reference (option) <Basic Features>



-
- 1 Getting Started
 - 2 Faxing
 - 3 Registering
 - 4 Troubleshooting

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 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.

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

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.

TABLE OF CONTENTS

NOTICE	1
Important Safety Instructions	3
Caution	3
How to Read This Manual	4
Symbols	4
Manuals for Facsimile Mode	6
Basic Features (this manual)	6
Advanced Features	6

1. Getting Started

Control Panel	9
Reading the Display	11
Reading the Display Panel and Using Keys	11
Standby Display	12
Communication Display	13

2. Faxing

Placing Originals	15
Placing a Single Original on the Exposure Glass.....	17
Bound original page order	17
Placing Originals in the Optional Document Feeder (ADF).....	17
Originals unsuitable for the Optional Document Feeder (ADF)	18
Setting a Scan Area	18
Original sizes difficult to detect	20
Memory Transmission	21
Canceling a Memory Transmission	24
Before the Original is Scanned	24
While the Original is Being Scanned	24
While the Message is Being Sent	24
Canceling a transmission using [Change/Stop TX File]	24
Canceling a transmission using the [Clear/Stop] key	25
Immediate Transmission	26
Canceling an Immediate Transmission	28
Before You Have Pressed the Start Key	28
After You Have Pressed the Start Key	28
Scan Settings	29
Resolution	29
Original Type	30
Image Density (Contrast)	31
Mixing Scan Settings for a Multiple Page Original	32

Dialing	33
Number Keys	33
Restrictions when dialing with the number keys.....	33
Pause	34
Tone	34
Quick Dials	35
Groups	36
Reception	38
Selecting the Reception Mode	38
Manual Reception.....	38
Auto Reception	38
3. Registering	
<hr/>	
Initial Settings and Adjustments	39
Programming.....	40
Editing	41
Deleting.....	41
Quick Dial	42
Programming.....	43
Editing	45
Deleting.....	45
Groups	46
Programming.....	46
Editing	49
Deleting.....	51
Deleting a destination programmed in a Group.....	51
Deleting Groups.....	52
4. Troubleshooting	
<hr/>	
Adjusting Volume	53
When the [Facsimile] Key is Lit in Red	54
Error Messages and Their Meanings	55
Solving Problems	57
INDEX	59

NOTICE

Note to users in the United States of America

 **Notice:**

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio /TV technician for help.

 **Warning**

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

.....

 **Notice about the Telephone Consumer Protection Act (Valid in USA only).**

The Telephone Consumer Protection Act of 1991 among other things makes it unlawful for any person to send any message via a telephone fax machine unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business, other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity or individual. This information is transmitted with your document by the TTI (Transmit Terminal Identification) feature. In order for you to meet the requirement, your machine must be programmed by following the instructions in the accompanying Operation Manual. In particular, please refer to the chapter of Installation. Also refer to the TTI (Transmit Terminal Identification) programming procedure to enter the business identification and telephone number of the terminal or business. Do not forget to set the date and time.

Thank you.

.....

Note to users in Canada

.....

 **Note:**

This Class B digital apparatus complies with Canadian ICES-003.

.....

Remarque concernant les utilisateurs au Canada

.....

 **Avertissement:**

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

.....

.....

 **Notice:**

This equipment meets the applicable Industry Canada Terminal Equipment Technical Specifications. This is confirmed by the registration number. The abbreviation, IC, before the registration number signifies that registration was performed based on a Declaration of Conformity indicating that Industry Canada technical specifications were met. It does not imply that Industry Canada approved the equipment.

.....

Important Safety Instructions

Caution

When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to persons, including the following:

- Do not use this product near water, for example, near a bathtub, wash bowl, kitchen sink or laundry tub, in a wet basement or near a swimming pool.
- Avoid using a telephone during an electrical storm. There may be a remote risk of electric shock from lightning.
- Do not use a telephone in the vicinity of a gas leak to report the leak.
- Use only the power cord and batteries indicated in this manual. Do not dispose of batteries in a fire. They may explode. Check with local codes for possible special disposal instructions.

Save these instructions.

IMPORTANTES MESURES DE SÉCURITÉ

Certaines mesures de sécurité doivent être prises pendant l'utilisation de matériel téléphonique afin de réduire les risques d'incendie, de choc électrique et de blessures. En voici quelquesunes:

- Ne pas utiliser l'appareil près de l'eau, p.ex., près d'une baignoire, d'un lavabo, d'un évier de cuisine, d'un bac à laver, dans un sous-sol humide ou près d'une piscine.
- Éviter d'utiliser le téléphone (sauf s'il s'agit d'un appareil sans fil) pendant un orage électrique. Ceci peut présenter un risque de choc électrique causé par la foudre.
- Ne pas utiliser l'appareil téléphonique pour signaler une fuite de gaz s'il est situé près de la fuite.
- Utiliser seulement le cordon d'alimentation et le type de piles indiqués dans ce manuel. Ne pas jeter les piles dans le feu: elles peuvent exploser. Se conformer aux règlements pertinents quant à l'élimination des piles.

Conserver ces instructions.

How to Read This Manual

Symbols

In this manual, the following symbols are used:

 **WARNING:**

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

* 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 information or preparations required prior to operating.

 **Note**

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

 **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.

Notice

B4 JIS , B5 JIS , B6 JIS  are referred to as B4 , B5 , B6  in this manual.

Manuals for Facsimile Mode

Two Facsimile Reference manuals are provided, the Basic Features manual and the Advanced Features manual. Please refer to the manual that suits your needs.

Instructions for the optional ISDN Unit (ISDN Option Type 1232) and the Extra G3 Interface Unit (G3 Interface Unit Type 1232) are included in the Basic Features and Advanced Features manuals.

Basic Features (this manual)

The Basic Features manual explains the most frequently used fax functions and operations.

Advanced Features

The Advanced Features manual describes more advanced functions and also explains settings for key operators.

❖ Chapter 1 Transmission Mode

Explains how to send a fax at a specific time without being by the machine and also take advantage of off-peak telephone line charges.

❖ Chapter 2 Checking and Canceling Transmission Files

Explains how to cancel a transmission and resend a message when it fails to be transmitted.

❖ Chapter 3 Communication Information

Explains how to erase a fax message programmed in memory and check the contents of any file in memory.

❖ Chapter 4 Other Transmission Features

Explains the useful transmission functions. Learn how to dial numbers easily.

❖ Chapter 5 Reception Features

Explains how to receive fax messages. You can learn the various functions for easily receiving faxes, as well as functions for accurately receiving faxes, such as printing received two page originals onto one sheet, and automatically switching between facsimile and telephone when a call comes in.

❖ Chapter 6 Simplifying the Operation

Explains how to specify a Program and use the Document Server.

❖ Chapter 7 Facsimile Features

Explains functions for printing lists and various types of reports, as well as set functions when sending and receiving faxes.

❖ **Chapter 8 Key Operator Setting**

Explains functions which the key operator handles. Learn how to setup the phone line type and how to store the Memory Locked ID and the Confidential ID.

❖ **Chapter 9 LAN FAX Features**

Explains how to fax directly from a computer and make necessary settings.

❖ **Chapter 10 Solving Operation Problems**

Explains what to do when toner runs out and when power is turned off or fails.

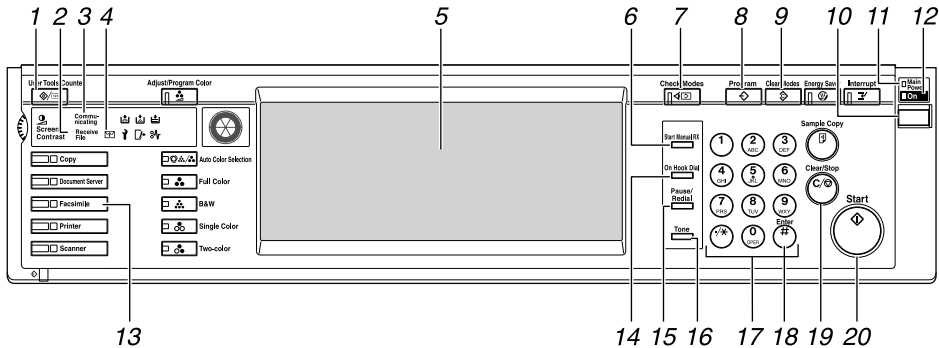
❖ **Chapter 11 Appendix**

You can check the consumables and options for facsimile functions.

1. Getting Started

Control Panel

The illustration of the control panel will differ depending on the installed optional unit. The following illustration has all the options installed.



ZGJS777N

1. **【User Tools/Counter/Inquiry】** key

User Tools:

Press to enter User Tools mode. These tools allow you to customize the default settings. See p.92 “Accessing the User Tools”, *Facsimile Reference (option) <Advanced Features>* .

Counter:

Displays and prints the total number of copied or printed pages.

Inquiry:

Gives your service representative information when the machine needs servicing or a new toner cartridge.

2. **Receive File Indicator**

Lights when a message other than a Confidential Reception or Memory Lock file has been received. See p.64 “Substitute Reception”, *Facsimile Reference (option) <Advanced Features>* .

3. **Communicating Indicator**

Lights during transmission or reception.

4. **Confidential File Indicator**

Lights when a message has been received into memory with Confidential Reception. See p.24 “Printing a Confidential Message”, *Facsimile Reference (option) <Advanced Features>* .

Blinks when a Memory Lock file has been received into memory. See p.26 “Printing a File Received with Memory Lock”, *Facsimile Reference (option) <Advanced Features>* .

5. **LCD display**

This guides you through tasks and informs you of the machine status. Messages appear here.

6. **【Start Manual RX】** key

Press when using fax-on-demand services, or when Reception Mode is set to Manual Reception.

7. **【Check Modes】** key

Press this key before pressing the **【Start】** key to check the settings selected for the fax about to be sent.

8. [Program] key

Enables you to program frequently used settings and recall the programmed settings. See p.81 "Simplifying the Operation", *Facsimile Reference (option)* <Advanced Features> .

9. [Clear Modes] key

Press to cancel the current settings.

10. 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). See p.149 "Power Failure Report", *Facsimile Reference (option)* <Advanced Features> .

11. Main Power indicator

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

12. On indicator

This indicator goes on when the operation switch is turned on.

13. [Facsimile] key

Press to switch to the Facsimile mode.

- Lights up in yellow
Facsimile mode has been selected.
- Lights up in green
Facsimile mode has been printing.
- Lights up in red
Lights up whenever any facsimile error occurs. Press the **[Facsimile]** key to display the error message and take the appropriate action.

14. [On Hook Dial] key

Press when the manual facsimile reception is set, or using the facsimile information services.

15. [Pause/Redial] key

Pause:

Insert a pause when you are dialing or storing a fax number. A pause cannot be inserted as the first digit.

Redial:

Press to redial one of the last ten numbers. See p.33 "Redial", *Facsimile Reference (option)* <Advanced Features> .

16. [Tone] key

Press to send tonal signals down a pulse dialing line.

17. Number keys

Use to dial fax numbers or enter the number of copies.

18. [#] key (Enter key)

Registers entered numbers or settings.

19. [Clear/Stop] key

Clear:

Cancels entered numbers.

Stop:

Interrupts the current operation (transmission, scanning, copying or printing).

20. [Start] key

Press to start faxing, scanning, copying or printing.

Reading the Display

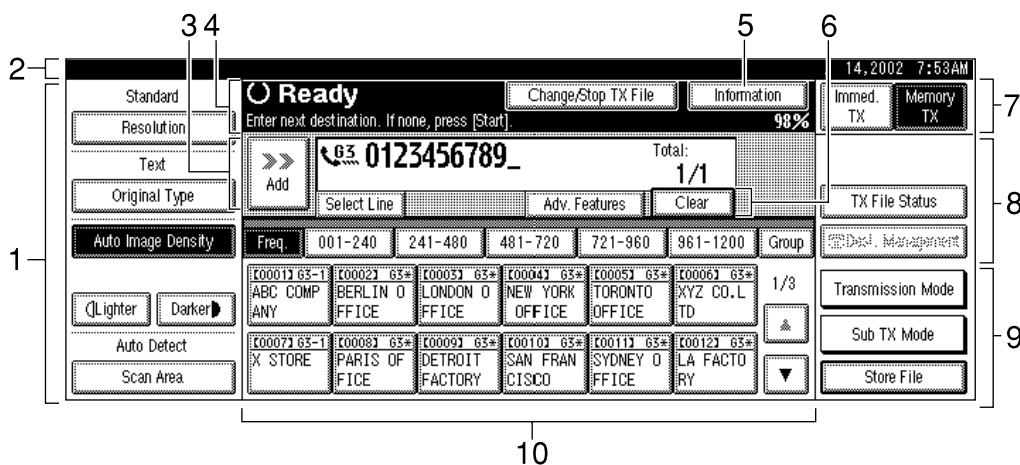
The display tells you the machine status, messages and guides you through operations.

Note

- ❑ Functions that have been selected are highlighted (for example **Auto Image Density**). Keys that you cannot select are shown with a dashed outline (for example **Doc. Management**).
- ❑ All procedures in this manual assume you are in Facsimile mode. If the machine is not in Facsimile mode, press the **[Facsimile]** key to change to Facsimile mode. You can have the machine start in Facsimile mode. See “General Features” in the General Settings Guide.
- ❑ This machine automatically returns to the standby mode if you do not use the machine for a certain period of time. You can select the period in Fax Reset Timer. See “Timer Setting” in the General Settings Guide.

Reading the Display Panel and Using Keys

The display contents will be different depending on the installed optional unit.



1. Displays the scanning conditions and sizes you can choose.

2. Displays the date and time, the name and facsimile number of a destination when transmitting, and the size of the original.

3. Displays the entered number of a destination. When adding destinations with the number keys, press **[Add]**.

4. Displays messages and the machine status.

ZDPS131E

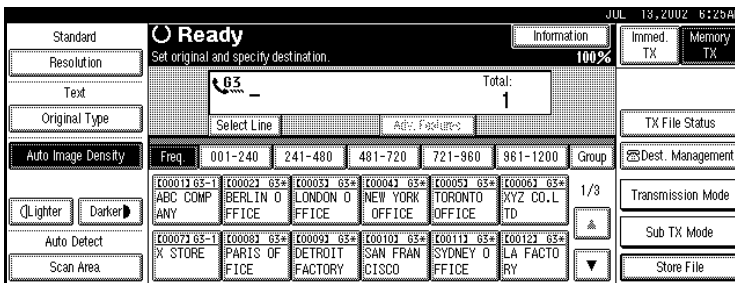
- 5. Press to display various information about transmission.
- 6. Appears when a destination is entered. Press **[Clear]** or the **[Clear/Stop]** key to erase characters or numbers one by one.
- 7. Switches the transmission mode between Memory Transmission and Immediate Transmission.

- 8. Displays Quick Operation Keys set for often used functions. **[TX status display]** and **[Dest. Management]** are preset.
- 9. Displays various functions for transmitting.
- 10. Displays the Quick Dial Table of programmed destinations.

Standby Display

While the machine is in standby mode (immediately after the **[Facsimile]** key is pressed or after the **[Clear Modes]** key is pressed), the following display is shown.

◆ Initial display



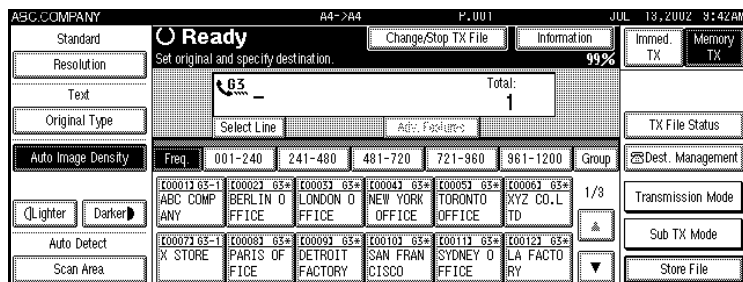
📌 Note

- ☐ To return the machine to standby mode, do one of the following:
 - If you have placed the original on the optional Document Feeder (ADF) and have not pressed the **[Start]** key, remove the original.
 - If you have not placed an original, press the **[Clear Modes]** key.
 - If you are in User Tools mode, press the **[User Tools/Counter/Inquiry]** key.

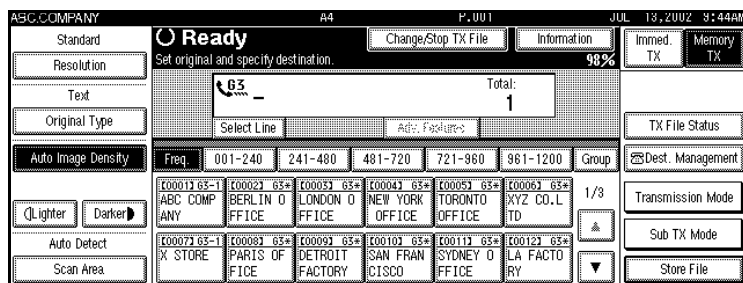
Communication Display

While the machine is communicating, the status is displayed.

❖ Memory Transmission



❖ Reception



📌 Note

- Even when the machine is using memory to fax a message or receive a message, you can still scan the next original into memory. See p.59 "Dual Access", *Facsimile Reference (option)* <Advanced Features> .
- Even when the machine is being used as a copier, printer or scanner, the sender's name or number will be displayed for received faxes.

❖ Immediate Transmission



Placing Originals

You can place your originals either in the optional Document Feeder (ADF) or on the exposure glass. Some types of originals are unsuitable for the optional Document Feeder (ADF) so they must be placed on the exposure glass.

Which way you place your original depends on its size and whether you are using the optional Document Feeder (ADF) or the exposure glass. See p.20 "Original sizes difficult to detect".

! Limitation

- ❑ If you place A5 size documents on the exposure glass, they will not be detected. A5 size documents placed in the optional Document Feeder (ADF) are sent as A4 size.

📝 Note

- ❑ When sending a fax, the image output at the other end depends on the size and direction of paper used in the destination's terminal. If the destination does not use paper of the same size and direction as that of the original, the fax image may be reduced in size, trimmed at both edges, or divided into two or more sheets. When sending an important original, we recommend that you ask the receiver about the size and direction of the paper used in their terminal.
- ❑ When sending an original of an irregular (i.e. non-standard) size or part of a large original, you can specify the scan area precisely. See p.18 "Setting a Scan Area".

- ❑ You can scan non-standard sized documents as standard sized documents with the Irregular Scan Area function. When you turn on this function, the area scanned will be in the specified range regardless of the actual document size. A blank margin will appear or the image will be cut at the receiving end.
- ❑ If you place an A4 size original in the portrait direction, the machine rotates the image by 90 degrees before sending it. See p.59 "Transmission with Image Rotation", *Facsimile Reference (option) <Advanced Features>* .
- ❑ You can send the first pages from the exposure glass then the remaining pages from the optional Document Feeder (ADF). After you have removed the last page from the exposure glass, insert the remaining pages in the optional Document Feeder (ADF), then press the **[Start]** key.

🔍 Reference

For how to place 2-sided documents, see p.46 "2-Sided Transmission (Double-Sided Transmission)", *Facsimile Reference (option) <Advanced Features>* .

How to place A4, B4, A3, 8 1/2" x 11", 11" x 14", and 11" x 17" size originals

Original	Where to place originals	
	Exposure glass	Document Feeder(ADF)
*1 		
*2 		

ZFGH001E

Note

- ☐ When you place originals in the optional Document Feeder (ADF) as shown in the above illustration, the Fax Header will be printed on the received faxes at the destination as follows:
 - *1 On the top of the fax
 - *2 On the left side of the fax

How to place A4, A5 and B5 size originals

Original	Where to place originals	
	Exposure glass	Document Feeder(ADF)
*2 		
*1 		

ZFGH011E

Limitation

- ☐ A5 size documents are not detected on the exposure glass. Place A5 size documents in the optional Document Feeder (ADF).

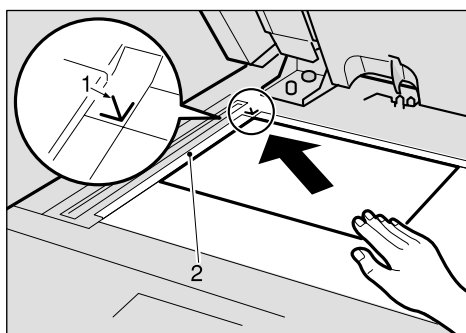
Note

- ☐ When you place originals on the optional Document Feeder (ADF) as shown in the above illustration, the Fax Header will be printed on the received faxes at the destination as follows:
 - *1 On the top of the fax
 - *2 On the left side of the fax

Placing a Single Original on the Exposure Glass

Place originals that cannot be placed in the optional Document Feeder (ADF), such as a book, on the exposure glass one page at a time.

- 1 Lift the exposure glass cover or the optional Document Feeder (ADF) by at least 30 degrees. Place the original face down on the exposure glass. The original should be aligned to the left scale.



1. Reference mark
2. Scale

- 2 Close the optional Document Feeder (ADF).

Note

- When setting a bound original, the received image may contain some black areas. To reduce this effect, hold down the original to prevent its bound part from rising.

Bound original page order

When setting bound originals (books, magazines, etc.), you can choose to have either the left page or right page sent first. See p.45 "Book Fax", *Facsimile Reference (option) <Advanced Features>*.

Note

- You can choose whether the left page or right page is sent first. See p.113 "Changing the User Parameters", *Facsimile Reference (option) <Advanced Features>* (Swich14, Bit1).

Placing Originals in the Optional Document Feeder (ADF)

Use the optional Document Feeder (ADF) to scan in a stack of originals in one operation. The optional Document Feeder (ADF) can handle both single-sided and double-sided originals.

Limitation

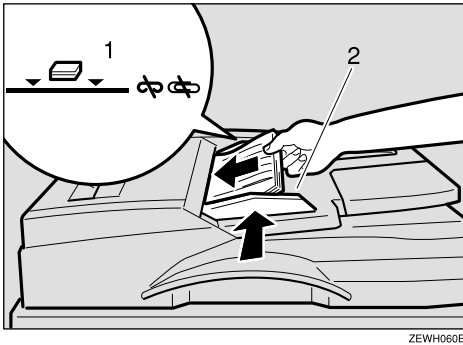
- Place all the originals to be sent in a single stack.
- You cannot place originals in the optional Document Feeder (ADF) one page at a time or in sheaves.

Note

- The maximum document length is 1200 mm (47").
- If you send documents longer than 420 mm (17"), select Long Document mode with the User Parameters. If a jam occurs, the document might be damaged because scanning will not stop. See p.18 "Setting a Scan Area". See p.113 "Changing the User Parameters", *Facsimile Reference (option) <Advanced Features>* (Swich14, Bit1).
- Documents longer than 432 mm (17") must be sent by memory transmission (immediate transmission is not possible).
- If an original jams, press the **[Clear/Stop]** key then remove the original carefully.

- ❑ Place thin originals on the exposure glass.
- ❑ You can check information about the sizes and number of originals that can be placed in the optional Document Feeder (ADF) with “Acceptable types of Originals”. See p.161 “Optional Document Feeder (ADF)”, *Facsimile Reference (option) <Advanced Features>* .

1 Adjust the document guide to match the size of your originals. Align the edges of your originals and stack them in the optional Document Feeder (ADF) face up.



1. Limit mark
2. Document guide

Originals unsuitable for the Optional Document Feeder (ADF)

Do not place the following types of originals in the optional Document Feeder (ADF) because they may be damaged. Place them on the exposure glass instead.

- Originals containing staples or clips
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermosensitive paper, art paper, aluminum foil, carbon paper, or conductive paper

- Originals with index tabs, tags, or other projecting parts
- Sticky originals, such as translucent paper
- Thin and soft originals
- Originals of inappropriate weight
- Originals in bound form, such as books
- Transparent originals, such as OHP transparencies or translucent paper

Setting a Scan Area

Normally, the area of a placed document is scanned automatically. If a scan area is specified, the document is scanned accordingly. Thus, documents can be sent without extra space or blank margins.

❖ **Auto Detect**

The area of a placed document is scanned automatically.

Note

- ❑ If the machine cannot detect the original size, the confirmation display is shown. Replace the original and make the copy again.

❖ **Regular**

The placed document is scanned according to the specified size regardless of its actual size.

The sizes that can be specified are A4 , B4 , A3 , 8 1/2" x 11" , 11" x 14" , and 11" x 17" .

❖ **Area**

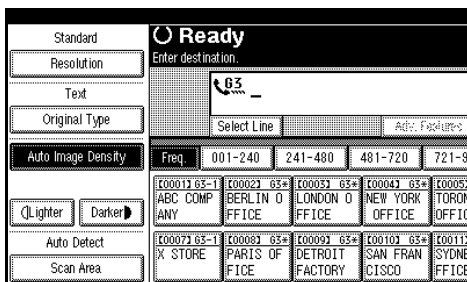
Enter the area to be scanned. The placed document is scanned according to the entered size regardless of its actual size. See p.99 “Programming and Changing a Scan Size”, *Facsimile Reference (option) <Advanced Features>* .

- 1 Place the originals, and select any scan settings you require.

Note

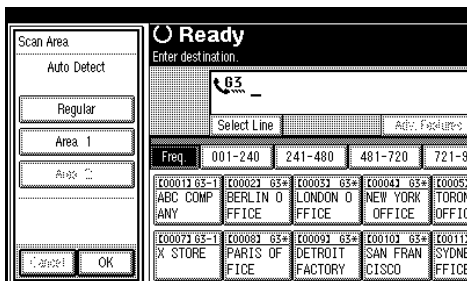
- When placing different size originals into the optional Document Feeder (ADF), adjust the document guide to the largest original.
- Small originals may be sent at a slight slant since they do not match the document guide.

- 2 Press [Scan Area].



The Scan Area menu is shown.

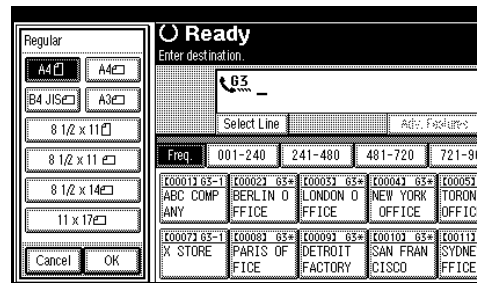
- 3 Select the scan area.



Specifying standard sizes

- 1 Press [Regular].

- 2 Press the size of the originals to be sent, and then press [OK].



Note

- To cancel the specified standard size, press [Cancel]. The display appears as in step 2.

- 3 Press [OK].

[Regular] is highlighted on the display and the size is shown above this.

Specifying programmed sizes

- 1 Press [Area 1] or [Area 2], and then press [OK].

[Area 1] or [Area 2] is highlighted on the display the scan area is shown above this.

Note

- To cancel the set programmed size, press [Cancel]. The menu returns to that of step 2.

- 4 Dial a destination and press the [Start] key.

2

Original sizes difficult to detect

The machine finds it difficult to detect the size of the following kinds of originals. If this happens, the receiving machine may not select print paper of the correct size.

- Documents placed on the exposure glass of sizes other than those listed in the table below
- Originals with index tabs, tags, or projecting parts
- Transparent originals, such as OHP transparencies or translucent paper
- Dark originals with many characters or drawings
- Originals which partially contain solid printing
- Originals which have solid printing at their edges
- Slippery originals
- Originals in bound form of more than 10mm (0.3") thick such as books

The following paper sizes are automatically detected in Facsimile mode.

❖ **Metric Version**

Paper Size Where Original is placed	A3 ☐	8 1/2"×13" (F4)	B4 ☐	A4 ☐☐	B5 ☐☐	A5 ☐☐
Exposure Glass	O	O	O	O	O	×
Optional Document Feeder (ADF)	O	O	O	O	O	O

❖ **Inch Version**

Paper Size Where Original is Placed	11"×17" ☐	8 1/2"×14" ☐	8 1/2"×11" ☐☐	5 1/2"×8 1/2" ☐☐
Exposure Glass	O	O	O	×
Optional Document Feeder (ADF)	O	O	O	O

O - Auto detect

× - Unable to auto detect

Memory Transmission

In Memory Transmission mode, after you press the **[Start]** key, the machine does not dial the destination until all pages of your fax message have been scanned into memory (in contrast with Immediate Transmission, where the number is dialed first and pages are scanned and sent one by one).

Memory Transmission is useful because:

- You can take your original away from the machine without having to wait too long.
- While your message is being sent, other people can operate the machine.
- You can send the same message to more than one place in a single operation (Broadcasting).

Important

- If there is a power failure (main power switch is off) or the plug is pulled out for more than 1 hour, all the documents programmed in memory are deleted. As soon as the main power switch is turned on, the Power Failure Report is printed to help you identify deleted files. If you turn just the operation switch off, documents are not deleted. See p.149 "Power Failure Report", *Facsimile Reference (option) <Advanced Features>* .

Limitation

- If memory is full (0% appears on the display), Memory Transmission is disabled. Use Immediate Transmission instead.

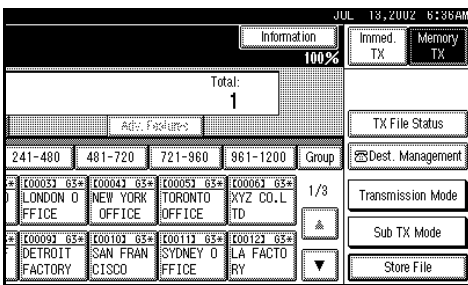
Note

- Maximum number of destinations per Memory Transmission: 500
- Combined total number of destinations that can be programmed: 500 (2,000 with the optional Fax Function Upgrade Unit).
- The theoretical maximum number of destinations you can enter with the number keys is 100 (1,000 with the optional Fax Function Upgrade Unit), but this will depend on the amount of memory currently available. See p.33 "Restrictions when dialing with the number keys".
- The number of pages that you can store in memory depends on the original images and the scan settings. You can store up to 160 standard pages (ITU-T #1 chart, Resolution: Standard, Original Type: Text).
- The maximum total number of documents that can be programmed in memory is as follows:
 - About 1,000 pages with only the optional Expansion Memory installed
 - About 2,080 pages with both the optional Expansion Memory and Fax Function Upgrade Unit installed
- The number of programs that you can store is 400. You can store 800 programs with the optional Fax Function Upgrade Unit.

- ❑ You can set whether the machine will return to the default transmission mode (Memory Transmission or Immediate Transmission) after every transmission. You can change this so that the desired setting is maintained. See p.102 “General Settings / Adjustment”, *Facsimile Reference (option) <Advanced Features>* .

2

1 Make sure that Memory Transmission is selected.



If it is not, press **[Memory TX]**.

2 Place the original.

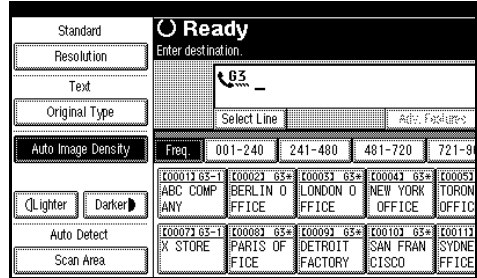
Note

- ❑ Note that you cannot place pages on the exposure glass after you have started using the optional Document Feeder (ADF).
- ❑ You can send the first pages from the exposure glass then the remaining pages from the optional Document Feeder (ADF). After you leave the last page from the exposure glass, you have 60 seconds to insert the remaining pages in the optional Document Feeder (ADF).
- ❑ To store multiple page originals from the exposure glass, place them page by page.
- ❑ The original can be placed in either the optional Document Feeder (ADF) or exposure glass until the **[Start]** key is pressed.

Reference

See p.15 “Placing Originals” .

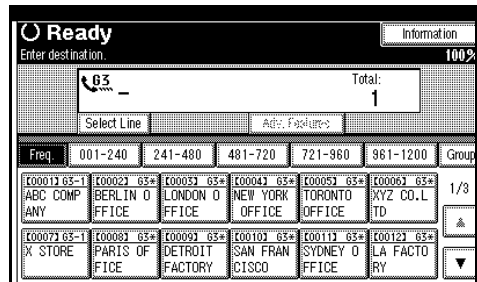
3 Make the necessary settings you require.



Reference

See p.29 “Scan Settings” .

4 Dial a destination.



Note

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

Reference

See p.33 “Dialing” .

See p.35 “Quick Dials” .

See p.36 “Groups” .

See p.33 “Chain Dial”, *Facsimile Reference (option) <Advanced Features>* .

See p.33 “Redial”, *Facsimile Reference (option) <Advanced Features>* .

- 5** When sending the same original to several destinations (broadcasting), press **[Add]** to specify the destinations.



Note

- You do not have to press **[Add]** when adding a destination to the address list using Group Dial.
- If you do not want to do a broadcast transmission, proceed to step **6**.
- Repeat this step to specify a different destination.

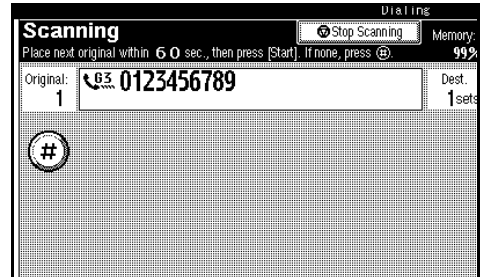
- 6** Press the **[Start]** key.

After scanning, the machine will return to standby mode.

Sending originals from the exposure glass

- 1** Place the first page of your original on the exposure glass face down.
- 2** Dial a destination.
- 3** Make any scan settings you require.
- 4** Press the **[Start]** key.
The machine starts scanning the original.

- 5** Place the next original on the exposure glass within 60 seconds after the machine has finished scanning the first original.



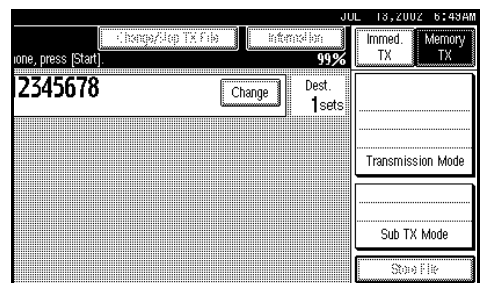
Note

- Repeat steps **3** to **5** for all originals.
- 6** Place the last original, and then press **[#]**.

Checking the transmission settings

You can check the transmission settings (e.g. destination and transmission mode) on the display.

- 1** Press the **[Check Modes]** key.
The following display appears.



- 2** After checking the settings on the display, press the **[Check Modes]** key.
The display returns to the display shown before pressing the **[Check Modes]** key the first time.

Canceling a Memory Transmission

Before the Original is Scanned

Canceling a transmission before pressing the **[Start]** key. Use this procedure to cancel a transmission before the original has been scanned.

1 Press the **[Clear Modes]** key.

Note

- When documents are placed in the optional Document Feeder (ADF), you can cancel the transmission by just removing them.

While the Original is Being Scanned

Canceling a transmission after pressing the **[Start]** key. Use this procedure to cancel a transmission after the original has been scanned.

1 Press the **[Clear/Stop]** key.

The machine will stop scanning.

Note

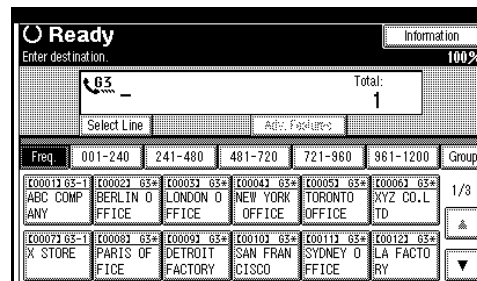
- You can also cancel scanning by pressing **[Cancel]**.
- Originals might be scanned while you are in the process of canceling a transmission.

While the Message is Being Sent

Use this procedure to cancel a transmission after the original has been scanned.

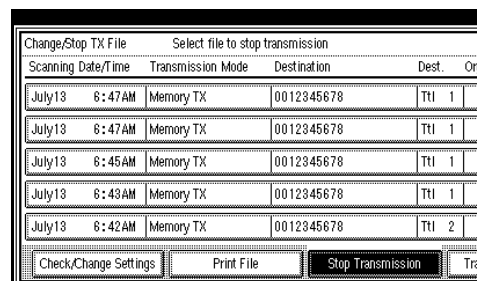
Canceling a transmission using [Change/Stop TX File]

1 Press **[Change/Stop TX File]**.



The list of programmed files being transmitted or waiting for transmission is displayed.

2 Select the file you want to cancel.



3 Press **[Stop Transmission]**.

Note

- To cancel another file, repeat steps **2** and **3**.

4 Press **[Exit]**.

The machine will return to the standby mode.

Canceling a transmission using the [Clear/Stop] key

Note

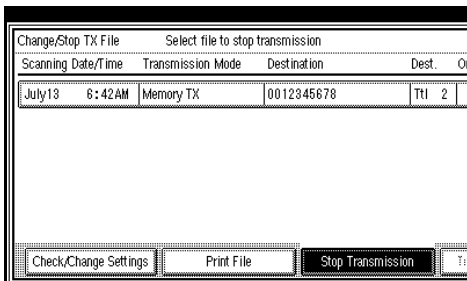
- You cannot cancel the pages which already have been sent to the destination even if you cancel a transmission.
- If the transmission finishes while you are carrying out this procedure, it will not be canceled.
- If you cancel a message while it is being sent, the transmission is halted as soon as you finish this procedure. However, some pages of your message may have already been sent and may have been received at the other end.

1 Press the [Clear/Stop] key.

Note

- You can also cancel a Memory Transmission by pressing [Change/Stop TX File].

2 Select the file you want to cancel.



3 Press [Stop Transmission].

Note

- To cancel another file, repeat steps **2** and **3**.

4 Press [Exit].

The machine will return to standby mode.

Immediate Transmission

2

With Immediate Transmission, when you press the **[Start]** key, the fax number is dialed immediately. The message is scanned and transmitted page by page without being stored into memory. This contrasts with Memory Transmission which scans all pages into memory before dialing the destination.

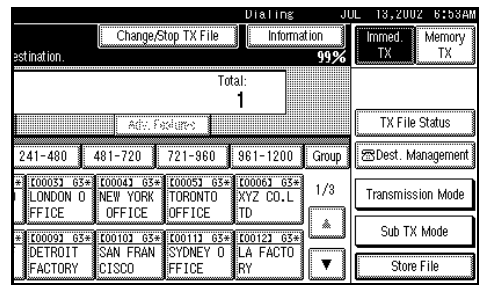
Immediate Transmission is useful if you want immediate confirmation that the message is being sent to the correct destination (just check for the other terminal's Own Name or Own Fax Number on the operation panel during transmission).

 **Note**

- You cannot send the same message to multiple destinations (Broadcasting). The Memory Transmission allows for this purpose.
- Place the original on the exposure glass or in the optional Document Feeder (ADF). To send two or more pages from the exposure glass, set them one page at a time.
- You can scan some pages of your original from the exposure glass and the remainder from the optional Document Feeder (ADF). When you have finished scanning from the exposure glass, place the remainder of the pages in the optional Document Feeder (ADF) and press the **[Start]** key within ten seconds.

- You can set whether the machine is in Memory Transmission mode or Immediate transmission mode right after the power is turned on. See p.102 "General Settings/Adjustment", *Facsimile Reference (option)* <Advanced Features> .

1 Make sure that Immediate Transmission is selected.



 **Note**

- If it is not selected, press **[Immed. TX]**.

2 Place the original.

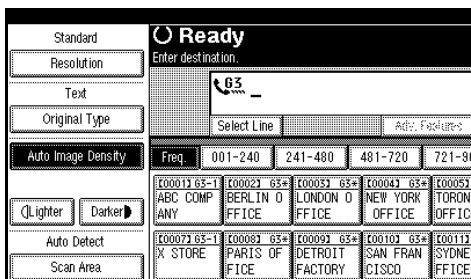
 **Note**

- The original can be placed whenever until the **[Start]** key is pressed.
- Do not open the optional Document Feeder (ADF) while it is scanning the originals. This can cause originals to jam.

 **Reference**

See p.15 "Placing Originals".

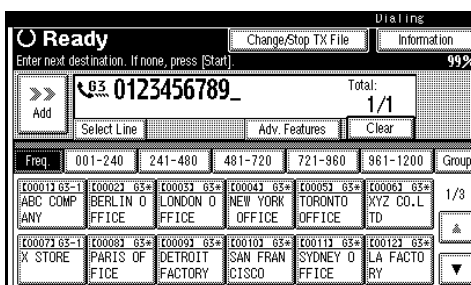
- 3 Select any scan settings you require.



Reference

See p.29 "Scan Settings".

- 4 Dial a destination.



Note

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

Reference

See p.33 "Dialing".

See p.33 "Chain Dial", *Facsimile Reference (option) <Advanced Features>* .

See p.33 "Redial", *Facsimile Reference (option) <Advanced Features>* .

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

After transmission, the machine will return to standby mode.

Sending originals from the exposure glass

- 1 Place the first page face down on the exposure glass.
- 2 Dial a destination.
- 3 Make any scan settings you require.
- 4 Press the **[Start]** key.

The machine starts scanning the original.

- 5 Place the next original on the exposure glass within 10 seconds after the machine has finished scanning the first original.



Note

- Repeat steps 3 to 5 for all originals.

- 6 Place the last original, and then press **[#]**.

Canceling an Immediate Transmission

Before You Have Pressed the Start Key

2

1 Press the **[Clear Modes]** key.

 **Note**

- When the original is placed in the optional Document Feeder (ADF), you can also cancel an Immediate Transmission by removing the original from the machine.

After You Have Pressed the Start Key

1 Press the **[Clear/Stop]** key, and then remove the original.

 **Note**

- You can also cancel an Immediate Transmission by pressing **[Stop Transmission]**.
- If the transmission finishes while you are carrying out this procedure, it will not be canceled.

Scan Settings

You may wish to send many different types of fax messages. Some of these may be difficult to reproduce at the other end. However, your machine has three settings that you can adjust to help you transmit your document with the best possible image quality.

- ❖ **Resolution:**
Standard, Detail, Super Fine (option)
- ❖ **Original Type:**
Text, Text/Photo, Photo
- ❖ **Image Density (Contrast):**
Auto Image Density, Manual Image Density (7 levels)

Resolution

Images and text are scanned into the machine by converting them to sequences of dots. The frequency of dots determines the quality of the image and how long it takes to transmit. Therefore, images scanned at high resolution (**Super Fine**) have high quality but transmission takes longer. Conversely, low resolution (**Standard**) scanning results in lower quality but your original is sent more quickly. Choose the setting that matches your needs based upon this trade off between speed and image clarity.

- ❖ **Standard**
Select for originals containing normal sized characters.
- ❖ **Detail**
Select for originals containing small characters or when you require greater clarity. This resolution is twice as fine as Standard.

- ❖ **Super Fine (optional Expansion Memory required)**

Select for originals with very fine details or when you require the best possible image clarity. This resolution is eight times as fine as Standard.

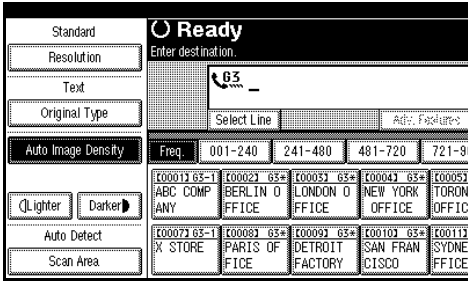
- 📌 **Limitation**

- If the other party's machine does not support the resolution at which you are sending, this machine automatically switches to a resolution which is supported.
- Sending with **Super Fine** resolution requires that your machine has the optional Expansion Memory and the other party's machine has the capability to receive fax messages at **Super Fine** resolution.

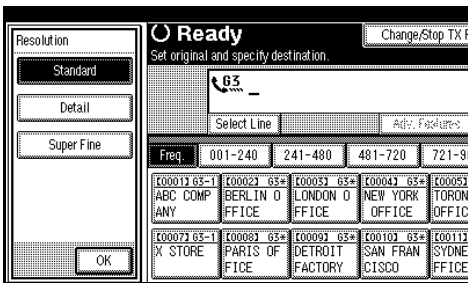
- 📌 **Note**

- Note that even if the option is installed on your machine, transmission and reception may take place using **Detail** resolution if the other party's machine does not support this function.
- You can select the resolution type that is selected right after the machine is turned on or modes are cleared with **[Gen. Settings/Adjust]**. See p.102 "General Settings/Adjustment", *Facsimile Reference (option)* <Advanced Features> .
- You can set whether the machine returns to the resolution default setting after every transmission with **[Gen. Settings/Adjust]**. See p.102 "General Settings/Adjustment", *Facsimile Reference (option)* <Advanced Features> .

1 Press [Resolution].



2 Select the resolution you require, and then press [OK].



Note

- If you install the optional Expansion Memory, "Super Fine" will be displayed in the Resolution box.

Original Type

If your original contains photographs, illustrations or diagrams with complex shading patterns or grays, select the appropriate original type to optimize image clarity.

❖ **Text**

Select **Text** to send an original containing a high-contrast black-and-white image. Use this setting even if your original contains text and photographs or if you only want to send clearer text.

❖ **Text/Photo**

Select **Text/Photo** to send an original containing both a high-contrast black-and-white image, such as text, and a halftone image such as a photograph.

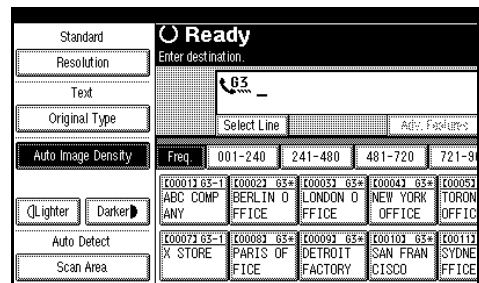
❖ **Photo**

Select **Photo** to send an original containing a halftone image such as a photograph or a color original.

Note

- If you select **Text/Photo** or **Photo**, the transmission will take longer than when **Text** is selected.
- If you send a fax message with **Text/Photo** or **Photo** and the background of the received image is dirty, reduce the density setting and re-send the fax. See p.31 "Image Density (Contrast)".
- You can select the original type that is selected right after the machine is turned on or modes are cleared with [Gen. Settings/Adjust]. See p.102 "General Settings/Adjustment", *Facsimile Reference (option) <Advanced Features>*.
- You can set whether the machine returns to the original type default setting after every transmission with [Gen. Settings/Adjust]. See p.102 "General Settings/Adjustment", *Facsimile Reference (option) <Advanced Features>*.

1 Press [Original Type].



- 2** Select the original type you require, and then press [OK].

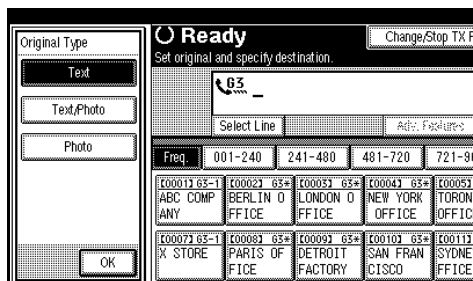


Image Density (Contrast)

The text and diagrams in your original should stand out clearly from the paper they are written on. If your original has a darker background than normal (for example, a newspaper clipping), or if the writing is faint, adjust the image density.

❖ Auto Image Density

The appropriate density setting for the original is automatically selected.

❖ Manual Image Density

Use manual image density to set image density yourself.

❖ Combined Auto and Manual Image Density

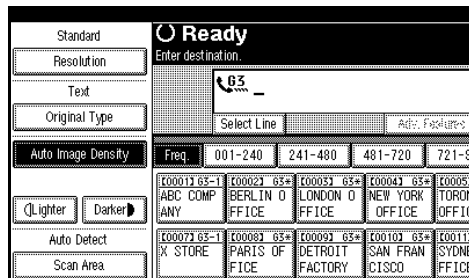
You can adjust image density for only photographs, illustrations or diagrams when the original has a dark background.

Note

- You can select the image density that is selected right after the machine is turned on or modes are cleared with [Gen. Settings/Adjust]. See p.102 “General Settings/Adjustment”, *Facsimile Reference (option)* <Advanced Features> .

- You can set whether the machine returns to the image density default setting after every transmission with [Gen. Settings/Adjust]. See p.102 “General Settings/Adjustment”, *Facsimile Reference (option)* <Advanced Features> .

- 1** Selecting the type of image density.



Auto Image Density

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

Note

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

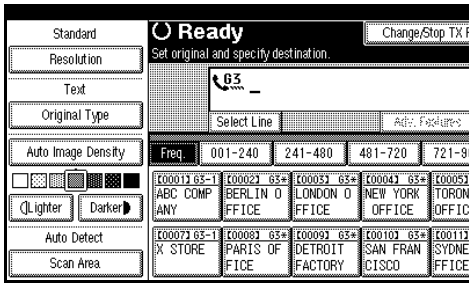
Manual Image Density

- 1** Make sure that [Auto Image Density] is not selected. If it is selected, press [Auto Image Density] to turn it off.

Note

- If [Auto Image Density] is not selected, go to step **2**.

- 2 Press [**L** Lighter] or [**D** Darker] to change the density.



Note

- You can select one of seven density levels.

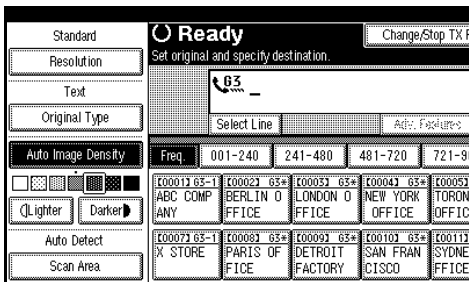
Combined Auto and Manual Image Density

- 1 Make sure that [**A** Auto Image Density] is selected.

Note

- If [**A** Auto Image Density] is not selected, press [**A** Auto Image Density].

- 2 Press [**L** Lighter] or [**D** Darker] to change the density.



Note

- You can select one of seven density levels.

Mixing Scan Settings for a Multiple Page Original

When sending an original consisting of several pages, you can select different image density, resolution and original type settings for each page.

Place your original, select the scan settings for the first page, dial and press the [**S** Start] key as you would normally. Then follow one of the following two procedures.

Note

- While the machine is beeping, you have about 60 seconds (10 for Immediate Transmission) to select density, resolution and original type. The remaining time is shown on the display.

- 1 Check which pages you wish to scan with different settings.
- 2 Remove the previous page and place the next page.
- 3 Select the image density, resolution and original type.

Note

- Adjust settings for each page before you press the [**S** Start] key.

Dialing

There are three main ways to dial a number:

❖ Number Keys

See p.33 “Number Keys”.

❖ Quick Dials

See p.35 “Quick Dials”.

❖ Groups

See p.36 “Groups”.

This section covers these function and others in more detail.

Number Keys

Enter numbers directly using the key pad on the right side of the operation panel.

Note

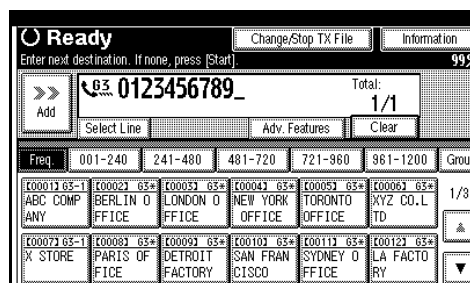
- Maximum length of a fax number: 254 digits.
- You can insert pauses and tones in a fax number. See p.34 “Pause”, p.34 “Tone”.
- If the optional ISDN Unit is installed, you may need to enter a sub-address and UUI. See p.39 “Sub-address”, *Facsimile Reference (option)* <Advanced Features> . See p.40 “UUI”, *Facsimile Reference (option)* <Advanced Features> .

Restrictions when dialing with the number keys

Fax numbers entered with the number keys are programmed in the internal memory (separate from memory for storing original data).

1 Enter the fax number with the number keys.

The digits appear on the display as you enter them.



Note

- If you make a mistake, press **[Clear]** or the **[Clear/Stop]** key and enter again.
- If the optional ISDN Unit is installed, select G3 or G4 before you go to the next step. See p.43 “Changing the Line Type”, *Facsimile Reference (option)* <Advanced Features> .

Therefore, using the number keys, you cannot program more than 100 numbers in total for the following:

- Destinations specified in a Memory Transmission (including Confidential Transmission and Polling Reception)
- Transfer Stations and End Receivers specified in a Transfer Request
- Destinations and Transfer Stations specified in a Group
- Destinations specified in program registration

For example, when 90 destinations are programmed in a Group with the number keys, only 10 destinations can be dialed for Memory Transmission from the number keys.

Note

- When this machine is requested to transfer a call (i.e. become a Transfer Station), 2 fax numbers are automatically programmed. Therefore, the number of destinations that can be dialed from the number keys decreases by two whenever this machine is requested to transfer a call.
- When a total of 100 fax numbers (1,000 with the optional Fax Function Upgrade Unit) is programmed, only Immediate Transmission is allowed.
- If a memory file is awaiting transmission and the "Memory is full. Cannot scan more. Transmitting only scanned pages." message is displayed when dialing with the number keys, you cannot dial any more numbers. This is because fax numbers have been dialed with the number keys for some of the files awaiting transmission. When these files have been sent and their fax numbers are deleted from memory, additional fax numbers can be dialed.
- The display shows the percentage of free memory space for storing originals. Since fax numbers are programmed in separate memory, dialing fax numbers with the number keys does not change the percentage on the display.

Pause

Press the **[Pause/Redial]** key, when dialing or storing a number to insert a pause of about two seconds.

Note

- You cannot insert a pause before the first digit of a fax number. If you press the **[Pause/Redial]** key at the first digit, a redial takes place. See p.33 "Redial", *Facsimile Reference (option) <Advanced Features>* .
- A pause is shown as a "--" on the display.
- You can insert pauses in numbers programmed in Quick Dials.

Tone

This function allows a machine connected to a pulse dialing line to send tonal signals (for example if you want to use a special service on a tone dialing line). When you press the **[Tone]** key, the machine dials the number using tonal signals.

Limitation

- You cannot place a tone before the first digit of a fax number.
- Some services may not be available when using the **[Tone]** key.

Note

- A tone is shown as a "•" on the display.

Using the **[Tone]** key with On Hook Dial

- ① Press the **[On Hook Dial]** key.
- ② Enter the fax number with the number keys.
- ③ Press the **[Tone]** key.
- ④ Enter the ID number with the number keys.

Sending tonal signals by ISDN (Optional ISDN unit required)

You can still send tonal signals to a G3 user even if the machine is only connected to an ISDN line.

Note

- This function can only be used for Memory or Immediate Transmission. You cannot dial through ISDN using On Hook Dial or Manual Dial.
- When G4 is selected, the display shows UUI after a tone indication “•”.
- When G3 is selected on ISDN line, you can set the indication after a tone indication “•” in the User Parameters: BP (tone) or UUI. See p.113 “Changing the User Parameters”, *Facsimile Reference (option) <Advanced Features>* (Switch11, Bit1).

Quick Dials

When you have programmed a destination's number in a Quick Dial Table, you can dial the number by just selecting the destination from the Quick Dial Table.

Additionally, you can store a name that will appear on the display whenever you press that Quick Dial.

Preparation

You must program the fax number of a destination for the Quick Dial Table prior to using Quick Dials. See p.42 “Quick Dial”.

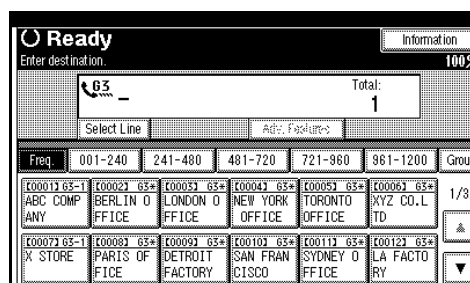
Note

- When you press the title key above the destination keys, the destination keys programmed in that title key appear.
- A stored name can be printed out on the first page of a received fax at the other end. See p.53 “Transmission Options”, *Facsimile Reference (option) <Advanced Features>*.

Reference

See p.33 “Dialing”.

- 1** Place your original, and then select any scan settings you require.
- 2** Press the title key for the table with the desired Quick Dial key.

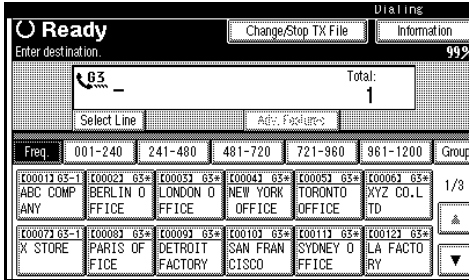


Note

- There are three types of title in the Quick Dial Table: "Title 1", "Title 2", and "Title 3"
- Use **[Dest. Management]** to switch the titles of the Quick Dial Table.

2

3 Press the Quick Dial key.



Note

- To cancel a selected destination, press that destination again.
- If you wish to dial another destination, repeat from step 2.

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

Groups

If you frequently send the same message to more than one place, program these numbers into a Group. Then you can send messages to all the destinations in that Group with just a few keystrokes. You can also program a name for the Group (for example, "Branch Offices") which will be displayed before you press the **[Start]** key.

Preparation

You need to program the Groups. See p.46 "Groups".

Limitation

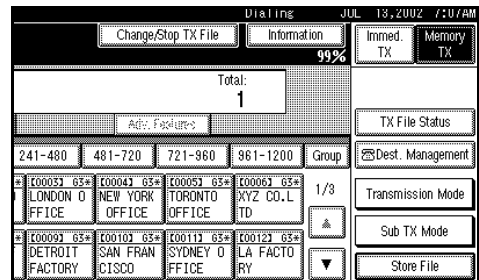
- Group Dial can be used only for Memory Transmission; it cannot be used for Immediate Transmission. The machine automatically changes to Memory Transmission when you use Group Dial.

Note

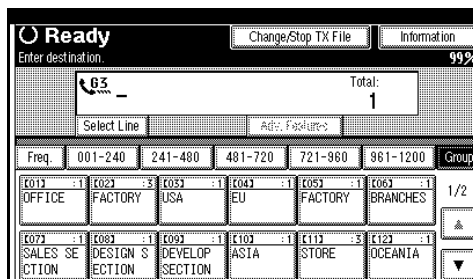
- A total of 500 destinations can be programmed for Group Dial.

1 Place your original and select any scan settings you require.

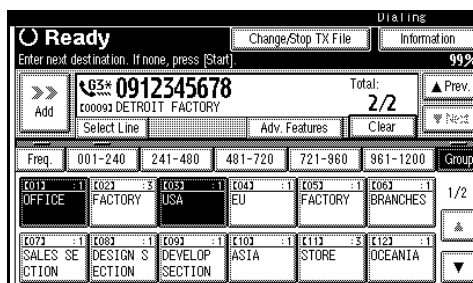
2 Press **[Group]**.



- 3** Press the Group key for the desired group.



A programmed destination and the total number of destinations is displayed. Press [▲] and [▼] to see the other destinations.



Note

- If the destination is not displayed, press [▲ Prev.] or [▼ Next] to find it.
- To cancel a setting, press once more the selected Quick Dial key. You can also change the settings by pressing [Clear] or the [Clear / Stop] key.
- To set more groups, repeat from step 3.

- 4** Press the [Start] key.

Reception

Selecting the Reception Mode

There are two ways you can set up your machine to handle incoming calls:

- Manual Reception (the optional handset or an external telephone required)
- Auto Reception

You can change the reception mode only when the standard G3 line is used.

You cannot change the reception mode when a line other than the standard G3 line (G3-2, I-G3, or G4) is used.

Manual Reception

When a telephone call comes in, the machine rings. If the call is a fax message, you must manually change to facsimile mode.

Auto Reception

When a telephone call comes in, the machine automatically receives it as a fax message. Use this setting for a dedicated fax line.

Note

- The optional handset is required to use this machine as a telephone.

Receiving a fax in Manual Reception mode

- ① When the machine rings, pick up the optional handset or a handset of an external telephone.
- ② If you hear beeps, press the **【Start】** key or the **【Start Manual RX】** key. (The **【Start】** key is available in the facsimile mode when an original is not placed only.)
- ③ Replace the optional handset or a handset of an external telephone. The machine will start receiving.

Limitation

- When printing the stored documents in the Document Server, the **【Start Manual RX】** key or the **【Start】** key cannot be used to switch to Fax Mode. Press the **【2】** key of the optional handset or an external telephone.

3. Registering

Initial Settings and Adjustments

You can send information to the other party when transmitting or receiving a fax message. This information is shown on the display of the other machine and printed as a report. The following information can be sent.

Important

- You can confirm the programmed settings from Parameter Setting List. We recommend that you print and keep the Parameter List when you program or change settings. See p.116 "Printing the User Parameter List", *Facsimile Reference (option)* <Advanced Features> .

❖ Fax Header

The Fax Header is printed as the header of every fax you send. You should include your name in Fax Header.

You can program characters, symbols, number, and spaces.

Note

- You can program up to 32 characters in Fax Header. See p.102 "General Settings / Adjustment", *Facsimile Reference (option)* <Advanced Features> .

❖ Own Name

The Own Name is sent to the other party when you send or receive a fax. This name should include your name. The Own Name is shown on the display of the other machine and printed in a report. You can program characters, symbols, number, and spaces.

Limitation

- Own Name works only when the other machine is the same make and has the Own Name function.

Note

- You can program up to 20 characters in Own Name.

❖ Own Fax Number (Facsimile number of sender)

The Own Fax Number of the sender is sent to the other party when sending a fax using a G3 line. The received facsimile number is shown on the display of the other machine and printed in a report. This function is available regardless of the make of the other party's machine.

Note

- You can program up to 20 characters in Own Fax Number.

❖ G4 Terminal ID

The optional ISDN Unit is required.

G4 Terminal ID is available when the machine is connected to an ISDN line. This information is printed by the other party's machine when a fax is transmitted. You can program characters, symbols, number, and spaces.

Note

- You can program up to 22 characters that include Country Codes, Facsimile No., and Terminal Names in G4 Terminal ID.

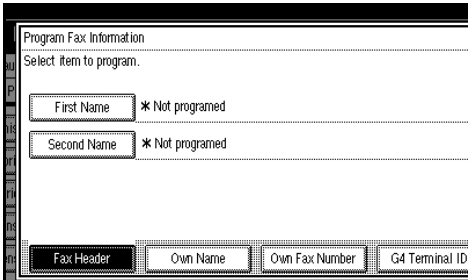
Programming

Press the **[User Tools/Counter/Inquiry]** key (See p.9), then **[Facsimile Features]** ⇒ **[Gen. Settings/Adjust]** ⇒ **[Program Fax Information]**.

 **Note**

- If “Program Fax Information” is not shown, press **[▲ Prev.]** or **[▼ Next]**.

1 Program the name and facsimile number.



Programming a Fax Header

- 1** Press **[First Name]** or **[Second Name]**.
- 2** Enter a fax header, and then press **[OK]**.

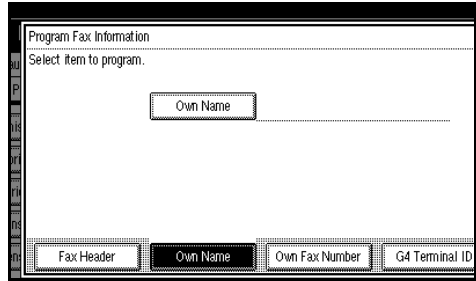
 **Reference**

See “Entering Text” in the General Settings Guide.

Programming an Own Name

- 1** Press **[Own Name]**.

- 2** Press **[Own Name]**.



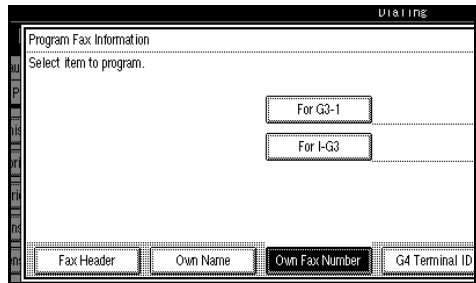
- 3** Enter an own name, and then press **[OK]**

 **Reference**

See “Entering Text” in the General Settings Guide.

Programming an Own Fax Number

- 1** Press **[Own Fax Number]**.
- 2** Select line type to Program.



When the optional Extra G3 or G4 Interface Unit is installed, a different display appears.

- 3** Enter the own facsimile number using the number keys, and then press **[OK]**.

 **Note**

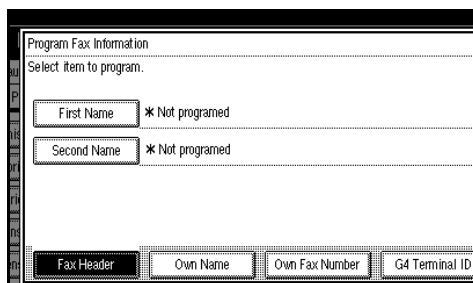
- To enter a + sign or a space, press **[+]** or **[Space]**.
- If you make a mistake, press **[Clear]** or the **[Clear / Stop]** key, and then program the facsimile number again.

Programming G4 Terminal ID

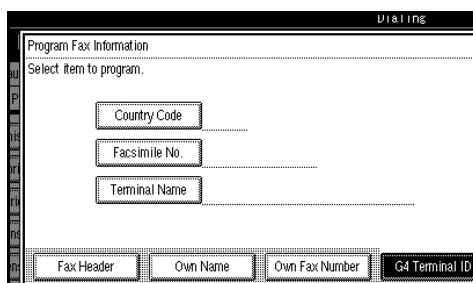
Note

- The display appears as below when the optional ISDN Unit is installed.

1 Press [G4 Terminal ID].



2 Press [Country Code].



3 Enter the country code using the number keys, and then press [OK].

4 Press [Facsimile No.].

5 Enter the facsimile number using the number keys, and then press [OK].

6 Press [Terminal Name].

7 Enter the terminal name (abbreviated), and then press [OK].

Reference

See “Entering Text” in the General Settings Guide.

2 Press [Exit].

After programming is completed, return to the initial display.

Editing

Refer to Step **1** to **2** in “Programming” ⇒ p.40 to edit an existing fax header, own name and/or own facsimile number. Press **[Backspace]** or **[Delete All]** to delete names but press **[Clear]** or the **[Clear/Stop]** key to delete facsimile numbers.

Deleting

Refer to Step **1** to **2** in “Programming” ⇒ p.40 to delete an existing fax header, own name and/or own facsimile number. Press **[Backspace]** or **[Delete All]** to delete names but press **[Clear]** or the **[Clear/Stop]** key to delete facsimile numbers.

Quick Dial

To save time, you can program a fax number that you use often into a Quick Dial key. Then, whenever you are sending a message to that location, just press that Quick Dial key to dial.

You can also program a destination into the Quick Dial Table using **[Prog./Change/Delete]** in Facsimile Features menu. See p.94 “Program/Change/Delete Menu”, *Facsimile Reference (option) <Advanced Features>* .

Important

- We recommend that you print and keep the Quick Dial list when you program or change fax numbers. See p.101 “Reports/Lists”, *Facsimile Reference (option) <Advanced Features>* .

You can program the following items in each key:

- ❖ **Destination Fax Number (up to 254 digits)**
You can select a line type for each destination when the optional ISDN Unit or the optional Extra G3 Interface Unit is installed. Settings can also be made for SUB, SID, SEP, PWD (up to 20 characters), sub-address (optional ISDN Unit is required), UUI, pause, and tonal signals. See p.34 “Tone”. See p.35 “Advanced Features”, *Facsimile Reference (option) <Advanced Features>* .
- ❖ **Destination Name (up to 20 characters)**
You should enter the destination name when programming Quick Dials.
- ❖ **Key Display**
You can program the Key Display shown on the display (up to 16 characters). The Group name (up to 16 characters of the Group name) will be programmed as the Key Display automatically if you do not program a Key Display.
- ❖ **Select Title**
You can select a title for programmed destinations. If no specific title is selected, only “Quick Dial List” will be shown.
- ❖ **Fax Header (which Fax Header is printed on faxes sent to this number)**
See p.53 “Transmission Options”, *Facsimile Reference (option) <Advanced Features>* .
- ❖ **Label Insertion (whether to print the destination name on faxes sent to this number)**
You can program your own messages to be used as standard messages. See p.96 “Programming and Changing Standard Messages”, *Facsimile Reference (option) <Advanced Features>* .
- ❖ **International Transmission Mode**
When setting the International Transmission Mode to “ON”, the machine transmits reliably by lowering the transmission speed. However, the communication time will become longer.

Programming

If a destination is programmed in the Quick Dial Table, you can just press that Quick Dial key to dial.

Note

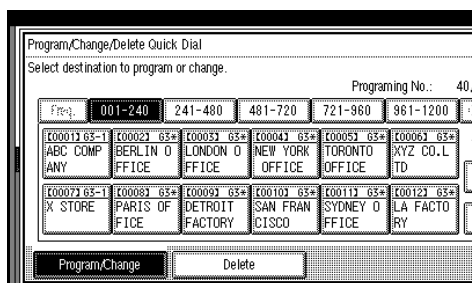
- ❑ Up to 400 destinations can be programmed. You can program up to 1,200 destinations when Fax Function Upgrade Unit is installed.
- ❑ The maximum number of digits for a fax number may be less than 254 due to the settings for SUB, SID, SEP, PWD, Space and Sub-address.

Reference

See p.94 “Program/Change/Delete Menu”, *Facsimile Reference (option)* <Advanced Features> .

Press **[Dest. Management]** ⇒ **[Program/Change/Delete Quick Dial]**.

- 1** Select the Quick Dial key you want to program.

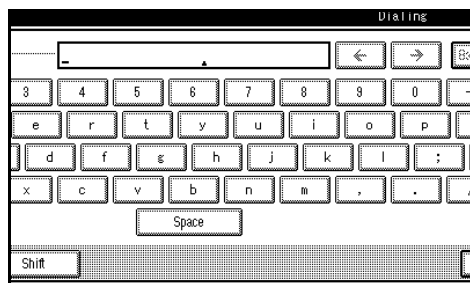


Note

- ❑ If the key has been programmed already, the contents are shown.
- ❑ Press **[Change Title]** to display another title.

- 2** Enter the receiver's name, and then press **[OK]**.

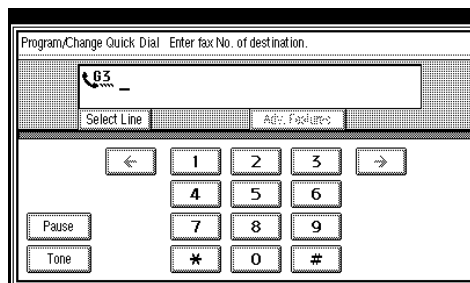
The name has been programmed.



Note

- ❑ You should program the name of the receiver.

- 3** Enter the facsimile numbers you want to program with the number keys or software keys.

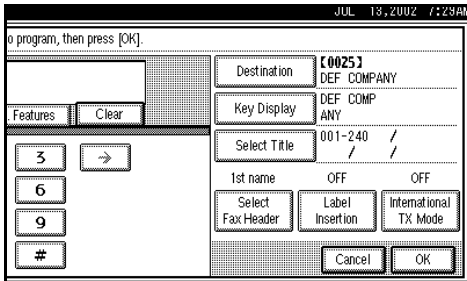


Note

- ❑ You should program a facsimile number.
- ❑ Press the **[Pause/Redial]** key for "-" when you are entering the facsimile numbers with the number keys.
- ❑ If you make a mistake, press **[Clear]** or the **[Clear/Stop]** key and start again.
- ❑ Press **[Adv. Features]** to edit SUB, SID, SEP, PWD, sub-address or UUI. See p.35 “Advanced Features”, *Facsimile Reference (option)* <Advanced Features> .

- You can select a line type for each destination when the optional ISDN Unit or the optional Extra G3 Interface Unit is installed. Press **[Select Line]** to select a line type. See p.43 “Changing the Line Type”, *Facsimile Reference (option) <Advanced Features>*.

4 When programming each item, select its key.



Programming/Changing Key Display

- 1** Press **[Key Display]**.
- 2** Enter a Key Display, and then press **[OK]**.

The Key Display which you programmed is shown.

Reference

See “Entering Text” in the General Settings Guide.

Selecting a title

- 1** Press **[Select Title]**.
- 2** Select the title you want to program, and then press **[OK]**.

Note

- You can program the same destination in **[Title 1]**, **[Title 2]** and **[Title 3]**.

- When **[Freq.]** is selected for one title, **[Freq.]** is selected for all titles. See p.95 “Programming Title of the Quick Dial Table”, *Facsimile Reference (option) <Advanced Features>*.

Selecting a Fax Header

- 1** Press **[Select Fax Header]**.
- 2** Select **[1st Name]** or **[2nd Name]**, and then press **[OK]**.

Programming Label Insertion

- 1** Press **[Label Insertion]**.
- 2** Select **[ON]** or **[OFF]**.

Note

- If you select **[OFF]** or if you want to insert only the receiver name, go to step **5**.

- 3** Press **[Change]** at the right side of the second or third line.
- 4** Select the standard message to be stamped at the second or third line, and then press **[OK]**.
- 5** Press **[OK]**.

Programming the International Transmission Mode

- 1** Press **[International TX Mode]**.
- 2** Select **[ON]** or **[OFF]**, and then press **[OK]**.

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

Note

- If you press **[Cancel]**, no changes are made. The display appears as in step **1**.

- 6** Press **[Exit]** twice.

The machine will return to standby mode.

Editing

Refer to Step **1** to **6** in “Programming” ⇒ p.43 to display each programming display, and reprogram.

Press **[Backspace]** or **[Delete All]** to delete existing names but press **[Clear]** or the **[Clear/Stop]** key to delete facsimile numbers.

Note

- You cannot change destinations for the Quick Dial which is being used for a Memory Transmission on standby.

Deleting

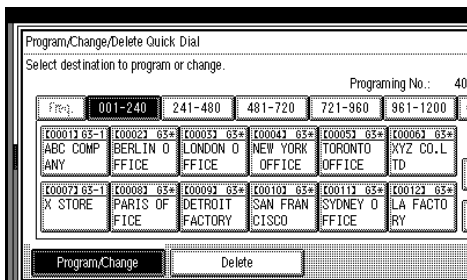
This procedure describes how to find a programmed Quick Dial and delete it.

Note

- You cannot delete destinations for the Quick Dial which is being used for a Memory Transmission on standby.

Press **[Dest. Management]** ⇒ **[Program/Change/Delete Quick Dial]**.

1 Press **[Delete]**.



2 Select a Quick Dial key to be deleted.

The information for the Quick Dial key is shown.

Note

- Press **[Change Title]** to display another title.

3 Press **[Delete]**.

The destination has been deleted.

Note

- If you press **[Do not Delete]**, the destination is not deleted. The display appears as in step **2**.

4 Press **[Exit]** twice.

The machine will return to standby mode.

Groups

If you send the same message to several destinations at the same time on a regular basis, program these destination numbers as a Group. This allows you to dial these destinations with a single key press.

You can program the group destination using **[Prog./Change/Delete]** in Facsimile Features menu.

Important

- It is recommended that you print and keep the Group Dial list when you program or change destinations. See p.101 “Reports/Lists”, *Facsimile Reference (option) <Advanced Features>*.

You can program the following items in a Group:

- ❖ **Destination fax numbers (up to 500 numbers for each group or 2,200 numbers with optional Fax Function Upgrade Unit, up to 254 digits for each number)**
- ❖ **Group name (up to 20 characters)**
You should program the Group name.
- ❖ **Key Display**
You can program the Key Display shown on the display (up to 16 characters). The Group name (up to 16 characters of the group name) will be programmed as the Key Display automatically if you do not program a Key Display.

You can edit destinations which are programmed in a Group.

Programming

Preparation

All destinations to be programmed should be selected using the Quick Dial table or entered using the number keys. You can use a combination of the Quick Dial table and number keys.

Note

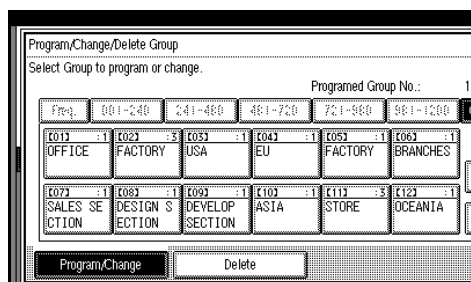
- The maximum number of groups that can be programmed is 64.
- The maximum number of destinations that can be programmed in one group is 500. (400 with the Quick Dial Table and 100 with the number keys)
- The combined maximum number of destinations that can be programmed in all groups is 500 (400 with the Quick Dial Table and 100 with the number keys). When the optional Fax Function Upgrade Unit is installed, it is 2,200 (1,200 with the Quick Dial Table and 1,000 with the number keys).
- The programmed number can be counted as 1, when the same destination is specified in various groups. For example, if the same destination is found in one group of 500 programmed destinations, it is possible to register it other groups. If programming 200 destinations in one group, when programming completely different destinations, number of destinations that can be programmed in the remaining groups is 300. The procedure is also similar when the optional Fax Function Upgrade Unit is installed.

□ How to count numbers

Group 1	Group 2	Total Numbers
Quick Dial [0001]	Quick Dial [0001]	8 numbers
Quick Dial [0003]		
Quick Dial [0005]	Quick Dial [0005]	
Quick Dial [0010]		
Quick Dial [0015]	Quick Dial [0015]	
Quick Dial [0020]	Quick Dial [0020]	
number key 0312345678	number key 0312345678	
number key 0451119999	number key 0451119999	

Press **[Dest. Management]** ⇒ **[Program/Change/Delete Group]**.

1 Select the Group key you want to program.



Note

- If the key has been programmed already, the contents are shown.

2 Enter the name of the group, and then press **[OK]**.



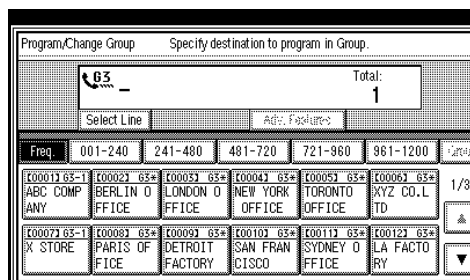
Note

- You should program the Group name.

Reference

See "Entering Text" in the General Settings Guide.

3 Specify the destinations to be programmed in the Group.

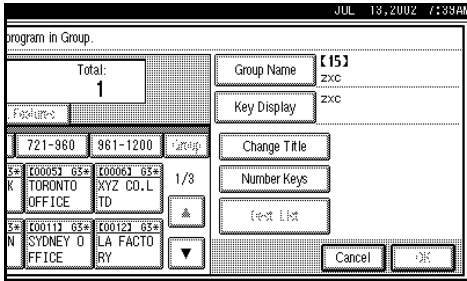


Note

- You should program facsimile numbers using the number keys or Quick Dial Table.
- Press the **[Pause/Redial]** key for "-" when you are entering the facsimile numbers with the number keys.
- If you make a mistake, press **[Clear]** or the **[Clear/Stop]** key and enter again.
- Press **[Change Title]** to display another title.
- When you specify multiple destinations using the number keys, press **[Add]**.

- ❑ When you add the destination using the number keys, press **[Adv. Features]** to program SUB, SID, SEP, PWD, sub-address or UII. See p.35 “Advanced Features”, *Facsimile Reference (option)* <Advanced Features> .
- ❑ Press **[Dest. List]** to confirm the destinations programmed in the Group.

4 Press **[OK]**.



Note

- ❑ If you press **[Cancel]**, the Group is not programmed. The display appears as in step 1.

5 Press **[Exit]** twice.

The machine will return to standby mode.

Programming the Group as a Transfer Station of a multi-step transfer

A group can be programmed as a Transfer Station. You should program the receiving stations when you program the Group as a Transfer Station. For more information, contact your service representative.

Note

- ❑ If you want to program a group which has been programmed as a Transfer Station as a normal group, delete the group and program again.

- ❑ Only one destination can be programmed as a Transfer Station in a group.
- ❑ Before you program the group as a Transfer Station, you must program the Polling ID and your own fax number. See p.131 “Transfer Report”, *Facsimile Reference (option)* <Advanced Features> , and “p.133 “Programming a Polling ID”, *Facsimile Reference (option)* <Advanced Features> .

- 1 Follow steps 1 to 3 in “Programming”.
- 2 Press **[Adv. Features]**.
- 3 Press **[Transfer Req.]**.
- 4 Press **[Receiving Station]**.
- 5 Specify the receiving station.

Note

- ❑ When you specify the receiving station with Quick Dial, press **[Quick Dial]** and enter the Group Dial number using the number keys.
- ❑ When you specify the receiving station with Group Dial, press **[Group Dial]** and enter the Group Dial number using the number keys.

- 6 After specifying all of the receiving stations, press **[OK]**.
- 7 Press **[OK]**.
- 8 Press **[Exit]**.

Reference

See p.37 “Transfer Request”, *Facsimile Reference (option)* <Advanced Features> .

See p.67 “Transfer Station”, *Facsimile Reference (option)* <Advanced Features> .

Editing

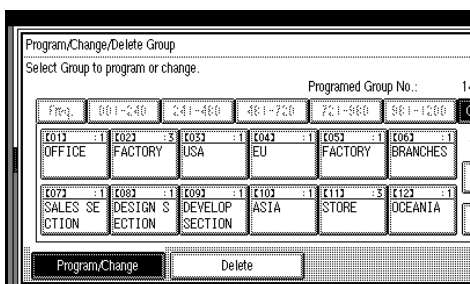
Use this procedure to change the Groups already programmed.

Note

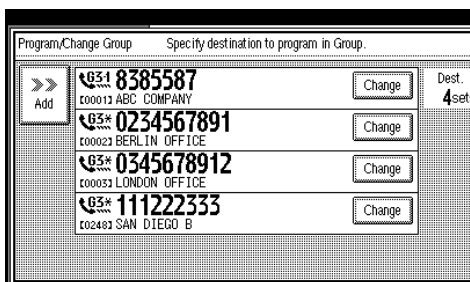
- ❑ You cannot change destinations for the group which is being used for a Memory Transmission on standby.

Press **[Dest. Management]** ⇒ **[Program/Change/Delete Group]**.

- 1 Select the key for the group you want to change.

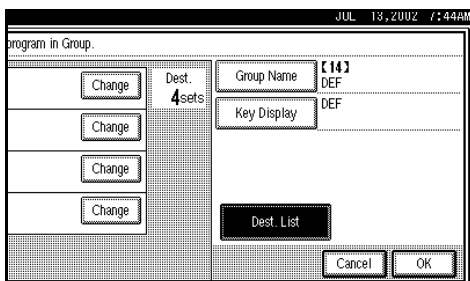


- 2 Change the contents of the group.



Editing a Group Name

- 1 Press **[Group Name]**.



- 2 Press **[Backspace]** or **[Delete All]**, reenter the Group name, and then press **[OK]**.

Reference

See “Entering Text” in the General Settings Guide.

The display appears as in step 2.

Editing Key Display

- 1 Press **[Key Display]**.
- 2 Press **[Backspace]** or **[Delete All]**, reenter the Key Display, and then press **[OK]**.

Reference

See “Entering Text” in the General Settings Guide.

The display appears as in step 2.

Editing a destination programmed in a Group

- 1 Press **[Change]** for the destination you want to edit.

The name of the destination is displayed under the fax number if the destination is programmed with the Quick Dial Table.

- 2 Edit the destination using the number keys or destination key.

Note

- ❑ If the destination is programmed with the number keys, press **[Clear]** or the **[Clear/Stop]** key and enter the fax number of the destination.

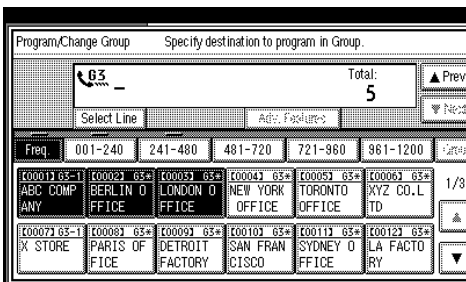
- ❑ If the destination is programmed with the Quick Dial Table, press **[Clear]** or the **[Clear/Stop]** key to cancel programming, and then program with the destination key again. You can cancel programming also by pressing the destination key.
- ❑ Press **[Adv. Features]** to edit SUB, SID, SEP, PWD, sub-address or UUI. See p.35 “Advanced Features”, *Facsimile Reference (option) <Advanced Features>* .
- ❑ You can select a line type for each destination when the optional ISDN Unit or the optional Extra G3 Interface Unit is installed. Press **[Select Line]** to select a line type. See p.43 “Changing the Line Type”, *Facsimile Reference (option) <Advanced Features>* .
- ❑ To edit another destination, press **[Dest. List]** and proceed from step ❶.

Note

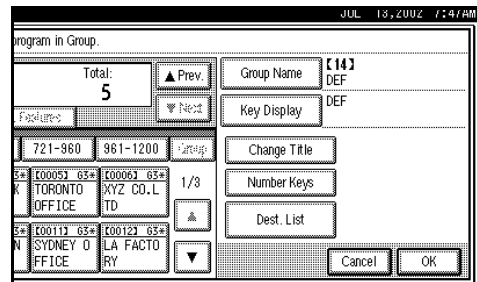
- ❑ To add another destination, press **[Dest. List]** and proceed from step ❶.
- ❑ You also can cancel programming by pressing the Quick Dial key of the destination to be added.
- ❑ When you add the destination using the number keys, press **[Adv. Features]** to program SUB, SID, SEP, PWD, sub-address or UUI. See p.35 “Advanced Features”, *Facsimile Reference (option) <Advanced Features>* .
- ❑ You can select a line type for each destination when the optional ISDN Unit or the optional Extra G3 Interface Unit is installed. Press **[Select Line]** to select a line type. See p.43 “Changing the Line Type”, *Facsimile Reference (option) <Advanced Features>* .

Adding destinations

- ❶ Press **[Add]**.
- ❷ Add the destination using the number keys or a Quick Dial key.



❸ Press **[OK]**.



If you press **[Cancel]**, the group is not changed. The display appears as in step ❶.

❹ Press **[Exit]** twice.

The machine will return to standby mode.

Deleting

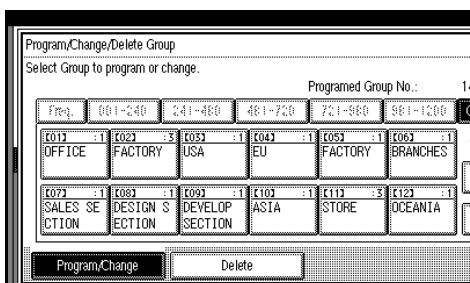
Note

- You cannot delete destinations for the group which is being used for a Memory Transmission on Standby.

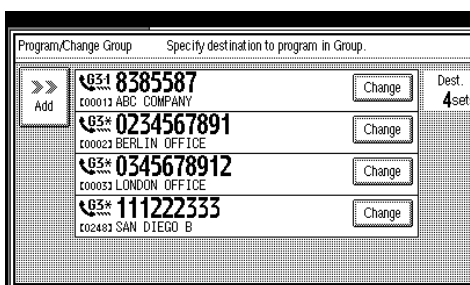
Deleting a destination programmed in a Group

Press **[Dest. Management]** ⇒ **[Program/Change/Delete Group]**.

- Select the Group key which contains the destination you want to delete.

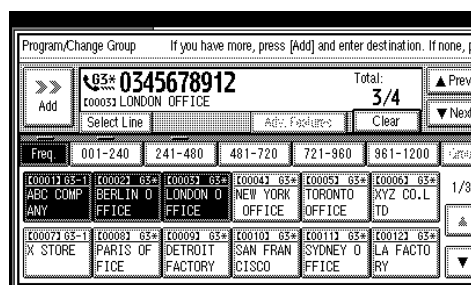


- Press **[Change]** for the destination you want to delete.



- Press **[Clear]** or the **[Clear/Stop]** key to delete the facsimile number.

If you programmed the destination with the number keys, the number will clear one digit at a time. If you programmed it with the Quick Dial Table, the number will clear all at once.

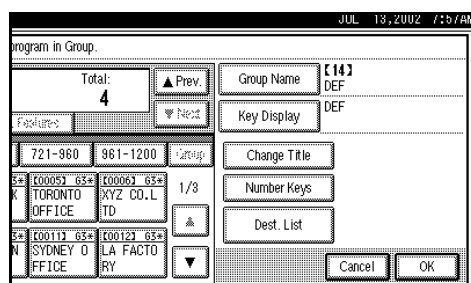


Note

- You can also delete the destination programmed with the Quick Dial Table by highlighting the destination key.

The programmed group is shown on the display.

- Press **[OK]**.



Note

- If you press **[Cancel]**, the destination is not changed. The display appears as in step 1.

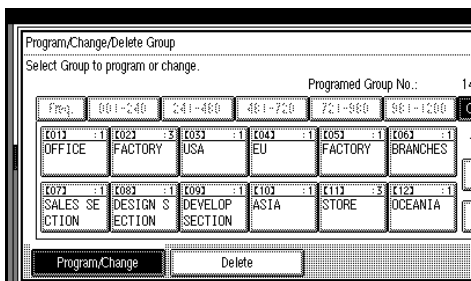
- Press **[Exit]** twice.

The machine will return to standby mode.

Deleting Groups

Press **[Dest. Management]** ⇒ **[Program/Change/Delete Group]**.

1 Press **[Delete]**.



2 Select the key for the group you want to delete.

Note

- If the Group key has been programmed, the group name or Key Display is shown.

3 Press **[Delete]**.

The Group is deleted.

Note

- If you press **[Do not Delete]**, the display appears as in step **2**.

4 Press **[Exit]** twice.

The machine will return to standby mode.

4. Troubleshooting

Adjusting Volume

You can change the volume of the following sounds the machine makes.

- ❖ **On Hook Mode**
Sounds when the **[On Hook Dial]** key is pressed.
- ❖ **At Transmission**
Sounds when the machine sends a message.
- ❖ **At Reception**
Sounds when the machine receives a message.
- ❖ **At Dialing**
Sounds after pressing the **[Start]** key until the line connects to the destination.
- ❖ **At Printing**
Sounds when a received message has been printed. See p.70 "Print Completion Beep", *Facsimile Reference (option) <Advanced Features>* .

! Limitation

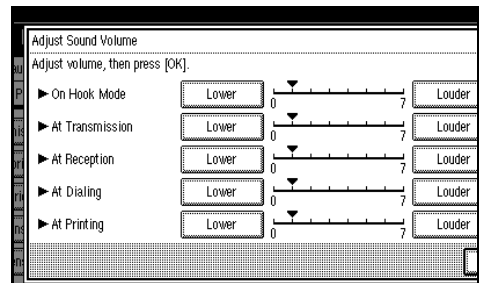
- Adjusting Volume is not available with the optional G4 line or the optional Extra G3 line.

📝 Note

- You can adjust the On Hook volume when you press the **[On Hook Dial]** key. See p.41 "On Hook Dial", *Facsimile Reference (option) <Advanced Features>* .
- You can adjust the handset ringer volume. See p.155 "Connecting the Telephone Line", *Facsimile Reference (option) <Advanced Features>* .

Press the **[User Tools/Counter/Inquiry]** key (See p.9), then **[Facsimile Features]** ⇒ **[Gen. Settings/Adjust]** ⇒ **[Adjust Sound Volume]**.

1 Press **[Lower]** or **[Louder]** for each item.



📝 Note

- You can hear the actual volume by pressing **[Check]**.

2 Press **[OK]**.


After adjusting is completed, return to the initial display.

📝 Note

- If you press **[Cancel]**, the volume setting is canceled.

When the **[Facsimile]** Key is Lit in Red

If this key is lit, refer to the table below and take the appropriate action.

Problem	Solution
Paper has run out.	<p>Add paper. See "Loading Paper" in the General Settings Guide.</p> <p> Note</p> <p><input type="checkbox"/> When the [Facsimile] key is lit in red even papers are loaded, [Thick paper] or [OHP] might be selected for paper type for the tray. If [Thick paper] or [OHP] is set for the tray, papers in the tray will not be used for facsimile function such as printing received documents, lists or reports. Confirm the paper type setting in System Settings. See "Tray Paper Settings" in the General Settings Guide.</p>
The paper output tray is full.	Remove the paper from the tray.
The machine is in RDS (Remote Diagnostic System) mode.	Wait with the main power switch on. The machine will enter the standby mode after it exits from the RDS mode.
A facsimile error has occurred.	The facsimile has a problem. Contact a service representative. The copier will still function normally.

Error Messages and Their Meanings

If there is an error, one of the following messages may appear on the display. It might just flash briefly, so if you are watching for errors, stay by the machine and check the display.

Message	Problem and Solution
Put original back, check it and press the [Start] key.	Original jammed during Memory Transmission. Place originals that have not been scanned again.
Error occurred, and transmission was canceled.	A document jam occurred during Immediate Transmission. Press [OK] , and then re-send the page which has not been sent.
	An error occurred during Immediate Transmission. Press [OK] , and then re-send the original. Note <input type="checkbox"/> There may be a problem with the machine or the telephone line (for example noise or cross talk). If the error re-occurs frequently, contact your service representative.
Cannot detect original size. Place original again, then press [Start] .	The machine failed to detect the size of the original. Place originals again, and then press the [Start] key.
📞 Call Service Functional problems with facsimile. Please call service.	There is a problem with the fax function. Record the code number shown in the display and contact your service representative. The copier function will still work normally.
Memory is full. Cannot scan more. Transmitting only scanned pages.	If you press [OK] , the machine returns to the standby mode and starts transmitting pages which have been scanned.
Following output tray is full. Remove paper.	The paper output tray is full. Remove paper from the tray shown in the display.
Cannot scan to send fax message as scanner is in use for other function.	The Copy or Document Server function is in use. To cancel the job in process, do the following, and then try faxing again. Press [Exit] , and then press the [Copy] or [Document Server] key. Next press the [Clear/Stop] key. When the message "[Stop] key was pressed. Stop printing?" or "[Stop] key was pressed. Stop storing?" appears, press [Stop] .

 **Out of paper display message**



If the paper tray runs out of paper, you can have a message “No paper. Load it, then press [Exit].” appear on the display asking you to add more paper.

 **Note**

- You can turn this function on or off with the User Parameters. See p.113 “Changing the User Parameters”, *Facsimile Reference (option) <Advanced Features>* (Switch05, Bit7).
- If there is paper left in the other paper trays, you can receive messages as usual even if a message appears on the display.

Solving Problems

This table lists some common problems and their solutions.

Problem	Solution	Refer to
Image background appears dirty when received at the other end.	Adjust the scan density.	See p.31 "Image Density (Contrast)".
Printed or sent image contains spots.	The optional Document Feeder (ADF) or exposure glass is dirty. Clean them. Make sure that ink or correction fluid is dry before placing the original.	See "Maintaining Your Machine" in the General Settings Guide.
Received image is too light.	Request the sender to increase the image density.	---
	When using moist, rough or processed paper, the printed image may be partly invisible. Only use recommended paper.	See "Copy Paper" in the General Settings Guide.
	When  appears on the display, toner is beginning to run out. Replace the toner cartridge soon.	See "  Adding Toner" in the General Settings Guide.
Message appears blank at the other end.	The original was placed upside down. Place it properly.	See p.15 "Placing Originals".
You want to cancel a Memory Transmission.	If the original is being scanned, press [Cancel] or the [Clear/Stop] key.	See p.24 "Canceling a Memory Transmission".
	If the original is being sent or if it is in standby, press [Change/Stop TX File] or the [Clear/Stop] key.	See p.24 "Canceling a Memory Transmission". See p.13 "Checking and Canceling Transmission Files", <i>Facsimile Reference (option)</i> <Advanced Features> .
You want to cancel an Immediate Transmission.	Press the [Clear/Stop] key.	See p.28 "Canceling an Immediate Transmission".
You cannot add any destinations to a Group although the number of destinations has not reached the maximum.	100 destinations have been programmed with the number keys (1,000 with the optional Fax Function Upgrade Unit). Program more numbers with Quick Dials.	See p.33 "Dialing".

Problem	Solution	Refer to
Both transmission and receiving are impossible.	Make sure that the modular cord is correctly connected.	---
	Setting of the Terminal Adaptor is incorrect. Check the setting.	---
Transmission is possible, though receiving is impossible.	Setting of the optional Terminal Adaptor is incorrect. Check the setting.	---
Receiving is possible, though transmission is impossible.	Setting of the optional Terminal Adaptor is incorrect. Check the setting.	---

INDEX

A

- Adjusting Volume, 53
 - At Dialing*, 53
 - At Printing*, 53
 - At Reception*, 53
 - At Transmission*, 53
 - On Hook Mode*, 53
- Auto Reception, 38

B

- Broadcasting, 21

C

- Check Modes key, 9
- Clear Modes key, 10
- Clear/Stop key, 10
- Communicating Indicator, 9
- Confidential File Indicator, 9
- Control Panel, 9
- CSI→Own Fax Number, 39

D

- Detail, 29
- Dialing, 33
- Display, 11

E

- Error Messages, 55

F

- Facsimile key, 10, 54
- Fax Header, 39
 - Editing*, 41
 - Programming*, 40
- Faxing, 15

G

- G4 Terminal ID, 39
 - Editing*, 41
 - Programming*, 40
- Getting Started, 9
- Groups, 36, 46
 - Deleting*, 51
 - Dialing*, 33
 - Editing*, 49
 - Programming*, 46

I

- Image Density (Contrast), 29, 31
- Immediate Transmission, 26
 - Canceling*, 28

K

- # key (Enter key), 10

L

- LCD display, 9

M

- Main power indicator, 10
- Manual Reception, 38
- Memory Transmission, 21
 - Canceling*, 24

N

- Number keys, 10, 33

O

- On Hook Dial key, 10
- On indicator, 10
- Operation Switch, 10
- Original Type, 29, 30
- Own Fax Number, 39
 - Editing*, 41
 - Programming*, 40
- Own Name, 39
 - Editing*, 41
 - Programming*, 40

P

Pause, 34
Pause/Redial key, 10
Photo, 30
Placing Originals, 15
Program key, 10

Q

Quick Dial, 33, 35, 42
 Deleting, 45
 Dialing, 33
 Editing, 45
 Programming, 43

R

Receive File Indicator, 9
Reception, 38
 Auto Reception, 38
 Manual Reception, 38
Registering, 39
Resolution, 29
RTI→Own Name, 39

S

Scan Settings, 29
Selecting the Reception Mode, 38
Solving Problems, 57
Standard, 29
Start key, 10
Start Manual RX key, 9
Super Fine, 29

T

Text, 30
Text/Photo, 30
Tonal Signals, 35
Tone, 34
Tone key, 10
Troubleshooting, 53
TTI→Fax Header, 39

U

User Tools/Counter/Inquiry key, 9

MEMO

USA

❖ FCC Requirements

1. This equipment complies with Part 68 of the FCC rules. On the cover of this equipment is a label that contains, among other information, the ACTA product labeling number or the FCC registration number, and ringer equivalence number (REN) for this equipment. If requested, this information must be provided to the telephone company.
2. The following is applicable only for an equipment using an analog G3 line.
This equipment uses the RJ11C USOC jack.
An FCC compliant telephone cord and modular plug is provided with this equipment. This equipment is designed to be connected to the telephone network or premises wiring using a compatible modular jack that is Part 68 compliant. See the Operating Instructions for details.
3. The REN is used to determine the quantity of devices which may be connected to the telephone line. Excessive REN's on the telephone line may result in the devices not ringing in response to an incoming call. Typically, the sum of the REN's should not exceed five (5.0). Contact the telephone company to determine the maximum REN for the calling area.
4. If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. But if advance notice is not practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.
5. The telephone company may make changes to its facilities, equipment, operations, or procedures that could affect the operation of the equipment. If this happens, the telephone company will provide advance notice so that you can make the necessary modifications to maintain uninterrupted service.
6. In the event of operation problems (document jam, copy jam, communication error indication), refer to the solving problems section in this manual.
7. If you cannot correct the problem, please contact the RICOH CORP. CUSTOMER SUPPORT DEPT. at 1-800-FASTFIX for repair or warranty information. If the equipment is causing harm to the telephone network, the telephone company may request you to disconnect the equipment from the network until the problem is resolved.
8. This equipment cannot be used with telephone company-provided coin service. Connection to Party Line Service is subject to state tariffs.

❖ WHEN PROGRAMMING EMERGENCY NUMBERS AND/OR MAKING TEST CALLS TO EMERGENCY NUMBERS:

1. Remain on the line and briefly explain to the dispatcher the reason for the call before hanging up.
2. Perform such activities in the off-peak hours, such as early morning hours or late evenings.

CANADA

The Industry Canada label identifies certified equipment. This certification means that the equipment meets telecommunications network protective, operational, and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirements document(s). The department does not guarantee the equipment will operate to the user's satisfaction.

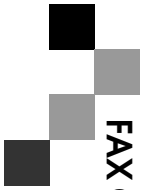
Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

User should ensure for their own protection that the electrical ground connections of the power utility, telephone lines, and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

Caution: Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

The Ringer Equivalence Number (REN) for this terminal equipment is 0.2. The REN assigned to each terminal equipment provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed five.




FAX Option Type 1232 Operating Instructions Facsimile Reference (option) <Basic Features>



B5028607



FAX Option Type 1232



Operating Instructions Facsimile Reference (option) <Advanced Features>



-
- 1 Transmission Mode
 - 2 Checking and Canceling Transmission Files
 - 3 Communication Information
 - 4 Other Transmission Features
 - 5 Reception Features
 - 6 Simplifying the Operation
 - 7 Facsimile Features
 - 8 Key Operator Setting
 - 9 LAN FAX Features
 - 10 Solving Operation Problems
 - 11 Appendix

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.

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.

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

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.

Trademarks

Microsoft®, Windows® and Windows NT® are registered trademarks of Microsoft Corporation in the United States and/or other countries.

Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights in those marks.

Note

The proper names of the Windows operating systems are as follows:

- Microsoft® Windows® 95 operating system
- Microsoft® Windows® 98 operating system
- Microsoft® Windows® Millennium Edition (Windows Me)
- Microsoft® Windows® 2000 Professional
- Microsoft® Windows® XP Professional
- Microsoft® Windows® XP Home Edition
- Microsoft® Windows® 2000 Server
- Microsoft® Windows NT® Server operating system Version 4.0
- Microsoft® Windows NT® Workstation operating system Version 4.0

TABLE OF CONTENTS

How to Read This Manual	1
Symbols	1
Manuals for This Machine	3
Advanced Features (this manual)	3
Basic Features	3

1. Transmission Mode

Extending Function Transmission	5
Sending at a Specific Time (Send Later)	5
Priority Transmission.....	6
Confidential Transmission.....	7
Polling Transmission	8
Polling Transmission Clear Report	10
Polling Reception	11
Polling Reserve Report.....	12
Polling Result Report.....	12

2. Checking and Canceling Transmission Files

Displaying Confirmation of Transmission.....	13
Canceling a Transmission.....	14
Deleting a Destination	14
Adding a Destination	15
Changing the Transmission Time	16
Printing a File	17
Re-sending a File	17
Printing a List of Files in Memory (Print TX File List)	18

3. Communication Information

Printing the Journal	19
Checking the Transmission Result (TX File Status).....	21
Checking the Reception Result (RX File Status)	22
Displaying the Memory Status.....	23
Printing a Confidential Message	24
Confidential File Report.....	25
Printing a File Received with Memory Lock.....	26
Personal Boxes	27
Personal Boxes	27
Printing Personal Box Messages	28
Information Boxes	29
Information Boxes	29
Storing Messages in Information Boxes.....	29
Printing Information Box Messages	30
Deleting Information Box Messages	31

4. Other Transmission Features

Handy Dialing Functions	33
Chain Dial.....	33
Redial.....	33
Advanced Features	35
SUB Code.....	35
SID Code.....	36
SEP Code.....	36
PWD Code.....	37
Transfer Request.....	37
Sub-address.....	39
UUI.....	40
On Hook Dial	41
Manual Dial	42
Changing the Line Type	43
Sub Transmission Mode	45
Book Fax.....	45
2-Sided Transmission (Double-Sided Transmission).....	46
Standard Message Stamp.....	47
Sending an Auto Document.....	47
Printing documents stored as Auto Documents.....	48
Sending a Stored File.....	49
Sending stored documents.....	49
Printing stored documents.....	51
Stamp.....	53
Transmission Options.....	53
Fax Header Print.....	53
Label Insertion.....	54
Sender Stamp.....	54
Reduced Image Transmission.....	54
Auto Reduce.....	54
Default ID Transmission.....	55
Selecting transmission options for a single transmission.....	55
More Transmission Functions	57
If Memory Runs Out While Storing an Original.....	57
Parallel Memory Transmission.....	57
Checking the Transmission Result.....	58
Automatic Redial.....	58
Batch Transmission.....	58
ECM (Error Correction Mode).....	58
Broadcasting Sequence.....	59
Checking the Transmission Progress.....	59
Dual Access.....	59
Transmission with Image Rotation.....	59
Simultaneous Broadcast.....	59
JBIG Transmission.....	60
Printed Report	61
Memory Storage Report.....	61
Transmission Result Report (Memory Transmission).....	61
Communication Failure Report.....	61
Transmission Result Report (Immediate Transmission).....	62

5. Reception Features

Reception	63
Immediate Reception	63
Memory Reception	63
Substitute Reception	64
Receiving messages unconditionally.....	65
Receiving messages according to parameter-specified settings.....	65
Reception Functions	67
Transfer Station.....	67
Transfer Result Report.....	68
JBIG Reception	69
Auto Fax Reception Power-up	69
Printing Options	70
Print Completion Beep	70
Checkered Mark.....	70
Center Mark	70
Reception Time	71
2-Sided Printing.....	71
180 Degree Rotation Printing	72
Multi-copy Reception.....	72
Image Rotation.....	72
Combine 2 Originals.....	73
Page Separation and Length Reduction	73
Reverse Order Printing	74
Page Reduction.....	74
TSI Print	75
CIL/TID Print	75
FAX Print Color	75
2nd Color Choice	75
When There is No Paper of the Correct Size.....	76
"Just Size" Printing.....	77
Having Incoming Messages Printed on Paper from the Bypass Tray.....	77
Having Incoming Messages Printed on Paper from the Large Capacity Tray (LCT) ...	78
Where Incoming Messages are Delivered - Output Tray	79
G3/G4 Separate Tray	79
Tray Shift.....	79

6. Simplifying the Operation

Programs	81
Registering and Changing Keystroke Programs	81
Using a program	82
Changing a program name.....	83
Deleting a Program	83
Using the Document Server	84
Storing a Document	85
File Manage	87
Delete File	88

7. Facsimile Features

Function List	89
Accessing the User Tools	92
Program/Change/Delete Menu	94
Changing the Order of the Quick Dial Table	94
Programming Title of the Quick Dial Table	95
Programming and Changing Standard Messages	96
Deleting Standard Messages	97
Storing and Changing an Auto Document	97
Deleting an Auto Document	99
Programming and Changing a Scan Size	99
Deleting a Scan Size	100
Reports/Lists	101
General Settings/Adjustment	102
Reception Mode	104

8. Key Operator Setting

Function List	107
Using Key Operator Settings	109
Counters	109
Forwarding	109
Programming Forwarding Stations	110
Deleting a Forwarding Station	110
Forwarding Mark	111
Memory Lock	111
ECM	112
Changing the User Parameters	113
Changing the User Parameters	116
Printing the User Parameter List	116
Special Senders to Treat Differently	117
Programming / Changing Special Senders	120
Programming "Initial Set UP" of a Special Sender	121
Deleting a Special Sender	123
Printing the Special Sender List	124
Box Settings	124
Programming/Editing Personal Boxes	124
Deleting Personal Boxes	126
Programming/Editing Information Boxes	126
Deleting Information Boxes	128
Programming/Editing Transfer Boxes	128
Deleting Transfer Boxes	130
Printing the Box List	131
Transfer Report	131
Programming a Confidential ID	132
Programming a Polling ID	133
Programming a Memory Lock ID	133
Selecting Dial/Push Phone	134
Programming ISDN G3 Line	134
Programming ISDN G4 Line	135

9. LAN FAX Features

Sending Fax Documents from PC	137
Installing the Software	138
Auto Run Program	138
Installing the LAN FAX Driver and the Address Book	139
Setting LAN FAX Properties	141
Basic Transmission	142
Printing	143
Address Book.....	143
LAN FAX Operation Messages	144
View Received Messages on a PC	145
Delivering Received Messages.....	145
Administering the Fax Information on a PC	147
Remote Administration	147

10.Solving Operation Problems

Reading Reports	149
Error Report	149
Power Failure Report	149
When Toner Runs Out	151

11.Appendix

Replacing the Stamp Cartridge	153
Connecting the Machine to a Telephone Line and Telephone	155
Connecting the Telephone Line	155
Connecting the Machine to ISDN	156
Selecting the Line Type.....	156
Connecting the Optional Handset or an External Telephone	157
Multi-port	158
Optional Equipment	159
Fax Function Upgrade Unit	159
Expansion Memory (32MB: DIMM)	159
ISDN Unit	159
Extra G3 Interface Unit	159
Handset.....	159
Specifications	160
Acceptable Types of Originals	161
Acceptable Original Sizes	161
Paper Size and Scanned Area.....	161
Maximum Values	164
INDEX	166

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 "Safety Information" 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 "Safety Information" in the General Settings Guide.

* 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 information or preparations required prior to operating.

 **Note**

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

 **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.

Notice

B4 JIS , B5 JIS , B6 JIS  are referred to as B4 , B5 , B6  in this manual.

Manuals for This Machine

There are the Basic Features manual and the Advanced Features manual for this machine. Please consult the manual that suits your needs.

Instructions for the optional ISDN Unit (ISDN Option Type 1232) and the Extra G3 Interface Unit (G3 Interface Unit Type 1232) are included in the Basic Features and Advanced Features manuals.

Advanced Features (this manual)

The Advanced Features manual describes more advanced functions and also explains settings for key operators.

Basic Features

The Basic Features manual explains the most frequently used fax functions and operations.

❖ **Chapter 1 Getting Started**

Describes the parts of the machine and control panel.

❖ **Chapter 2 Faxing**

Explains about basic transmission. You can also learn about other types of transmissions and how to switch the Reception Modes.

❖ **Chapter 3 Registering**

Explains how to store, edit and erase names and fax numbers. Quick Dials and Groups are also explained. These functions store numbers and save time when dialing. Also contains information on how to enter letters and symbols.

❖ **Chapter 4 Troubleshooting**

Explains how to adjust the volume of sounds generated by the machine and how to interpret error messages.

1. Transmission Mode

Extending Function Transmission

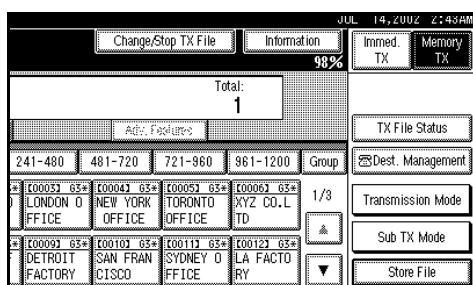
To use Extending Function Transmission, follow the directions below. To understand each function, read their operating description.

- 1 Place your original, and then select any scan settings you require.

 **Note**

- It is not necessary to place your original for Polling Reception.

- 2 Press [Transmission Mode].



The Extending Function Transmission Mode menu appears.

- 3 Select the function you want to extend and set each function.

- ⇒ p.5 "Sending at a Specific Time (Send Later)"
- ⇒ p.6 "Priority Transmission"
- ⇒ p.7 "Confidential Transmission"
- ⇒ p.8 "Polling Transmission"
- ⇒ p.11 "Polling Reception"

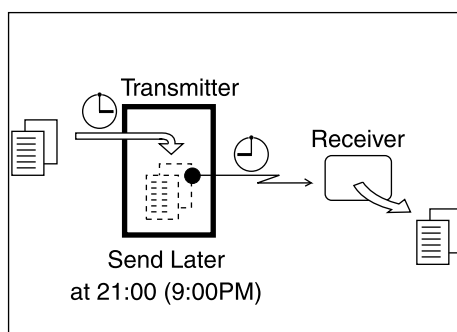
- 4 Specify the destination, and then press the [Start] key.

 **Note**

- It is not necessary to specify the destination for Polling Transmission.

Sending at a Specific Time (Send Later)

Using this function, you can instruct the machine to delay transmission of your fax message until a later time which you specify. This allows you to take advantage of off-peak telephone charges without having to be by the machine at the time.



ND1X01E4

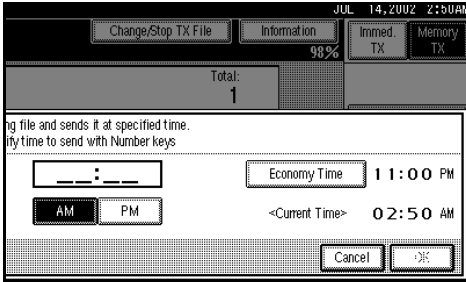
Then if you have a non-urgent fax, just select Send Later with Economy Transmission when you scan it. Faxes will be queued in memory and will be sent during Economy Transmission Time.

 **Note**

- You can specify a time less than 24 hours.
- This function is only available with Memory Transmission.
- If the current time shown on the display is not correct, change it. See "Timer Setting" in the General Settings Guide.
- For convenience, you can program the time when your phone charges become cheaper as the Economy Transmission Time.

Press **[Transmission Mode]** ⇒ **[Send Later]**.

- 1** Enter the time with the number keys, and press **[AM]** or **[PM]** to change AM/PM and press **[OK]**.



Note

- Press **[Economy Time]** to specify the economy time.
- When entering numbers smaller than 10, add a zero at the beginning.
- If you make a mistake, press **[Clear]** or the **[Clear/Stop]** key and try again.

- 2** Press **[OK]**.

The initial display is shown.

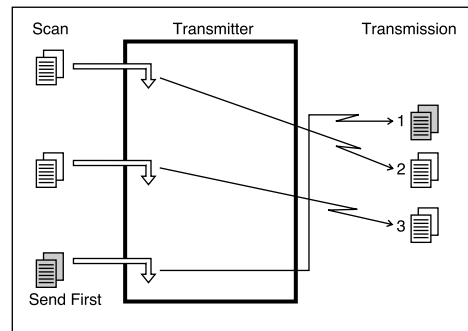
Note

- To check settings, press **[Transmission Mode]**.
- To cancel Send Later after pressing the **[Start]** key, see p.14 "Canceling a Transmission".

Priority Transmission

Documents you send with Memory Transmission are sent in the order they are scanned. Therefore, if several messages are queued in memory, the next document you send will not be sent immediately. However, by using this function you can have your message sent before any other queued messages.

For Priority Transmission, press **[Transmission Mode]** ⇒ **[Priority TX]**, and then press **[OK]**.



THYS950E

Limitation

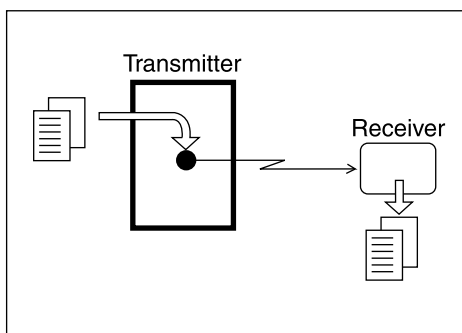
- This function is not available with Immediate Transmission. If this function is selected, the machine automatically switches to Memory Transmission.

Note

- If there is already a message stored with this function or a transmission is in progress, your message will be sent after that message has been transmitted.
- Press **[Change/Stop TX File]** after pressing the **[Start]** key to cancel the priority transmission.

Confidential Transmission

If you want to limit into who views your message, use this function. The message will be stored in memory at the other end and will not be printed until an ID is entered.



ND1X01E5

There are two types of Confidential Transmission:

❖ Default ID

It is not necessary to enter an ID when transmitting.

The other party can print the message by entering the Confidential ID programmed in their machine.

❖ ID Override

Should you wish to send a Confidential Message to a particular person at the other end, you can specify the Confidential ID that person has to enter to see that message. Before you send the message, do not forget to tell the intended receiver the ID that must be entered to print the message.

! Limitation

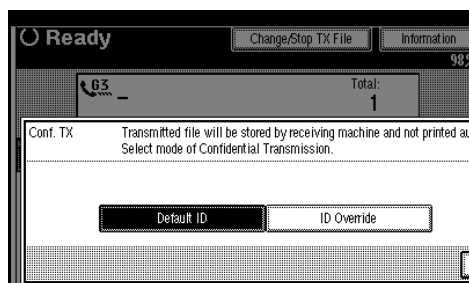
- ❑ The destination machine must be of the same make and have the Confidential Reception function.
- ❑ The destination machine must have enough memory available.

📌 Note

- ❑ We recommend that you program the Confidential ID beforehand. See p.132 "Programming a Confidential ID".
- ❑ An ID can be any 4 digit number except 0000.
- ❑ When the machine is not the same make, you can use Confidential Transmission using "SUB Code". See p.35 "SUB Code".

Press **[Transmission Mode]** ⇒ **[Confidential TX]**.

1 Depending on the Confidential Transmission type, use one of the following procedures:



Default ID

1 Check **[Default ID]** is selected, and then press **[OK]**.

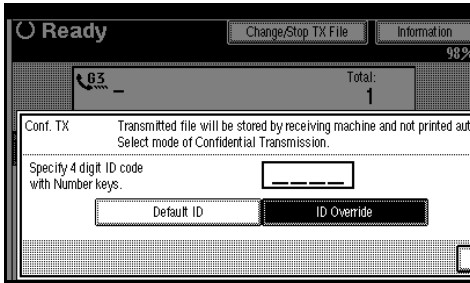
📌 Note

- ❑ If **[Default ID]** is not selected, press **[Default ID]**.

Override ID

1 Press **[ID Override]**.

- 2** Enter the Confidential ID (4 digit number) with the number keys, and then press [OK].



Note

- If you make a mistake, press [Clear] or the [Clear/Stop] key and try again.

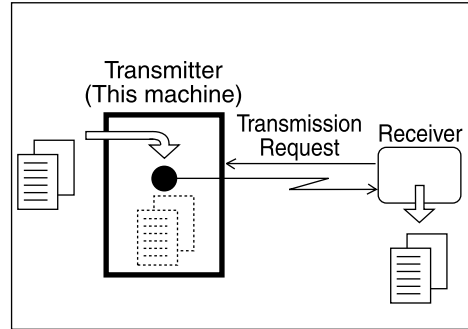
- 2** Press [OK].

Note

- To check settings, press [Transmission Mode].
- You can cancel Confidential Transmission see ⇒ p.14 “Canceling a Transmission”, after pressing the [Start] key.

Polling Transmission

Use Polling Transmission when you want to leave an original in the machine's memory for others to pick up. The message will be sent when the other party calls you up.



There are three types of Polling Transmission.

❖ **Free Polling Transmission**

It is not necessary to enter the Polling ID during the procedure. Anybody can poll the message from your machine. The machine sends it regardless of whether Polling ID's match.

❖ **Default ID Transmission**

It is not necessary to enter the Polling ID during the procedure. The message will only be sent if the Polling ID of the machine trying to poll your message is the same as the Polling ID stored in your machine. Make sure that both machines' Polling IDs are identical in advance.

❖ **ID Override Transmission**

You must enter an Override Polling ID unique to this transmission. This ID overrides that stored in the Polling ID. The user must supply this ID when they poll your machine. If the IDs match, the message is sent. Make sure the other end knows the ID you are using in advance.

! **Limitation**

- ❑ Polling Transmission is allowed only if the receiver's machine has the Polling Reception feature.
- ❑ Usually, only machines of the same make that support Polling Reception can perform ID Polling Transmission. However, when the Information Box File functions is used, and the other party's fax machine supports Polling Transmission and the "SEP" feature, you can still carry out a Polling Transmission with an ID. See p.29 "Information Boxes".

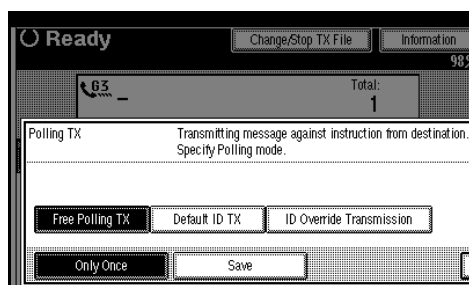
📖 **Note**

- ❑ Free Polling and Default ID Transmission allow only one file to be stored in memory.
- ❑ ID Override Polling Transmission allows a file to be stored in memory for each ID; a total of up to 400 files (800 with the optional Fax Function Upgrade unit) for varying ID's can be stored.
- ❑ Before using "Default ID Transmission", you need to program the Polling ID. See p.133 "Programming a Polling ID".

- ❑ You can set whether a Polling Transmission file is deleted after transmitting in "User Parameters". To save the file to transmit repeatedly, set to "Standby (Save)". See p.113 "Changing the User Parameters" (Switch 11, Bit7).
- ❑ The communication fee is charged to the receiver.

Press **[Transmission Mode]** ⇒ **[Polling TX]**.

1 Depending on the Polling Transmission mode, use one of the following procedures:



Free Polling TX

1 Check that **[Free Polling TX]** is selected.

📖 **Note**

- ❑ If **[Free Polling TX]** is not selected, press **[Free Polling TX]**.

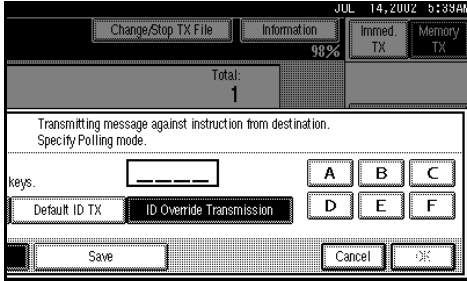
Default ID TX

1 Select **[Default ID TX]**.

ID Override Transmission

1 Select **[ID Override Transmission]**.

- 2** Specify a 4 digit ID Code with the number keys and [A], [B], [C], [D], [E] and [F].



Note

- A Polling ID may be any string of four numbers (0 to 9) and characters (A to F) except 0000 and FFFF.
- If you make a mistake, press **[Clear]** or the **[Clear/Stop]** key and try again.

- 2** Press **[Only Once]** or **[Save]** to delete or save the file after transmission.

Note

- To delete the original immediately after transmission, select **[Only Once]**.
- To repeatedly send the original, select **[Save]**.

- 3** Press **[OK]**.

The Transmission Mode menu is shown.

- 4** Press **[OK]**.

Return to the initial display.

After pressing the **[Start]** key, scanning begins and the originals are stored in memory.

Polling Transmission Clear Report

This report allows you to verify whether Polling Transmission has taken place.

Limitation

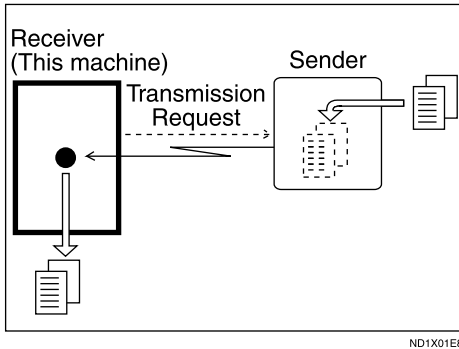
- This report is not printed if the User Parameters are set to allow the stored originals to be repeatedly sent (Save). See p.113 “Changing the User Parameters” (Switch11, Bit7).

Note

- You can turn this function on or off with the User Parameters. See p.113 “Changing the User Parameters” (Switch03, Bit6).
- You can set whether a portion of the sent image is printed on the report with the User Parameters. See p.113 “Changing the User Parameters” (Switch04, Bit7).
- You can check the result of Polling Transmission with the Journal.

Polling Reception

Use this function if you want to poll a message from another terminal. You can also poll documents from many terminals with only one operation (use Groups and Keystroke Programs to fully exploit this feature).



There are two types of Polling Reception.

❖ Default ID/Free Polling Reception

Use this method for Free Polling or Default ID Polling. If the Polling ID is programmed in your machine, any messages waiting in the transmitting machine with the same ID are received. If the other machine does not have any messages waiting with the same Polling ID, any messages that do not require ID are received (Free Polling).

❖ ID Override Polling Reception

You must enter an Override Polling ID unique to this transmission. This ID overrides that stored in the Polling ID.

Your machine will receive any messages waiting in the transmitting machine with matching ID's. If no ID's match, any messages that do not require ID are received (Free Polling).

! Limitation

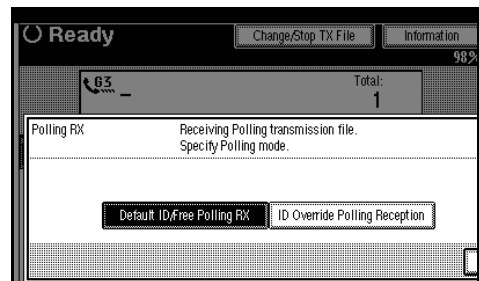
- ❑ Polling Reception requires that the other machine can perform Polling Transmission.
- ❑ To receive a message sent by any Default ID Polling Transmission or ID Override Polling Transmission, it is necessary to specify the same Polling ID as the sender's.
- ❑ Usually, you can only receive documents with a Polling ID from machines of the same make that support the polling function. However, if the other party's fax machine supports Polling Transmissions and the "SEP" function, and also has stored IDs. You can still perform Polling Reception. See p.36 "SEP Code".
- ❑ To receive a message sent by any Free Polling Transmission, it is not necessary to specify the same Polling ID as the sender's.

📝 Note

- ❑ For ID Polling Reception, program a Polling ID in advance. See p.133 "Programming a Polling ID".

Press **[Transmission Mode]** ⇒ **[Polling RX]**.

1 Depending on which method you are using, choose one of the following procedures:



1

Default ID/Free Polling RX

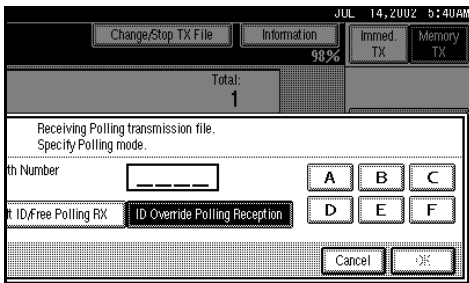
- 1 Check that **[Default ID/Free Polling RX]** is selected.

Note

- If **[Default ID/Free Polling RX]** is not selected, press **[Default ID/Free Polling RX]**.

ID Override Polling Reception

- 1 Press **[ID Override Polling Reception]**.
- 2 Specify a 4 digit ID Code with the number keys and **[A]**, **[B]**, **[C]**, **[D]**, **[E]** and **[F]**.



Note

- A Polling ID may be any four numbers (0 to 9) and characters (A to F) except 0000 and FFFF.
- If you make a mistake, press **[Clear]** or the **[Clear/Stop]** key and try again.

- 2 Press **[OK]**.

The Transmission Mode menu is shown.

- 3 Press **[OK]**.

The initial display is shown.

Polling Reserve Report

This report is printed after Polling Reception has been set up.

Note

- You can turn this function on or off with the User Parameters. See p.113 “Changing the User Parameters” (Switch03, Bit3).

Polling Result Report

This report is printed after a Polling Reception has been completed and shows its result.

Note

- You can also check the result of a Polling Reception with the Journal. See p.19 “Printing the Journal”.
- You can turn this function on or off with the User Parameters. See p.113 “Changing the User Parameters” (Switch03, Bit4).

2. Checking and Canceling Transmission Files

After you have pressed the **[Start]** key (after scanning originals), you can check and edit the destination or settings of Memory Transmission. You can also cancel a transmission, change the settings of a transmission, print a stored file, print a list of stored files and resend a file which failed to transmit.

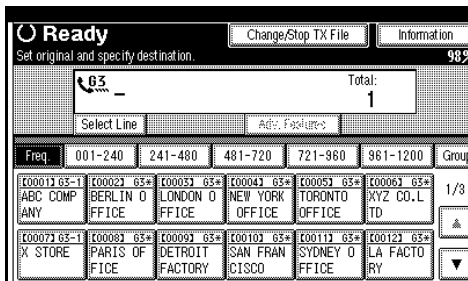
This function is available for Memory Transmission, Confidential Transmission, Transfer Request, Polling Reception and Polling Transmission.

Note

- There is no file being sent, received or stored by Memory Transmission, if **[Change/Stop TX File]** does not appear on the display.
- You cannot check or edit a file being sent or received. Also a Confidential Transmission file or stored file to be printed as a report cannot be checked or edited.

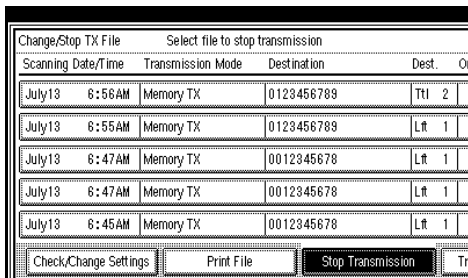
Displaying Confirmation of Transmission

1 Press **[Change/Stop TX File]**.



2 Select **[Check/Change Settings]**.

Scanning date/time, transmission mode, destination, total number of destinations, total number of originals, file number and Status are displayed.

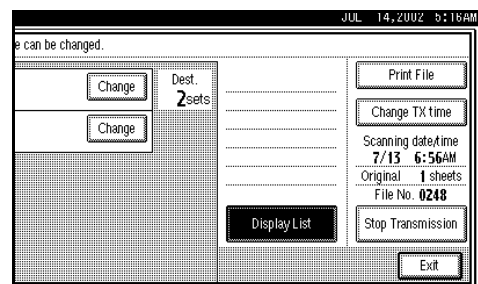


3 Select files to be changed or checked.

Note

- If there are multiple destinations for a file, only the destination selected first is displayed.
- If there are multiple destinations for a file, only the number of destinations that have not been sent the file are displayed.

4 Check a file, and then press **[Exit]**.



5 Press **[Exit]**.

The initial display is shown.

Canceling a Transmission

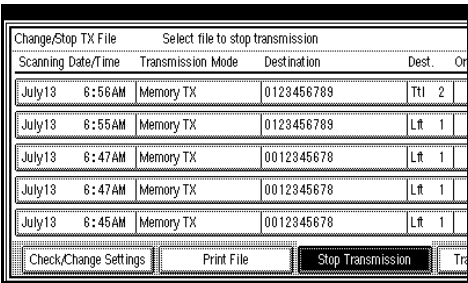
You can cancel a transmission of a file when the file is being sent, stored in memory or fails to transmit. All the scanned data is deleted from memory.

You can cancel a file for Memory Transmission. This function is useful to cancel a transmission when you notice a mistake in destination or with the originals after storing originals in memory. To cancel Memory Transmission, search for the file to be canceled among the files stored in memory, and delete it.

 **Note**

- If you cancel a transmission while the file is being sent, some pages of your file may have already been sent and will be received at the other end.
- If the transmission finishes while you are carrying out this procedure, transmission cannot be canceled.

- 1** Press [**Change/Stop TX File**].
- 2** Select the files whose transmission you want to cancel.



 **Note**

- To display only the files being sent, press [**Files under TX**].
- If there are multiple destinations for a file, only the number of destinations that have not been sent the file are displayed.

- If there are multiple destinations for a file, only one destination can be displayed. To display all destinations, press [**Check/Change Settings**].

- 3** Press [**Stop Transmission**].

The file you selected to stop transmitting is deleted.

 **Note**

- To not cancel Transmission, press [**Save**].
- To cancel another transmission, repeat from step **2**.

- 4** Press [**Exit**].

The initial display is shown.

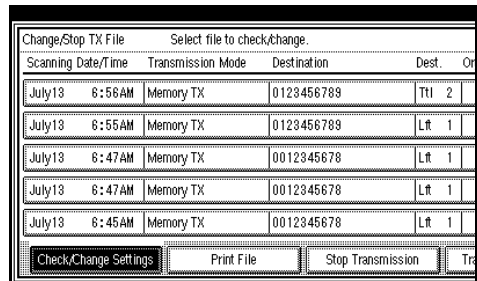
Deleting a Destination

You can delete destinations.

 **Note**

- If you delete a destination that is the only destination for a transmission, the transmission is canceled.

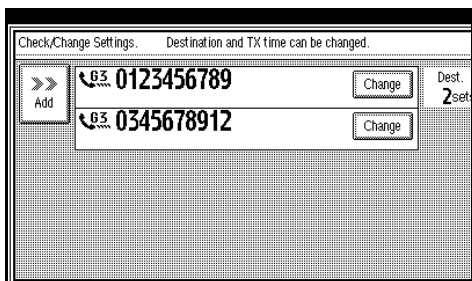
- 1** Press [**Change/Stop TX File**].
- 2** Press [**Check/Change Settings**].
- 3** Select the file from which you want to delete a destination.



 **Note**

- To display only the files being sent, press [**Files under TX**].

- 4 Press [Change] for the destination you want to delete.



- 5 Press [Clear] to delete the destination.

- 6 Press [Exit].

Note

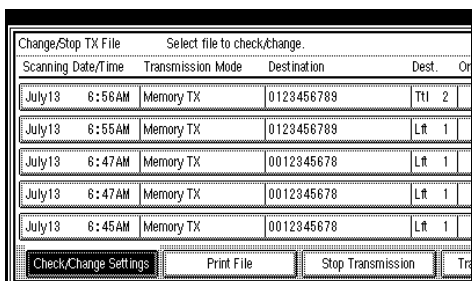
- To delete another destination, repeat from step 3.

- 7 Press [Exit].

The initial display is shown.

Adding a Destination

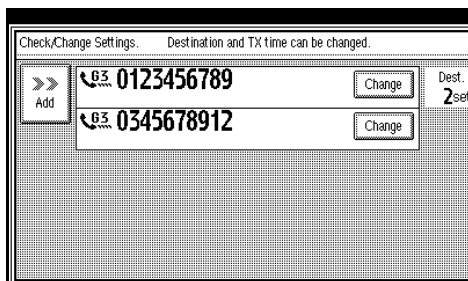
- 1 Press [Change/Stop TX File].
- 2 Press [Check/Change Settings].
- 3 Select the file to which you want to add a destination.



Note

- To display only the files being sent, press [Files under TX].

- 4 Press [Add].



- 5 Specify the destination.

Note

- You can specify the destination using the number keys or software keys.
- You can also program SUB Code and Sub-address by pressing [Adv. Features].

- 6 Press [Exit].

Note

- Repeat steps 4 and 5, if you want to add another destination.

- 7 Press [Exit].

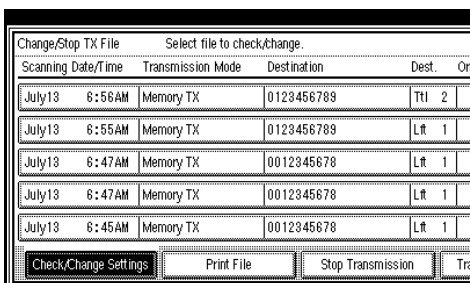
The initial display is shown.

Changing the Transmission Time

You can change the transmission time which has been specified with Send Later. See p.5 “Sending at a Specific Time (Send Later)”.

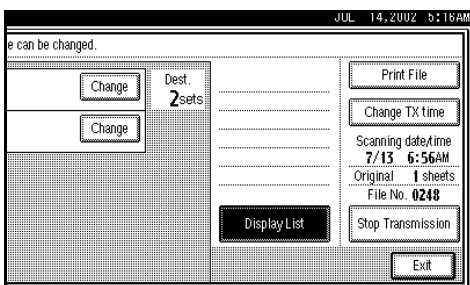
You can also delete the transmission time. When the transmission time is deleted, the file is transmitted immediately.

- 1** Press [Change/Stop TX File].
- 2** Press [Check/Change Settings].
- 3** Select the file for which you want to change or cancel the transmission time.

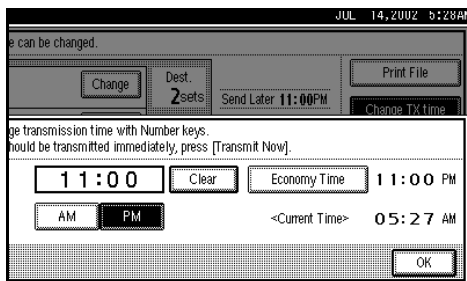


- Note**
- To display only the files being sent, press [Files under TX].

- 4** Press [Change TX time].



- 5** Press [Clear], and then reenter the transmission time using the number keys or select [Economy Time].



- Note**
- If you select [Economy Time], the economy time already specified is entered. See p.102 “General Settings/Adjustment”.
- If you press [Transmit Now], the file is transmitted immediately. However, if there is a file on standby that file is sent first.

- 6** Press [OK].

- 7** Press [Exit].

- Note**
- Repeat from step **3**, if you want to change another transmission time.

- 8** Press [Exit].

The initial display is shown.

Printing a File

If you wish to check the contents of a file that is stored in memory and has not been sent yet, use this procedure to print it out.

Note

- Polling Transmission files are not displayed in the list. Confidential Transmission files are displayed, but cannot be printed.

- 1 Press [Change/Stop TX File].
- 2 Press [Print File].
- 3 Select the file you want to print.

Change/Stop TX File		Select file to print.			
Scanning Date/Time	Transmission Mode	Destination	Dest.	Or	
July13 8:56AM	Memory TX	0123456789	Trl	2	
July13 8:55AM	Memory TX	0123456789	Lrt	1	
July13 8:47AM	Memory TX	0012345678	Lrt	1	
July13 8:47AM	Memory TX	0012345678	Lrt	1	
July13 8:45AM	Memory TX	0012345678	Lrt	1	

Buttons: Check/Change Settings, Print File, Stop Transmission, Tr

Note

- If there are multiple destinations for a file, only the number of destinations that have not been sent the file are displayed.
- If you want two sided printing (option), press [Print 2 Sides].

- 4 Press the [Start] key.

Note

- To cancel a file from printing, press [Stop Printing]. The display will return to step 3.

- 5 Press [Exit].

The initial display is shown.

Note

- Repeat from step 3, if you want to print another file.

Re-sending a File

This function is valid when the machine is set up with the User Parameters to save messages that could not be sent in memory.

Preparation

You should select "Store for 24 hours" for "Store a message that could not be transmitted" in User Parameters. See p.113 "Changing the User Parameters" (Switch24, Bit0).

Note

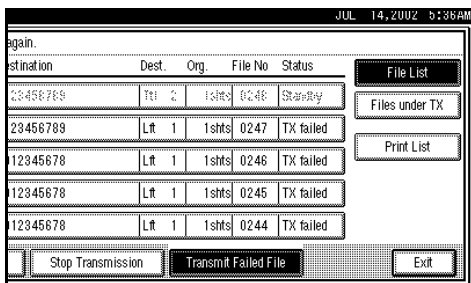
- If you select the failed transmission file, you can resend it. This function allows you to transmit a fax message again. These files will be kept for either 24 or 72 hours depending on how you program this function. See p.113 "Changing the User Parameters" (Switch24, Bit1,0).

- 1 Press [Change/Stop TX File].
- 2 Press [Transmit Failed File].

destination	Dest.	Org.	File No	Status	
23456789	Trl	2	1shots 0248	Standby	File List Files under TX Print List
23456789	Lrt	1	1shots 0247	TX failed	
12345678	Lrt	1	1shots 0248	TX failed	
12345678	Lrt	1	1shots 0245	TX failed	
12345678	Lrt	1	1shots 0244	TX failed	

Buttons: Stop Transmission, Transmit Failed File, Exit

3 Select a file you want to resend.



Note

- "TX failed" is displayed for files that could not be sent.
- If there are multiple destinations for a file, only the destination selected first is displayed.
- If there are multiple destinations for a file, only the number of destinations that have not been sent the file are displayed.

4 Press [OK].

Note

- To add destinations, press [Add] and specify the destinations.
- Repeat from step 3 to resend another file.

5 Press [Exit].

The initial display is shown.
Transmission starts.

Printing a List of Files in Memory (Print TX File List)

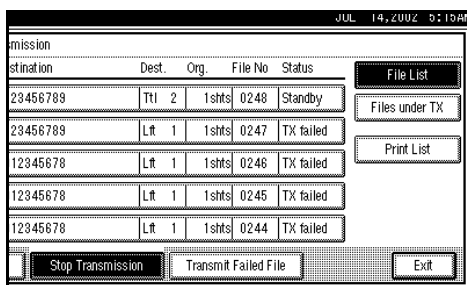
Print this list if you wish to find out which files are stored in memory and what their file numbers are. Knowing the file number can be useful (for example when erasing files).

Note

- The contents of a file stored in memory can also be printed. See p.17 "Printing a File".

1 Press [Change/Stop TX File].

2 Press [Print List].



3 Press the [Start] key.

Note

- To cancel printing, press [Stop Printing]. The display will return to step 2.

4 Press [Exit].

The initial display is shown.

3. Communication Information

Printing the Journal

The Journal contains information about maximum of the last 50 communications made by your machine. It is printed automatically after every 50 communications (receptions+transmissions).

If the machine is installed with the optional ISDN Unit or the optional Extra G3 Interface Unit, you can print the Journal of each line type.

You can also print a copy of the Journal at any time by following the procedure below.

Important

The contents of a Journal printed automatically are deleted after printing. If you administer the history of transmissions and receptions, we recommend that you keep the Journal. You can check a total of 200 communications (1,000 with the optional Fax Function Upgrade unit) (receptions+transmissions) on the display.

❖ All

Prints the results of communications in the order made.

❖ Print per File No.

Prints only the results of communications specified by file number.

❖ Print per User Code

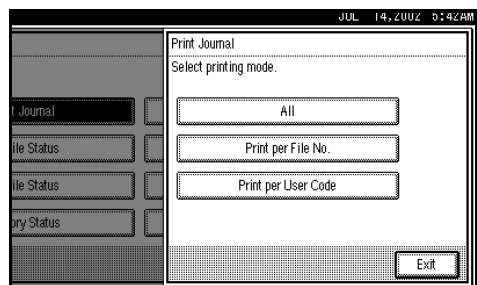
Prints only the results of communications for a specified User Code. See p.11 "Reading the Display Panel and Using Keys", *Facsimile Reference (option) <Basic Features>*.

Note

- ❑ The sender's name column of the Journal is useful when you need to program a special sender. See p.117 "Special Senders to Treat Differently".
- ❑ If you do not want the Journal printed, you can turn it off. See p.113 "Changing the User Parameters" (Switch03, Bit7).
- ❑ You can set whether the Journal is automatically printed after every 50 communications in User Parameters. See p.113 "Changing the User Parameters" (Switch03, Bit7).
- ❑ You can set whether you print the Journal by line type. See p.113 "Changing the User Parameters" (Switch19, Bit1).

Press **[Information]** ⇒ **[Print Journal]**.

1 Select a printing mode.



Selecting **[All]**

- 1 Press **[All]**.

Selecting [Print per File No.]

- 1 Press [Print per File No.].
- 2 Enter a 4 digit file number.

 **Note**

- If you make a mistake, press [Clear] or the [Clear/Stop] key and try again.

3

Selecting [Print per User Code]

- 1 Press [Print per User Code].
- 2 Specify an 8 digit User Code with the number keys.

 **Note**

- If you make a mistake, press [Clear] or the [Clear/Stop] key and try again.

- 3 Press [#].
- 4 Check the User Code shown on the display.

- 2 Press the [Start] key.

 **Note**

- To cancel a file printing, press [Stop Printing] and the display will return to step 1.

- 3 Press [Exit].

Return to the initial display.

Checking the Transmission Result (TX File Status)

You can browse a part of the Transmission Result Report on the display.

Note

- Only the transmission result of the last 200 communications are shown.
- If a transmission is completed while you are using this function, the result will not be shown until you exit TX File Status and start it again.

Press **[Information]** ⇒ **[TX File Status]**.

1 Check the transmission results.

TX File Status		Displaying transmission file status.	
Date/Time	Destination	Original Q	
June10 6:54 AM	ABC COMPANY		1
June10 6:33 AM	ABC COMPANY		1
June 9 2:12 PM	ABC COMPANY		1
June 9 12:48 PM	ABC COMPANY		1
June 9 12:45 PM	ABC COMPANY		1
June 9 12:15 PM	ABC COMPANY		1

Transmission results are displayed from the latest result in groups of six.

Scanning date/time, destination, originals quantity, file number and status are displayed.

Note

- "Destination" shows the Own Fax Number or Fax Header information of a receiver. For a transmission from a computer, "-- LANFAX -->" is shown.

2 Press **[Exit]**.

Return to the initial display.

Checking the Reception Result (RX File Status)

You can browse a part of the Reception Result Report on the display.

Note

- Only the reception result of the last 200 communications are shown.
- If a message is received while you are using this function, the result will not be shown until you exit RX File Status and start it again.

Press **[Information]** ⇒ **[RX File Status]**.

1 Check the reception results.

RX File Status		Displaying reception file status.	
Date/Time	TX Station	Original Q	
June10 8:31 AM	ABC COMPANY	1	
June10 7:22 AM	ABC COMPANY	2	
June10 6:58 AM	ABC COMPANY	4	
June10 6:57 AM	ABC COMPANY	1	
June 9 12:52 PM	ABC COMPANY	1	
June 9 12:50 PM	ABC COMPANY	1	

Reception results are displayed from the latest result in groups of six.

Scanning date/time, Transmission Station, originals quantity, file number and Status are displayed.

Note

- TX Station shows the fax number of a sender or Fax Header information.

2 Press **[Exit]**.

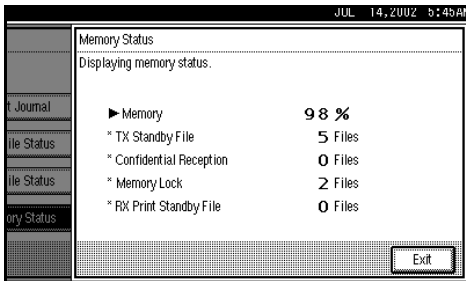
Return to the initial display.

Displaying the Memory Status

Use this function to display a summary of current memory usage. Items shown are the percentage of free memory space, the number of received Confidential Messages, the number of files to be sent, the number of Memory Lock files and the number of received messages to be printed.

Press **[Information]** ⇒ **[Memory Status]**.

1 Check the memory status.



Note

- "Others" will be displayed:
 - When storing attachment files. See p.97 "Storing and Changing an Auto Document".
 - When storing Transfer Request files. See p.37 "Transfer Request".
 - When storing originals in the Information Boxes. See p.29 "Information Boxes".
 - When sending to the Personal Box. See p.27 "Personal Boxes".

2 Press [Exit].

Return to the initial display.

Printing a Confidential Message

3

This function is designed to prevent unauthorized users from reading your messages. If someone sends you a message using Confidential Transmission, it is stored in memory and not automatically printed. To print the message you have to enter the Confidential ID Code. When your machine has received a Confidential Message, the **Confidential File** (☒) indicator lights.

Preparation

Before using this function, program your Confidential ID. See p.132 "Programming a Confidential ID".

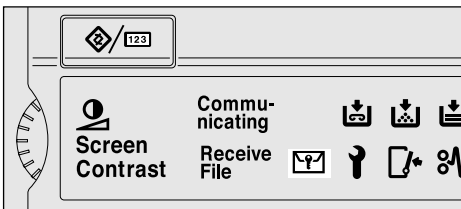
Important

☐ If the main power switch is off more than 1 hour, all Confidential Messages are deleted. In that case, use the Power Failure Report to identify which messages have been deleted. See p.149 "Power Failure Report".

Limitation

☐ You must program the Confidential ID for Confidential Reception to work.

Confirm that the Confidential File indicator is lit, and then press **[Information]** ⇒ **[Print Confidential RX File]**.

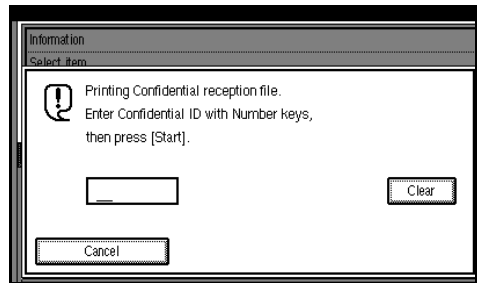


ZGRS020N

Note

- ☐ If the machine received a message with SUB Code, the Confidential File indicator also lights.
- ☐ Print a message with SUB Code using the **[Print Personal Box File]** function. See p.28 "Printing Personal Box Messages".
- ☐ If no Confidential Messages have been received, the message "No reception file." is shown. Press **[Exit]**.

1 Enter a 4 digit Confidential ID with number keys.



The Confidential ID is not shown on the display.

Note

- ☐ You must enter the Confidential ID programmed in this machine when the received file has no Confidential ID.
- ☐ You must enter the Confidential ID programmed by the sender. Confirm the sender's Confidential ID in advance.

- ❑ If the Confidential IDs or Personal Confidential IDs do not match, the message “No reception file under specified Confidential ID.” is displayed. Press **[Exit]** to cancel the operation, and then check the Confidential ID or Personal Confidential ID with the other party and try again.

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

Return to the initial display.



If you cannot print confidential files even if the Confidential File (CF) indicator is lit.

The Confidential File indicator also lights if the machine received a message with a SUB Code. Check the Personal Boxes.

Note

- ❑ Print from the Personal Box, when a file has been sent from another party with a SUB Code attached. See p.27 “Personal Boxes”.

Confidential File Report

When this function is turned on, this report is printed whenever your machine receives a Confidential Message.

Note

- ❑ You can turn this function on or off with the User Parameters. See p.113 “Changing the User Parameters” (Switch04, Bit0).

Printing a File Received with Memory Lock

This is a security function designed to prevent unauthorized users from reading your messages. If Memory Lock is switched on, all received messages are stored in memory and are not automatically printed. To print the messages, you have to enter the Memory Lock ID Code. When your machine has received a message with Memory Lock, the **Confidential File** (🔒) indicator blinks.

Preparation

Before using this function, program your Memory Lock ID. See p.133 “Programming a Memory Lock ID”.

Before using this function, set Confidential Transmissions to On.

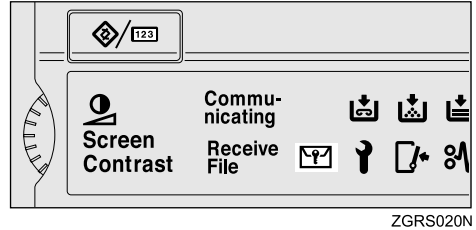
Important

- ❑ If the main power switch is turned off for more than an hour, all messages protected by Memory Lock will be deleted. In that case, the Power Failure Report will be printed so you can confirm which messages have been deleted. See p.149 “Power Failure Report”.

Note

- ❑ If free memory space is low, messages may not be received.
- ❑ You can also apply a Memory Lock to messages that come only from certain senders. See p.117 “Special Senders to Treat Differently”.
- ❑ Messages received by Polling Reception are automatically printed even if this function is switched on.

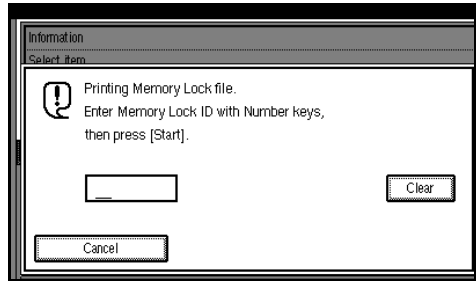
Confirm that the Confidential File indicator is lit, and press **[Information]** ⇒ **[Print Memory Lock]**.



Note

- ❑ If no messages were received while Memory Lock was switched on, the message “No reception file.” is shown. Press **[Exit]**

1 Enter a 4 digit Memory Lock ID with the number keys.



The Memory Lock ID is not shown on the display.

Note

- ❑ If the Memory Lock ID does not match, the message “Specified code does not correspond to programmed Memory Lock ID.” is shown. Press **[Exit]** and retry after checking the Memory Lock ID.

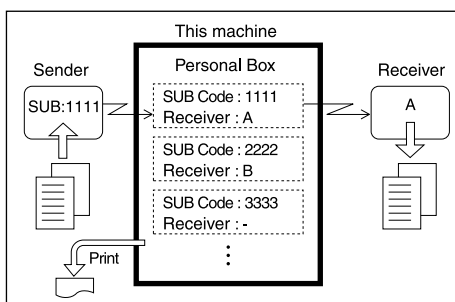
2 Press the **[Start]** key.

When the printing is completed, return to the initial display.

Personal Boxes

Personal Boxes

This function lets you set up the machine so that incoming messages addressed to certain users are stored in memory instead of being printed out immediately. Each user must be assigned a SUB Code (Personal Code) that has been designated as a Personal Box beforehand. When the other party sends their message, they specify the SUB Code of the user to which they are sending the message. When the message is received, it is stored in the Personal Box with the matching SUB Code. In order to print a message received into a Personal Box, you must enter the SUB Code assigned to that Personal Box. This enables several individuals or departments to share a single fax machine yet be able to differentiate between messages. Furthermore, if you specify a receiver for the Personal Box, instead of being stored in memory, incoming messages with this SUB Code appended are forwarded directly to the destination you specify.



GPSINBON

Note

- ❑ To be able to receive messages into a Personal Box you must inform the sender of the SUB Code registered for that Personal Box and ask them to send the message using SUB Code Transmission with that SUB Code. See p.35 "SUB Code".
- ❑ When messages have been received into Personal Boxes, the Confidential Reception/Memory Lock indicator lights and the Confidential File Report is printed. See p.25 "Confidential File Report".
- ❑ If a Personal Box is assigned a receiver, incoming messages are transferred to that receiver with a Forwarding Mark stamped on them. See p.109 "Forwarding".
- ❑ If a receiver is not assigned, print these messages. See p.28 "Printing Personal Box Messages".

Printing Personal Box Messages

Follow these steps to print a message that has been received into a Personal Box.

Preparation

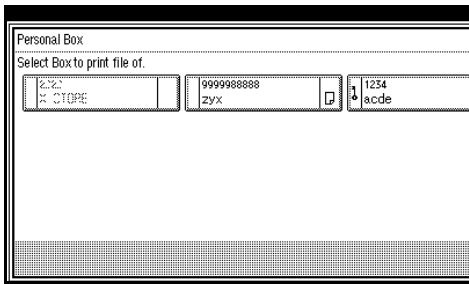
Before using this function, set the Personal Box in advance. See p.124 "Programming/Editing Personal Boxes".

Note

- If you print a Personal Box message, it is deleted.

Press **[Information]** ⇒ **[Print Personal Box File]**.

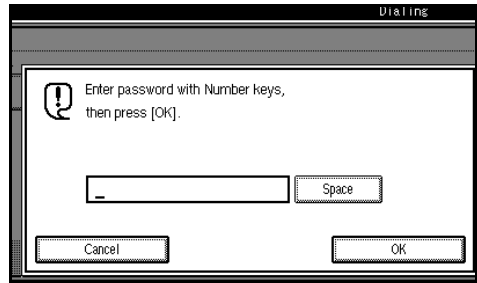
1 Select the box with the message you want to print.



When a password is required

The screen is displayed, when the selected Personal Box password is set in advance. The password is registered in "Key Operator Tools". See p.124 "Programming/Editing Personal Boxes".

1 Enter the password, and then press **[OK]**.



Note

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

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

The received messages are printed.

Note

- To stop printing, press **[Stop Printing]**. The display will return to step **1**.

3 Press **[Exit]**.

Return to the initial display.

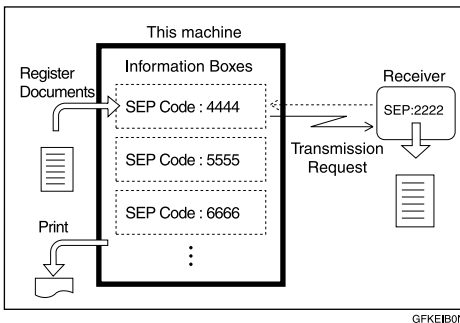
Note

- If there are messages in other Personal Boxes, the display will return to step **1**. Repeat from step **1** to print another file.

Information Boxes

Information Boxes

Use the Information Box function to set up the machine as a Fax Information service or Document Server. By scanning documents into Information Boxes, other parties can receive these messages whenever they request them.



- You can program documents for this function with “Storing Messages in Information Boxes”. See p.29 “Storing Messages in Information Boxes” .
- For other parties to be able to retrieve a message programmed in an Information Box, you need to inform them of the SEP Code assigned to that Information Box.
- When a SEP Code Polling Reception request is made by another party, the SEP Code they specify is compared with the SEP Codes programmed in that Information Boxes. If a code matches, the message stored in the Information Box is sent to the other party automatically.
- You can check on the contents of Information Boxes with “Printing Information Box Messages”. See p.30 “Printing Information Box Messages”.

- You can set a password for Information Boxes in advance. A password can be set in “Key Operator Setting”. See p.126 “Programming/Editing Information Boxes”.

Storing Messages in Information Boxes

Follow these steps to store a message in an Information Box.

Preparation

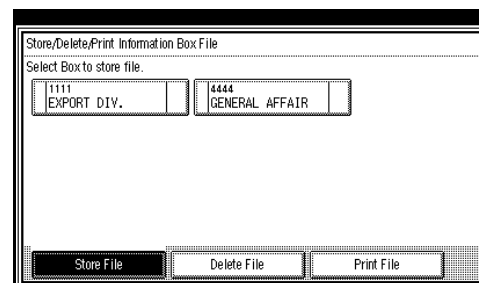
Before using this function, set the Information Box in advance. See p.126 “Programming/Editing Information Boxes”.

Note

- One Information Box stores one file.
- The stored file is not deleted automatically. If you want to delete a stored file. See p.31 “Deleting Information Box Messages”.

Press **[Information]** ⇒ **[Store/Delete/Print Information Box File]**.

- 1** Select the box in which you want to store the file.



Note

- When there are pre-registered files, a file mark is displayed at the end of the Box Name.

3

- A message is displayed, when selecting a box with a file stored in it. Press **[Register]**, when changing the file name. The originally stored file will be overwritten.
- If the password is already set, enter it into the Confirmation Display.

2 Place the original, and then select any scan settings you require.



Note

- You can also select the following settings.
 - Book Fax
 - 2 Sided Original (Optional Document Feeder (ADF) is required)
 - Stamp (Optional Document Feeder (ADF) is required)

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

The machine starts to scan the original.

To stop scanning, press **[Stop Scanning]**. The display will return to step **1**.

4 Press **[Exit]**.

Return to the initial display.

Note

- To store a message in another Information Box continuously, return to step **1**.

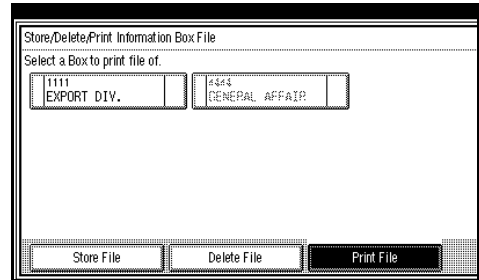
Printing Information Box Messages

Follow these steps to print the message stored in an Information Box.

Press **[Information]** ⇒ **[Store/Delete/Print Information Box File]**.

1 Press **[Print File]**, and select the box that contains the stored file you want to print.

The SEP Code and Box Name are displayed.



Note

- You cannot select a box which has no stored file.
- If the password is already set, enter it into the Confirmation Display.

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

The machine starts to print.

Note

- If you want 2 sided printing (option), press **[Print 2 Sides]** before pressing the **[Start]** key.
- To stop printing, press **[Cancel]** and the display will return to step **1**.
- To stop printing, press **[Stop Printing]** and the display will return to step **1**.

3 Press **[Exit]**.

Return to the initial display.

Note

- Repeat from step **1** to print another stored file in the box.

Deleting Information Box Messages

Follow these steps to delete a file stored in an Information Box.

Press **[Information]** ⇒ **[Store/Delete/Print Information Box File]**.

1 Press **[Delete File]**, and select the box that contains the stored file you want to delete.

The SEP Code and Box Name are displayed.

Note

- You cannot select a box which has no stored file.
- If the password is already set, enter it into the Confirmation Display.

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

The machine starts to print.

Note

- If you want 2 sided printing (option), press **[Print 2 Sides]** before pressing the **[Start]** key.
- To stop printing, press **[Stop Printing]** and the display will return to step **1**.

3 Press **[Exit]**.

Return to the initial display.

Note

- Repeat from step **1** to delete another stored file in another box.

4. Other Transmission Features


Handy Dialing Functions

Chain Dial

This allows you to compose a telephone number from various parts, some of which may be stored in Quick Dials and some of which may be entered using the number keys.

 **Note**

- Maximum length of a telephone or fax number: 254 digits
- For Memory Transmission and Immediate Transmission, insert a pause between parts of a number. For On Hook Dial and Manual Dial, no pause is needed.

 **(Example) 01133-1-555333**

Assume that 01133 is stored in Quick Dial key.

- ① Place the original, and then select any scan settings you require.
- ② Press the Quick Dial key which is programmed "01133".
- ③ Press the **【Pause/Redial】** key.
- ④ Enter **【1】**, **【5】**, **【5】**, **【5】**, **【3】**, **【3】**, **【3】** with the number keys.
- ⑤ Press the **【Start】** key.

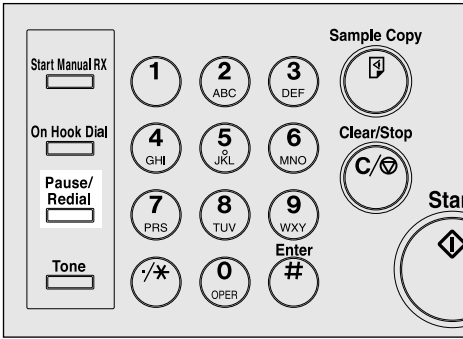
Redial

The machine memorizes the last 10 destinations that have been dialed. If you wish to send a message to a destination which you sent faxes recently, the Redial function saves you time by finding and entering the number again.

 **Limitation**

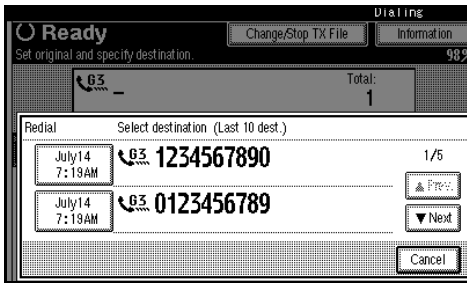
- The following kinds of destinations are not memorized:
 - Quick Dials
 - Group Dials
 - Destinations dialed by a Program
 - Destinations dialed as End Receivers for Transfer Request
 - Forwarding terminal of the Substitute Reception
 - Destinations dialed using the external telephone or optional handset keypad
 - Destinations dialed by Redial (regarded as already stored in memory)
 - Second and later destinations broadcasted
- Do not dial any numbers before you press the **【Pause/Redial】** key. If you press the **【Pause/Redial】** key after entering numbers using the number keys, a pause will be entered instead.

1 Press the **[Pause/Redial]** key.



4

2 Select a destination you want to redial.



Note

- ❑ As the date and time of the reading of the original has become a key, select it by pressing on it.
- ❑ If the receiver uses a fax machine of the same manufacturer that is capable of programming the Own Name, that name may be shown on the display instead of the fax number. See p.39 "Initial Settings and Adjustments", *Facsimile Reference (option)* <Basic Features>.

Advanced Features

SUB Code

Normally you can only use Confidential Transmission to send messages to fax machines of the same make that have the Confidential Reception function. See p.7 “Confidential Transmission”. However, if the other machine supports a similar function called “SUB Code”, you can send fax messages to the other party using this method instead.

Limitation

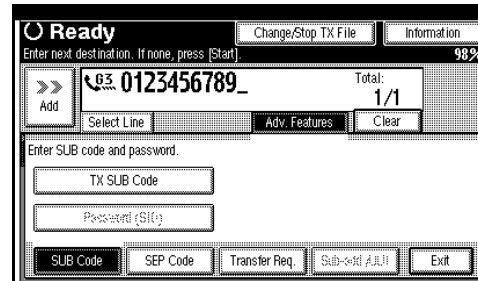
- ❑ You cannot use this function with G4.

Note

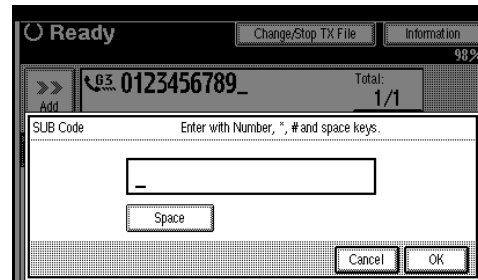
- ❑ The ID can be up to 20 digits long and consist of numbers, spaces, * and #.
- ❑ You can store IDs in Quick Dials, Groups and Programs. See p.81 “Registering and Changing Keystroke Programs”. See p.42 “Quick Dial”, *Facsimile Reference (option)* <Basic Features>. See p.46 “Groups”, *Facsimile Reference (option)* <Basic Features>.
- ❑ You cannot select this function when carrying out standard Confidential Transmission.

Dial the facsimile number using the number keys, and then press [**Adv. Features**] ⇒ [**SUB Code**].

1 Press [**TX SUB Code**].



2 Enter a SUB Code with the number keys, and then press [**OK**].



Note

- ❑ If you make a mistake, press [**Cancel**] or the [**Clear/Stop**] key and try again.

3 To enter a password, press [**Password (SID)**].

4 Enter the password with the number keys, and then press [**OK**].

5 Press [**Exit**].

Note

- ❑ If you use Immediate Transmission and the destination fax machine does not support the SUB Code function, a message will appear on the display to inform you of this. In this case, press [**OK**] to cancel the transmission.

SID Code

There are times when you may wish to use a "SID" (Sender ID) when sending confidential faxes with the SUB Code function.

 **Note**

- ❑ You can enter a SID using up to 20 digits.
- ❑ You can store IDs in Quick Dials, Groups and Programs. See p.81 "Registering and Changing Keystroke Programs". See p.42 "Quick Dial", *Facsimile Reference (option)* <Basic Features>. See p.46 "Groups", *Facsimile Reference (option)* <Basic Features>. See p.81 "Registering and Changing Keystroke Programs".

SEP Code

Normally you can only use Polling Reception to receive faxes from machines that have the Polling Reception function of the same make. However, if a machine of another make supports a Polling Reception, you can receive fax messages from the other party using this method instead.

Poll the other machine. You can receive messages that have the same SEP Code as the SEP Code you entered.

 **Limitation**

- ❑ You cannot use this function with G4.

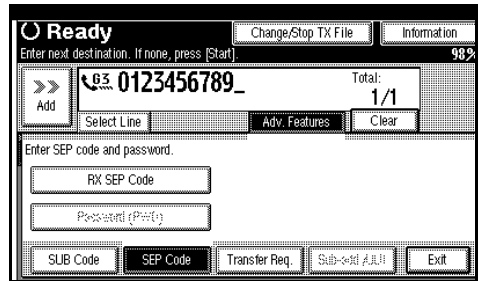
 **Note**

- ❑ The ID can be up to 20 digits long.

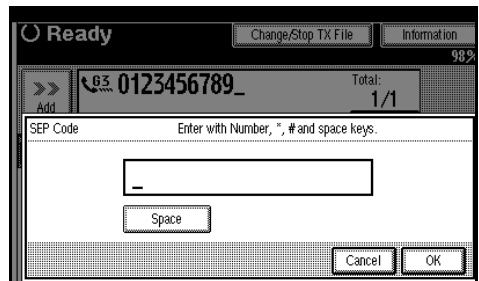
- ❑ You can store IDs in Quick Dials, Groups and Programs with the number keys, and consist of space, * and #. See p.42 "Quick Dial", *Facsimile Reference (option)* <Basic Features>. See p.46 "Groups", *Facsimile Reference (option)* <Basic Features>. See p.81 "Registering and Changing Keystroke Programs".

Dial the facsimile number using the number keys, and then press **[Adv. Features]** ⇒ **[SEP Code]**.

1 Press **[RX SEP Code]**.



2 Enter a SUB Code with the number keys, and then press **[OK]**.



 **Note**

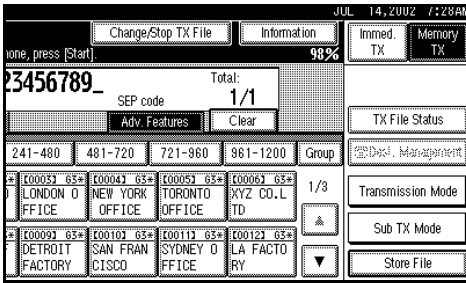
- ❑ If you make a mistake, press **[Cancel]** or the **[Clear/Stop]** key and try again.

3 To enter a password, press **[Password (PWD)]**.

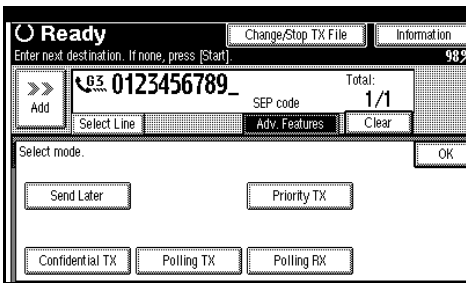
4 Enter the password with the number keys, and then press **[OK]**.

5 Press **[Exit]**.

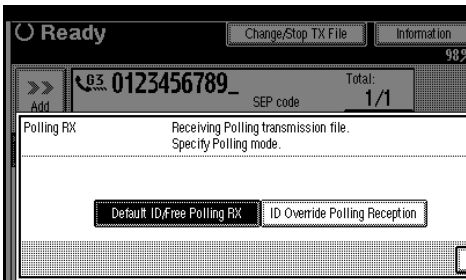
6 Press [Transmission Mode].



7 Select [Polling RX].



8 Press [Default ID/Free Polling RX] and [OK].



Note

- To cancel Polling RX, press [Cancel]. The display will return to step 7.

9 Press [OK].

The initial display is shown.

If you press the [Start] key, Polling Reception will start.

PWD Code

There are times you may wish to use a password when receiving faxes by polling with the SEP Code function.

Note

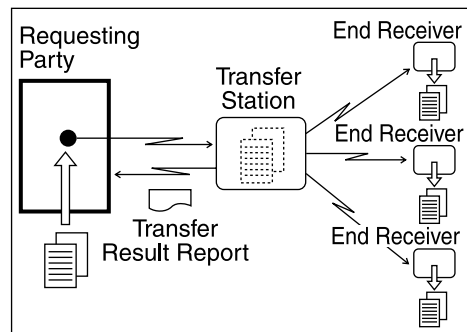
- You can enter a password up to 20 digits long.
- You can store IDs in Quick Dials, Groups and Programs. See p.42 "Quick Dial", Facsimile Reference (option) <Basic Features>. See p.46 "Groups", Facsimile Reference (option) <Basic Features>. See p.81 "Registering and Changing Key-stroke Programs".

Transfer Request

Transfer Request allows fax machines that have this function to automatically distribute incoming messages to multiple fax destinations. This function helps you save costs when you send the same message to more than one place in a distant area, and saves time since many messages can be sent in a single operation.

The diagram below may make the concept clearer.

The Transfer Stations you specify must be machines of the same make as this machine and have the Transfer Station function.



ND1X01E9

The following terminology is used in this section.

❖ **Requesting Party**

The machine where the message originates from.

❖ **Transfer Station**

The machine that forwards the incoming message to another destination.

❖ **End Receiver**

The final destination of the message or the machine to which the Transfer Station sends to. End Receivers must be programmed into Quick Dials or Groups in the Transfer Station.

📁 **Preparation**

Before you can use this function, you must program the Polling ID and your own fax number. See p.133 “Programming a Polling ID”, p.131 “Transfer Report”.

⚠ **Limitation**

- ❑ The Transfer Stations you specify must be machines of the same make as this machine and have the Transfer Station function.
- ❑ You cannot use Transfer Request without programming the fax number of the Requesting Party in Quick Dial or Speed Dial.

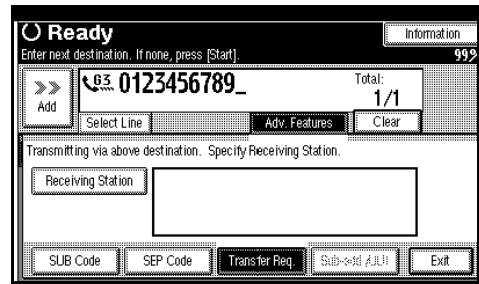
📝 **Note**

- ❑ Polling ID's of the Requesting Party (this machine) and Transfer Stations must be identical.
- ❑ You can specify up to 500 Transfer Stations in a Transfer Request. However, you can only specify up to 50 Transfer Stations from the number keys.

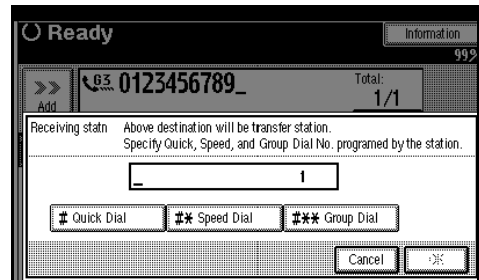
- ❑ You can have up to 30 End Receivers per Transfer Station. If you specify a Transfer Station Group, the Group counts as a single receiver.
- ❑ The combined total of End Receivers and Transfer Stations you specify with the number keys cannot exceed 100. See p.33 “Number Keys”, *Facsimile Reference (option) <Basic Features>*.

Specify the Transfer Station with either Quick Dials or the number keys, and then press **[Adv. Features]** ⇒ **[Transfer Req.]**.

1 Press **[Receiving Station]**.



2 Dial an End Receiver.



📝 **Note**

- ❑ You cannot enter the numbers of the End Receivers directly. The numbers must be stored in Quick Dials or Groups in the Transfer Station(s). To specify an End Receiver, use the special format described below.
- ❑ To cancel the Transfer Request, press **[Cancel]**.

Quick Dial

- ❶ Press [**#** Quick Dial].
- ❷ Enter the number (2 or 3 digits) of the Quick Dial where the End Receiver is stored.

For example, to choose the number stored in Quick Dial 01 in the Transfer Station, enter: **[0][1]**.

Speed Dial

- ❶ Press [**#*#** Speed Dial].
- ❷ Enter the number (2 or 3 digits) of the Speed Dial code.

For example, to choose the number stored in Speed Dial 12 in the Transfer Station, enter: **[1][2]**.

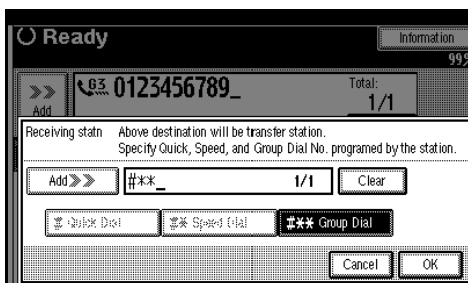
Group Dial

- ❶ Press [**#*#*#** Group Dial].
- ❷ Enter the number (2 digits) of the Group number.

For example, to choose the number stored in Group Dial 04 in the Transfer station, enter: **[0][4]**.

To cancel the Transfer Request, press [**Cancel**].

- ❸ Press [**Add**].



Repeat step ❷ to enter more End Receivers.

Note

- Press [**▲ Prev.**] or [**▼ Next**] to see the End Receivers already entered. You can select an End Receiver from this list and remove it by pressing [**Clear**] or the [**Clear/Stop**] key.
- When you have specified all the End Receivers, go to step ❹.

- ❹ Press [**OK**].

- ❺ Press [**Exit**].

Note

- The Transfer Stations and End Receivers are displayed.

Sub-address

The optional ISDN Unit is required.

ISDN allows two or more terminals (such as a fax machine and digital telephone) to be connected to a single line. These terminals are identified by their sub-address numbers. If the terminals connected to the line at a destination are assigned sub-addresses, dialing a sub-address allows you to direct your fax message to a particular terminal at the destination.

Limitation

- Sub-addresses can only be used with ISDN.

Note

- You can program a sub-address in Quick Dial.

To send using Sub-address, first, select either G4 or G3 (ISDN). Second, dial the fax number with the number keys and then press [**Adv. Features**] ⇒ [**Sub-add./UUI**].

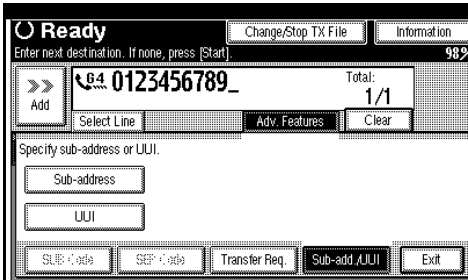
Note

- When the optional ISDN Unit is installed, the line used for G3 is set to ISDN.

Reference

See p.43 “Changing the Line Type”.

1 Select [Sub-address].



2 Enter the destination sub-address with the number keys, and then press [OK].

Note

- If you make a mistake, press [Clear] or the [Clear/Stop] key and try again.

3 Press [Exit].

UUI

The optional ISDN Unit is required.

Limitation

- UUI can only be used with ISDN.

Note

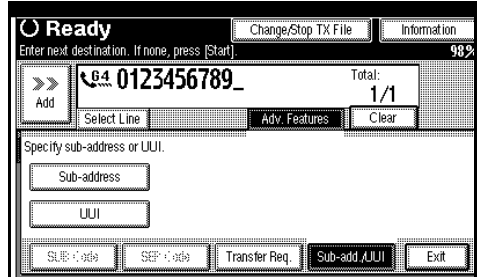
- You can program a UUI in Quick Dial.

To send using UUI, first, select either G4 or G3 (ISDN). Second, dial the fax number with the number keys and then press [Adv. Features] ⇒ [Sub-add./UUI].

Note

- When the optional ISDN Unit is installed, the line used for G3 is set to ISDN.

1 Select [UUI].



2 Enter the destination UUI with the number keys, and then press [OK].

Note

- If you make a mistake, press [Clear] or the [Clear/Stop] key and try again.

3 Press [Exit].

On Hook Dial

This is just like using the external telephone, except you do not have to pick up the external telephone before dialing. Just press the **[On Hook Dial]** key and dial the number. If you hear a voice, you can pick up the external telephone and speak with the other party.

Limitation

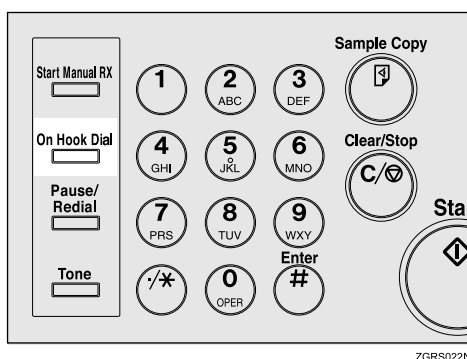
- This function is not available for the optional Extra G3 Interface Unit.

Note

- This function is not available in some countries.
- On Hook Dial does not work with ISDN lines.

1 Place your original, and then select any scan settings you require.

2 Press the **[On Hook Dial]** key.



You will hear a low tone from the internal speaker. If you wish to cancel this operation, press the **[On Hook Dial]** key again.

3 Dial.

The machine immediately dials the destination.

Note

- You can adjust the volume of On-hook sound by pressing **[Higher]** or **[Lower]** in the upper right-hand corner of the screen. The volume can also be preprogrammed in "Initial Settings and Adjustments". See p.53 "Adjusting Volume", *Facsimile Reference (option) <Basic Features>*.
- If you make a mistake, press the **[On Hook Dial]** or **[Clear Modes]** key and return to step 2.

4 When the line is connected and you hear a high-pitched tone, press the **[Start]** key.

Note

- If you hear a voice, pick up the external telephone before you press the **[Start]** key and notify the destination that you want to send a fax message (ask them to switch to Facsimile mode).
- After transmission, the machine will return to standby mode.
- If you want to cancel a transmission, press the **[Clear/Stop]** key and remove the originals.

Manual Dial

The external telephone or optional Handset is required.

Pick up the handset of the external telephone and dial. When the line is connected and you hear a high-pitched tone, press the **[Start]** key to send your fax message. If, on the other hand, you hear a voice at the other end, continue your conversation as you would normally over the telephone.

4

Limitation

- Manual Dial does not work with ISDN lines.
- This function is not available for the optional Extra G3 Interface Unit.
- The result of a transmission with Manual Dial is not mentioned in the Transmission Result Report (Immediate Transmission).
- Set originals on the exposure glass. The optional Document Feeder (ADF) cannot be used.

1 Place your original, and then select any scan settings you require.

2 Pick up the external telephone.

You will hear a tone.

3 Dial.

The machine immediately dials the destination.

Note

- If you make a mistake, replace the external telephone and try again from step **2**.

4 When the line is connected and you hear a high-pitched tone, press the **[Start]** key to send your fax message.

Note

- If you hear a voice, notify the destination that you want to send a fax message (ask them to switch to Facsimile mode).

5 Replace the handset of the external telephone.

After transmission, the machine will return to standby mode.

Note

- If you want to cancel transmission, press the **[Clear/Stop]** key and remove the originals.

Changing the Line Type

The optional ISDN Unit or Extra G3 Interface Unit is required.

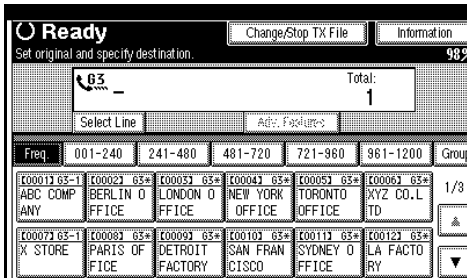
When the optional ISDN Unit and Extra G3 Interface Unit are installed, you can connect to up to a maximum of 3 lines.

Note

- When you install the optional ISDN Unit or Extra G3 Interface Unit, you can specify the line type home position from "Gen. Settings/Adjust". See p.102 "General Settings/Adjustment".
- When sending a fax, you can select the line type if dialing with the number keys or Chain Dial.

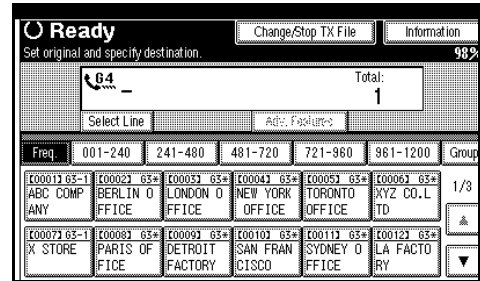
G3

G3 is selected after power up or when the machine is reset. If you install Extra G3 Interface Unit, you can select "G3-1" or "G3-2" depending on the number of the installed unit.



G4

ISDN line is selected.



Limitation

- If you select the G4 mode, JBIG compression is not available.

Which line is used for G3 transmissions?

ISDN lines can be used for G3 communication as well as G4 communication. If the machine is connected with an ISDN and analog (PSTN) line, each line can be available by selecting "G3 Auto". Select "I-G3" when the ISDN line is connected to G3.

Note

- If you wish to use an analog (PSTN) line for G3 transmission, contact your service representative.
- If you use ISDN for G3, you can use Sub-address and UUI.

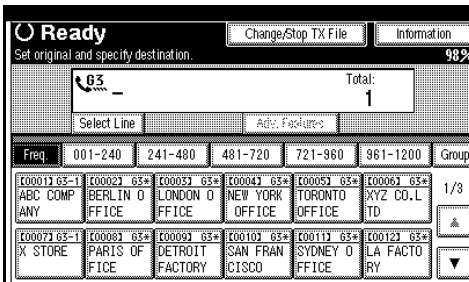
Auto Identification

This function is used when G4 is selected. The machine first tries a G4 communication and if it cannot connect because the receiver is not a G4 terminal, it automatically switches to G3 and redials.

Note

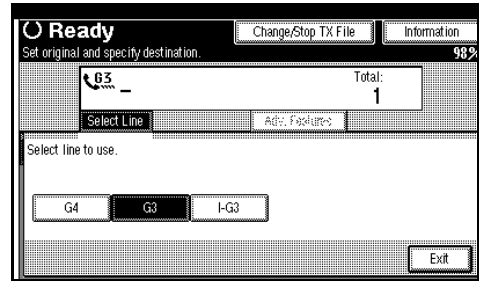
- ❑ If the G3 line at the destination is connected to the ISDN via a TA (Terminal Adapter) or a PABX, since the called number is on ISDN, it is regarded as G4 and the Auto Identification function may not automatically switch this machine to G3.
- ❑ When you use G3 with ISDN, you can set the sub-address.

1 Press [Select Line].

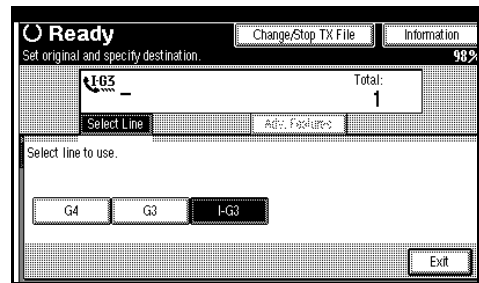


2 Select the line you want to use.

When an optional ISDN Unit is installed.



When an optional Extra G3 Interface Unit is installed.



Note

- ❑ If you select "G3 Auto", the machine will use any available line. This increases efficiency.

3 Press [Exit].

The initial display is shown.

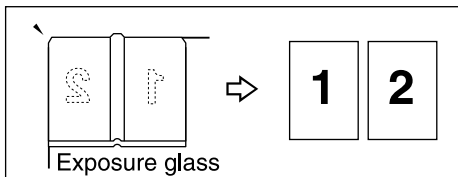
Sub Transmission Mode

Book Fax

Use to send book originals from the exposure glass. Pages are scanned in the order shown below.

Limitation

- The Original Position and Page Opening Orientation
- Depending on the paper sizes available on the destination machine, the message may be reduced when printed at the other end.

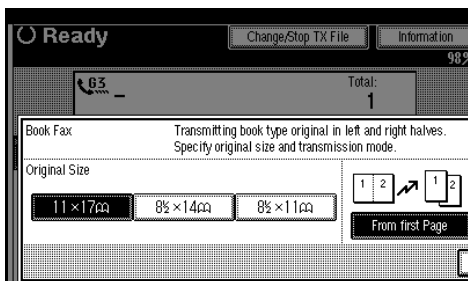


Note

- You can have bound originals scanned in left page first or right page first. You can set which page (left or right) the machine scans first by default with the User Parameters. See p.113 "Changing the User Parameters" (Switch06, Bit6).

Press [Sub TX Mode] ⇒ [Book Fax].

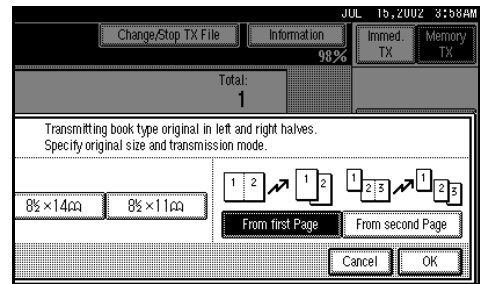
1 Select the size of the original.



Note

- If you choose A3, the original will be sent using Image Rotation Transmission. See p.59 "Transmission with Image Rotation".

2 Select [From first Page] or [From second Page].



Note

- Select "From first Page" to send a book original from the first page.
- Select "From second Page" if you want to send a cover letter as the first page.

3 Press [OK].

4 Press [OK].

2-Sided Transmission (Double-Sided Transmission)

The optional Document Feeder (ADF) is required.

Use this function to send 2-sided originals.

Note

- Originals placed on the exposure glass cannot be sent.
- The front and back of the scanned original will be printed in order on separate sheets at the other end. The orientation of alternate sheets may be reversed at the other end. If you want to print the original with the same orientation at the other end, specify the “Original Position” and “Page Opening Orientation”.
- This function is only available with Memory Transmission.
- This function is only available using the optional Document Feeder (ADF).
- You can confirm whether both sides were properly scanned in with the Stamp function. See p.53 “Stamp”.

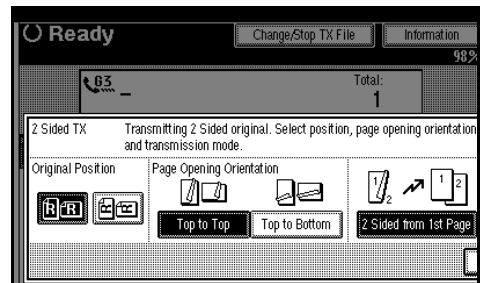
Press [Sub TX Mode] ⇒ [2 Sided Original].

1 Specify “Original Position”.

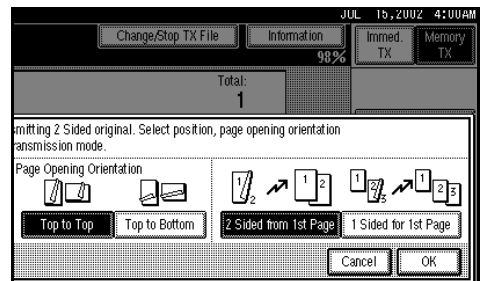
Note

- Make sure that the specified “Original Position” matches the orientation of originals loaded in the optional Document Feeder (ADF).

2 Specify Page Opening Orientation from [Top to Top] or [Top to Bottom].



3 Specify the Transmission Mode from [2 Sided from 1st Page] or [1 Sided for 1st Page].



Note

- Select “2 Sided from 1st Page” to send a 2 Sided Original from the first page.
- Select “1 Sided for 1st Page” if you want to send a cover letter as the first page.

4 Press [OK].

5 Press [OK].

Standard Message Stamp

Use this function to stamp a standard message at the top of the first original sent.

There are four types of standard messages: “Confidential”, “Urgent”, “Please phone” and “Copy to corres. section”

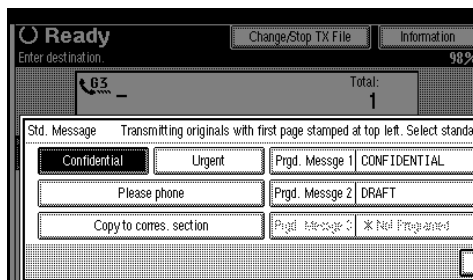
You can also program other messages.

Note

- While this function is in use, the second and third lines of the “Label Insertion” are not printed. See p.55 “Programming the Label Insertion”.
- When there is an image around the area where the standard message is to be stamped, that image is deleted.
- To program a standard message, use the “Program/Change/Delete Standard Message” function. See p.96 “Programming and Changing Standard Messages”. See p.97 “Deleting Standard Messages”.

Press [Sub TX Mode] ⇒ [Std. Message].

- 1** Select the standard message to be stamped, and then press [OK].



Note

- The machine cannot stamp multiple standard messages.

- 2** Press [OK].

Sending an Auto Document

If you often have to send a particular page to people (for example a map, a standard attachment or a set of instructions), store that page in the memory as an Auto Document. This saves rescanning the document every time you want to send it.

You can fax an Auto Document by itself, or attach it to a normal fax message.

Preparation

You need to program an Auto Document. See p.97 “Storing and Changing an Auto Document”.

Important

- Whenever you store or change an Auto Document, we recommend that you print the Auto Document list for reference. See p.101 “Reports/Lists”.

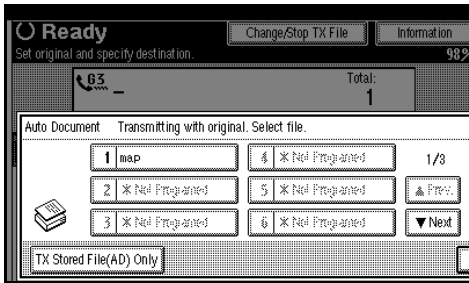
Note

- You can attach one Auto Document to each transmission.
- You can store up to 6 Auto Documents (up to 18 with optional Expansion Memory installed). See p.97 “Storing and Changing an Auto Document”.
- Files with Auto Documents are sent by Memory Transmission.
- When sending an Auto Document with another files, the Auto Document is sent first.
- Storing Auto Documents reduces the amount of free memory slightly. Unless you delete the document, free memory will not return to 100%.
- You can print an Auto Document currently stored in memory. See p.48 “Printing documents stored as Auto Documents”.

Press **[Sub TX Mode] ⇒ [Auto Document]**.

- 1** Select Auto Document file, and then press **[OK]**.

When you fax an Auto Document by itself, press then **[TX Stored File(AD) Only]**.



4

Note

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

- 2** Press **[OK]**.

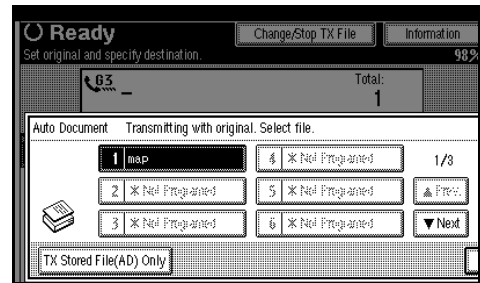
Printing documents stored as Auto Documents

This function is used for printing documents stored as Auto Documents. This function is very convenient as it can be used for confirming the contents of stored files.

Press **[Sub TX Mode] ⇒ [Auto Document]**.

- 1** Select Auto Document file to be printed.

When you fax an Auto Document by itself, press **[TX Stored File(AD) Only]**.



- 2** Press **[Print File]**.

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

Once the printing has been completed, the display will return to step **1**.

Note

- To cancel printing, press **[Cancel]**. The display will return to step **1**.

- 4** Press **[Cancel]**.

Return to the initial display.

Note

- You can also send Auto Documents. See p.47 "Sending an Auto Document".

Sending a Stored File

Use this function to send documents that are stored in the Document Server. You can specify and send multiple documents, and also send them with scanned originals all at once.

You can also print the stored originals with **[Print File]**. See p.51 “Printing stored documents”.

Preparation

Store the documents to be sent in advance. See p.84 “Using the Document Server”.

Sending stored documents

The machine sends documents that are stored in the Document Server.

The documents stored in the Document Server can be sent again and again until they are deleted. Once sent, documents are stored into the Document Server. Therefore, you can send them in just one operation without having to set your originals again.

Limitation

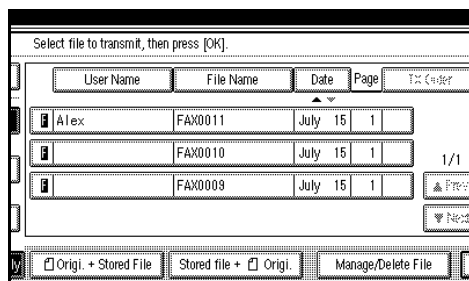
- You cannot use the following transmission methods.
 - Free Polling Transmission
 - Default ID Transmission
 - ID Override Transmission
 - Immediate Transmission
 - Parallel Memory Transmission
See p.57 “Parallel Memory Transmission”.
 - On Hook Dial
 - Manual Dial

Note

- Only documents stored using the fax feature can be sent. Documents stored using the copy feature, printer feature or scanner feature cannot be sent.
- You can specify a maximum of 30 documents at one time.
- The machine can send a total of 400 pages in one operation. With the optional Expansion Memory, it can send a maximum of 1,000 pages.
- The specified documents are sent with the scan settings made when they were stored.
- Received messages cannot be specified as stored documents.

Press **[Sub TX Mode]** ⇒ **[Select Stored File]**.

1 Select the documents to be sent.



Note

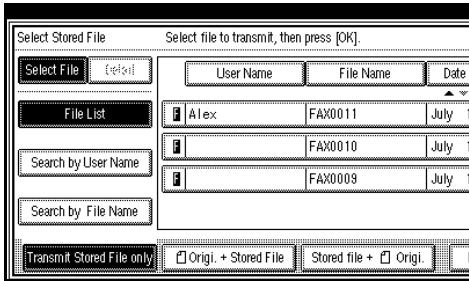
- When multiple documents are selected, they are sent in the order of selection.
- Press **[TX Order]** to arrange the order of the documents to be sent.
- Press **[File Name]** to place the documents in alphabetical order.
- Press **[User Name]** to place the documents in order by the programmed User Name.
- Press **[Date]** to place the documents in order by the programmed date.

Specifying documents from the “File List”

- 1 Press [**▲ Prev.**] or [**▼ Next**] to display the documents to be sent.
- 2 Select the file name.

Specifying documents from the “User Name”

- 1 Press [**Search by User Name**].



- 2 When the User Code is programmed, press the User Name of the registered document, and then go to step 4.

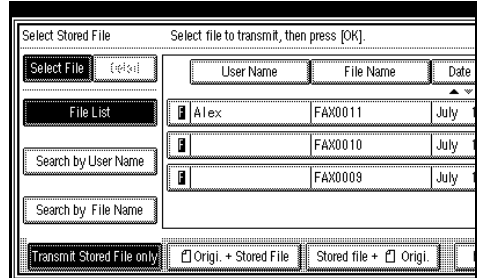
Note

- These User Names are programmed in the User Code in the “System Settings”.
- To search by entering the User Name, press [**Non-programmed Name**], and then go to step 3. Partial matching is used to search for the User Name.

- 3 When the User Code is not programmed, enter the User Name.
- 4 Press [**OK**].
- 5 Select the file name to be sent.

Specifying documents from the “File Name”

- 1 Press [**Search by File Name**].



- 2 Select the file name to be sent, and press [**OK**].

Note

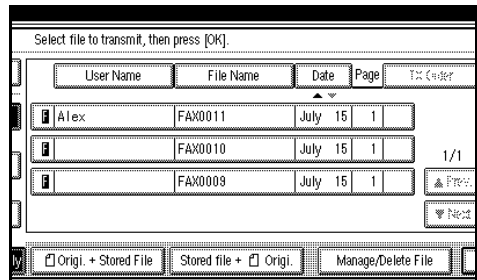
- Partial matching is used to search for the file name.

- 3 Select the file name to be sent.
- 2 If you select a document with a password, enter the password.

If the document does not have a password, proceed to step 4.

- 3 Press [**OK**].

- 4 When you want to add your originals to the stored documents and send them all at once, press [**Orig. + Stored File**] or [**Stored file + Orig.**].



When sending only the stored documents, go to step 5.

Note

- When [**Orig. + Stored File**] is pressed, the machine sends the "Originals" and then "Stored Files". When [**Stored file + Orig.**] is pressed, the machine sends the "Stored Files" and then "Originals".

- The added originals are not stored.

5 Press [OK].**Note**

- To add an original to the stored documents, place the original, and then select any scan settings you require.

6 Press [OK].

Specify the destination, and then press the **[Start]** key.

Printing stored documents

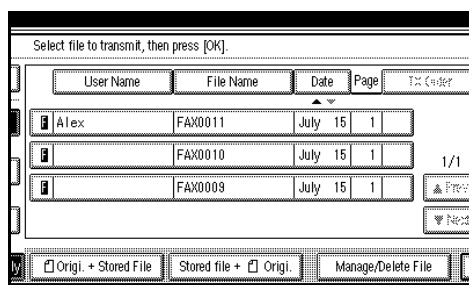
Use this function to print the documents stored in the Document Server.

Note

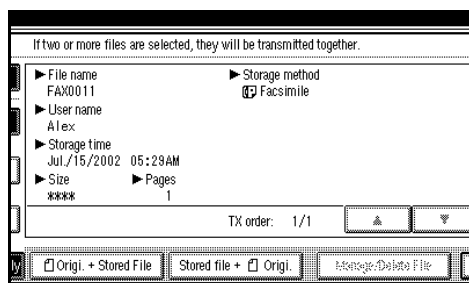
- Only documents stored using the fax feature can be printed. Documents stored using the fax feature are prefixed with an "F" in front.
- You can print the documents saved from the copy or the printer function with the Document Server. You cannot print the documents saved from the scanner function with this mode.
- Received messages cannot be specified as stored documents.
- You can also print the first page only to check the content of the original.
- You can specify and print multiple documents.

- When specifying and printing multiple documents, page numbers are put on all the files. You can specify whether to put page numbers on your files in "User Parameters". See p.113 "Changing the User Parameters" (Switch18, Bit3).

Press [**Sub TX Mode**] ⇒ [**Select Stored File**].

1 Select the document to be printed.**Note**

- Press [**File Name**] to place the documents in alphabetical order.
- Press [**User Name**] to place the documents in order by the programmed User Name.
- Press [**Date**] to place the documents in order by the programmed date.
- To see details of the selected document, press [**Detail**]. To return to the standby menu, press [**File List**].

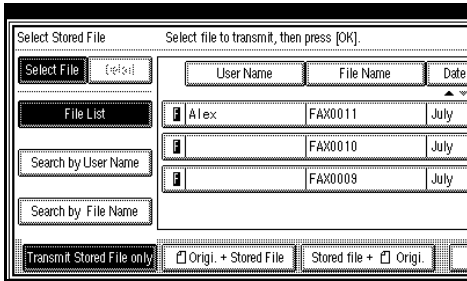


Selecting a document from “File List”

- 1 Press [**▲ Prev.**] or [**▼ Next**] to display the document to be sent.
- 2 Select the file name.

Specifying a document from the “File Name”

- 1 Press [**Search by File Name**].



- 2 Enter the file name to be printed, and then press [**OK**].

Note

- Partial matching is used to search for the file name.

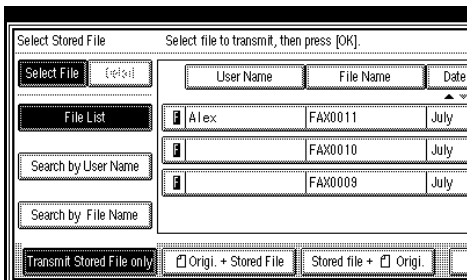
Reference

See “Entering Text” in the General Settings Guide.

- 3 Select the file name.

Specifying a document from the “User Name”

- 1 Press [**Search by User Name**].



- 2 Press the **User Name** of the document to be sent.

Note

- To search by entering the User Name, press [**Non-programmed Name**], and then enter the User Name. The User Name is searched by partial matching.

Reference

See “Entering Text” in the General Settings Guide.

- 3 Press [**OK**].

- 4 Select the file name.

- 2 Press [**Print File**] or [**Print 1st Page**].

When [**Print File**] is pressed, the machine prints all the pages. When [**Print 1st Page**] is pressed, the machine prints only the first page.

Limitation

- When “Print 1st Page” is selected, originals larger than size A4 are printed after they are reduced to A4 size.
- The machine can print up to 30 files using the “Print 1st Page” function.

Note

- To print both sides, press [**Print 2 Sides**].

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

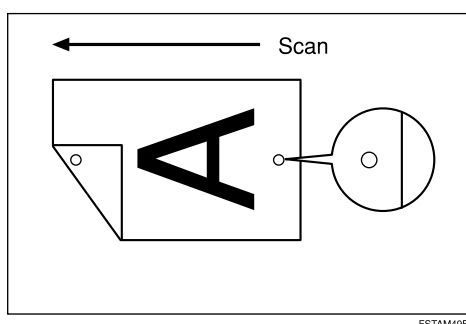
Note

- When only the first page is printed, the file name is printed at the top of the paper.
- To cancel printing, press [**Cancel**].

Stamp

The optional Document Feeder (ADF) is required.

When sending a fax message using the optional Document Feeder (ADF), the machine can stamp a circle mark at the bottom of the original. When sending a 2-sided document, the document is marked at the bottom of the front page and top of the rear page. This stamp indicates that the original has been successfully stored in memory for Memory Transmission, or that it has been successfully sent for Immediate Transmission.



FSTAM49E

Note

- Do not open the optional Document Feeder (ADF) while scanning a document. A document jam could occur.
- Stamp only works when scanning from the optional Document Feeder (ADF).
- When the stamp starts getting lighter, replace the cartridge. See p.153 "Replacing the Stamp Cartridge".
- If a page was not stamped even though the Stamp function is turned on, you need to resend that page.

- If you use this function often, you can set the default in "General Settings/Adjustment" so that this function is always on. In this case, Stamp can easily be turned off for any single transmission by pressing **[Stamp]**. See p.102 "General Settings/Adjustment".

To set the stamp, press **[Sub TX Mode]** ⇒ **[Stamp]** and **[OK]**.

Note

- To cancel the stamp, press **[Stamp]** again before pressing **[OK]**.

Transmission Options

This section describes various functions that you can switch on and off for any particular transmission by following the procedure at the end of this section.

In addition, if you frequently use a certain option configuration, you can change the default home position (on or off) of each option.

Fax Header Print

The stored name is printed on the receiver's paper.

You can store two Fax Headers: "First Name" and "Second Name".

For example, if you store your department name in one and your organization name in the other, you could use the first when sending internal faxes and the second for external faxes.

Important

- In the USA, this must contain the telephone number of the line your machine is connected to. It will be printed on the header of every page you send. Required in the USA.

Note

- ❑ In the USA, law requires that your fax number be included in the fax Header. Register the fax number and switch on Fax Header Print with the User Parameters. See p.113 "Changing the User Parameters".
- ❑ If you used the number keys to specify the receiver, the first header name will be printed on the receiver's paper.

4

Label Insertion

With this function you can have the receiver's name printed on the message when it is received at the other end. The name will be printed at the top of the page and will be preceded by "To". See p.96 "Programming and Changing Standard Messages".

Note

- ❑ You can switch this function on and off with "Gen. Settings/Adjust". See p.102 "General Settings/Adjustment". It is convenient to set frequently used settings in the General Settings/Adjustment and use "Transmission Options" for occasionally used settings.
- ❑ When there is an image around the area where the Label is to be printed, that image is deleted.

Sender Stamp

When there is data, such as the User Name and department name, programmed into the User Code, you can have the machine print a sender stamp on the right edge of your paper.

Note

- ❑ Enter the User Name in System Settings.
- ❑ You can switch this function on and off with "Gen. Settings/Adjust".

Reduced Image Transmission

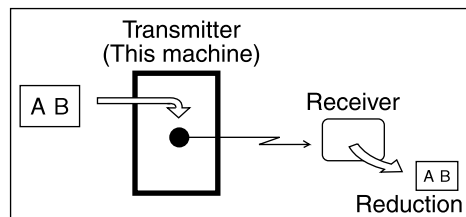
Using this function, your message is sent at a reduced size (93%) with a blank margin on the left.

Note

- ❑ You can switch this function on and off with "Gen. Settings/Adjust". See p.102 "General Settings/Adjustment". It is convenient to set frequently used settings in the General Settings/Adjustment and use "Transmission Options" for occasionally used settings.
- ❑ This function is not available with Immediate Transmission or a specified transmission of a stored document.
- ❑ Image Rotation is not available with this function.

Auto Reduce

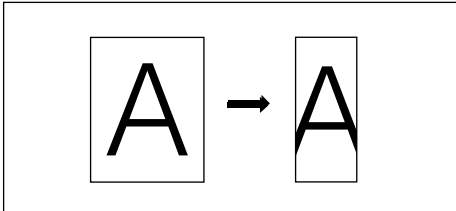
When this function is turned on, if the receiver's paper is smaller than the paper you are sending on, the message is automatically reduced to fit onto the paper available at the other end.



ND1X02E0

Important

- ❑ If you turn this function off, the scale of the original is maintained and some parts of the image may be deleted when printed at the other end.



ND1X02E1

Note

- ❑ You can switch this function on and off with “Gen. Settings/Adjust”. See p.102 “General Settings/Adjustment”. It is convenient to set frequently used settings in the General Settings/Adjustment and use “Transmission Options” for occasionally used settings.

Default ID Transmission

If you turn this function on, transmission will only take place if the destination's Polling ID is the same as yours. This function can stop you from accidentally sending information to the wrong place (you need to coordinate Polling ID's with the other party).

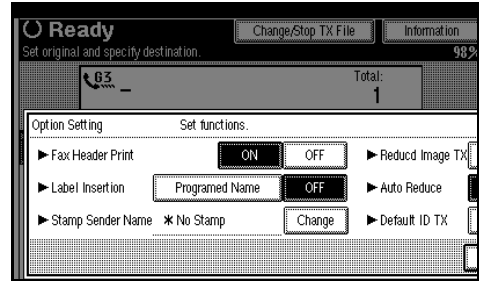
Note

- ❑ You can switch this function on and off with “Gen. Settings/Adjust”. See p.102 “General Settings/Adjustment”. It is convenient to set frequently used settings in the General Settings/Adjustment and use “Transmission Options” for occasionally used settings.

Selecting transmission options for a single transmission

Press **[Sub TX Mode]** ⇒ **[Options]**.

1 Select options to be set up.



Programming the Fax Header Print

1 Press **[ON]** to specify “Fax Header Print”.

Note

- ❑ To close the option settings, go to step **2**.

Programming the Label Insertion

1 Press **[Programed Name]** in “Label Insertion”.

Note

- ❑ To close the option settings, go to step **2**.

Programming the stamp sender name

- 1 Press **[Change]**.
- 2 Press the name of the user to be stamped.

 **Note**

- The set User Name is displayed, when the User Code has been stored. See “User Code” in the General Settings Guide.
- You can switch titles when you press on the Title key.
- To stamp a non-registered User Name, press **[Non-programmed Name]**, and then enter the User Name.
- If you do not want to stamp the sender's stamp, press **[No Stamp]**.

- 3 Press **[OK]**.

 **Note**

- To close the option settings, go to step 2.

Programming the Reduced Image TX

- 1 Press **[ON]** in “Reduced Image TX”.

 **Note**

- To close the option settings, go to step 2.

Programming the Auto Reduce

- 1 Press **[ON]** in “Auto Reduce”.

 **Note**

- To close the option settings, go to step 2.

Programming the Default ID TX

- 1 Press **[ON]** in “Default ID TX”.

 **Note**

- To close the option settings, go to step 2.

- 2 Press **[OK]**.

The screen returns to the Sending menu screen.

 **Note**

- When changing the settings, **[Option Settings]** will be highlighted in dark.

- 3 Press **[OK]**.

- 4 Set the destination, and then press the **[Start]** key.

- 5 Press **[OK]**.

 **Note**

- The Sub Transmission menu is shown.

- 6 Press **[OK]**.

- 7 Dial, and then press the **[Start]** key.

More Transmission Functions

If Memory Runs Out While Storing an Original

If you run out of memory while storing an original (free space reaches 0%), "Memory is full. Cannot scan more. Transmission will be stopped." is displayed.

Press **[Exit]** to transmit the stored pages only.

Note

- In default, scanned pages are sent. To change the settings to delete scanned pages, contact your service representative.

Parallel Memory Transmission

This function dials while the original is being scanned. Standard Memory Transmission stores the original in memory, then dials the destination. Parallel Memory Transmission allows you to quickly determine whether a connection was made. In addition, this function scans the original faster than Immediate Transmission. This is useful when you are in a hurry and need to use the original for another purpose.

Limitation

- Standard Memory Transmission is used instead of Parallel Memory Transmission in the following cases.
 - When the line is busy and could not be connected to
 - With Send Later

- When you store an original for Memory Transmission while another communication is in progress
- When two or more destinations are specified
- When you send only an Auto Document
- When the first page of an original is placed on the exposure glass
- When you send messages stored in the Document Server

Note

- You can turn this function on or off with the User Parameters. See p.113 "Changing the User Parameters" (Switch07, Bit2).
- Standard Memory Transmission may be used instead of Parallel Memory Transmission depending the optional equipment installed if there is not enough free memory left.
- If you use this function, the Memory Storage Report will not be printed.
- If the **[Clear/Stop]** key is pressed, an original is jammed or memory runs out during Parallel Memory Transmission stops. The Transmission Result Report is printed and files are deleted.
- When Parallel Memory Transmission is used, the total number of originals in "Fax Header Print" is not automatically printed.

Checking the Transmission Result

- Turn the Transmission Result Report on if you want a report to be printed after every successful transmission. See p.21 “Memory Transmission”, *Facsimile Reference (option)* <Basic Features>.
- If you leave the Transmission Result Report off, the report will not be printed after every transmission. However, if a transmission fails, a Communication Failure Report will be printed instead. See p.61 “Communication Failure Report”.
- You can also check the transmission result by examining the Journal. See p.19 “Printing the Journal”.
- You can either print or scroll through the Journal on the display. See p.21 “Checking the Transmission Result (TX File Status)”.

Automatic Redial

If a fax message could not be transmitted because the line was busy or an error occurred during transmission, redialing is done 5 times in 5 minutes intervals (these figures vary according to which country you are in).

If redialing fails after four redials, the machine cancels the transmission and prints a Transmission Result Report or Communication Failure Report.

Batch Transmission

If you send a fax message by Memory Transmission and there is another fax message waiting in memory to be sent to the same destination, that message is sent along with your original. Several fax messages can be sent with a single call, thus eliminating the need for several separate calls. This helps save communication costs and reduce transmission time.

Fax messages for which the transmission time has been set in advance are sent by batch transmission when that time is reached.

Note

- You can turn this function on or off with the User Parameters. See p.113 “Changing the User Parameters” (Switch14, Bit2).
- The originals to be transmitted at a specific time will be sent at time.
- If the line is busy because originals are under stand-by. It may not be transmitted in turn once scanning has been carried out.

ECM (Error Correction Mode)

This function automatically sends data that was not transmitted successfully using a system that complies with international standards.

ECM requires that the destination machine has the same function.

Note

- You can turn this function on or off with the Key Operator Settings. See p.112 “ECM”.

Broadcasting Sequence

If you dial several destinations for the same message (Broadcasting), the messages are sent in the order in which they were dialed. If the fax message could not be transmitted, the machine redials that destination after the last destination specified for Broadcasting. For example, if you specify four destinations A through D for broadcasting, and if the lines to destinations A and C are busy, the machine dials the destinations in the following order: A, B, C, D, A, and C.

Checking the Transmission Progress

To check which destinations the fax message has been sent to so far, print the TX file list.




Dual Access

The machine can scan other messages into memory even while sending a fax message from memory, receiving a message into memory, or automatically printing a report. Since the machine starts sending the second message immediately after the current transmission terminates, the line will be used efficiently.

Note

- Note that during Immediate Transmission or when in User Tools mode, the machine cannot scan an original.

Transmission with Image Rotation

For most purposes, place A4, 8¹/₂"×11" originals in the landscape direction (). If you place an A4, 8¹/₂"×11" original in the portrait direction () , the image will be sent rotated by 90°. Providing the receiver has A4, 8¹/₂"×11" landscape paper () , the message will be printed the same size as the original.

Note

- This function is not available with Immediate Transmission.
- When Image Rotation is used, all messages are sent by normal Memory Transmission.

Simultaneous Broadcast

The optional ISDN Unit or Extra G3 Interface Unit is required.

The Standard Broadcast function sends faxes one at a time to multiple destinations in the order of specified destination numbers.

The Simultaneous Broadcast function, however, can send faxes three at a time to multiple destinations by transmitting simultaneously over different lines.

This results in a shorter overall transmission time.

Note

- This function can use a maximum of 3 lines simultaneously.
- When using the optional Extra G3 Interface Unit, if you set the line selection as "G3 Auto Select" beforehand, the machine will use whichever G3 line is not busy. This increases efficiency.

JBIG Transmission

The optional Fax Function Upgrade Unit is required.

If you use JBIG (Joint Bi-level Image Experts Group) compression, you can send photographic originals faster than the other compression method. You can only use this function with G3/I-G3 line type.

Limitation

- This function requires that the other party's fax machine has both the JBIG function and ECM function (G3 communication only).

Note

- When the optional Extra G3 Interface Unit is installed, JBIG receptions of "G3-2" lines are standard.
- If ECM is turned off, JBIG Transmission is not available. See p.112 "ECM".

Printed Report

Memory Storage Report

This report is printed after an original is stored in memory. It helps you review the contents and the destinations of stored originals. Even if the machine is set up not to print this report, it is still printed if an original could not be stored.

Note

- You can turn this report on and off. See p.113 “Changing the User Parameters” (Switch03, Bit2).
- You can choose whether to include part of the original image on the report. See p.113 “Changing the User Parameters” (Switch04, Bit7).
- If you use Parallel Memory Transmission, the Memory Storage Report will not be printed.

Transmission Result Report (Memory Transmission)

This report is printed when a Memory Transmission is completed so you can check the result of the transmission. If two or more destinations are specified, this report is printed after the fax message has been sent to all the destinations. If the machine is set up not to print this report and the fax message could not be successfully transmitted, a Communication Failure Report is printed. See p.61 “Communication Failure Report”.

Note

- You can turn this function on or off with the User Parameters. See p.113 “Changing the User Parameters” (Switch03, Bit0).
- You can choose whether to include part of the original image on the report. See p.113 “Changing the User Parameters” (Switch04, Bit7).
- The “Page” column gives the total number of pages. The “Not Sent” column gives the number of pages that could not be sent successfully.

Communication Failure Report

This report is only printed if the Transmission Result Report is turned off and a message could not be successfully transmitted with Memory Transmission. Use it to keep a record of failed transmissions so you can send them again.

Note

- You can choose whether to include part of the original image on the report. See p.113 “Changing the User Parameters” (Switch04, Bit7).
- The “Page” column gives the total number of pages. The “Not Sent” column gives the number of pages that could not be sent successfully.

Transmission Result Report (Immediate Transmission)

If you turn this report on, a report will be printed after every Immediate Transmission so you have a record of whether the transmission was successful or not. If the machine is set up not to print this report and the fax message could not be successfully transmitted, the Error Report is printed instead.

4

 **Note**

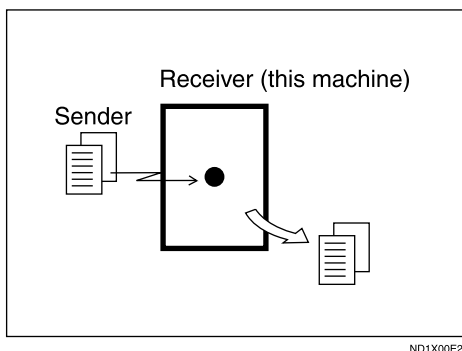
- You can switch this report on or off in the User Parameters. See p.113 “Changing the User Parameters” (Switch03, Bit5).
- If the page was sent successfully, the “Page” column gives the total number of pages that was sent successfully.

5. Reception Features

Reception

Immediate Reception

Each page of a fax message is printed as soon as it is received. This method is used for standard fax messages.



Normally this machine receives messages by Immediate Transmission. But Memory Reception is used when "Combine 2 Originals", "Multi-copy reception", "Reverse Order Printing reception" or "2-sided Printing" is set to "ON". See p.70 "Printing Options". If the conditions are that Substitute Reception should be used, a fax message is not printed. It will be stored in memory. See p.63 "Memory Reception". See p.64 "Substitute Reception".

Note

- The machine may not be able to receive fax messages when the free memory space is low.
- If free memory reaches 0% during Immediate Reception, any further reception becomes impossible and the current communication is terminated.

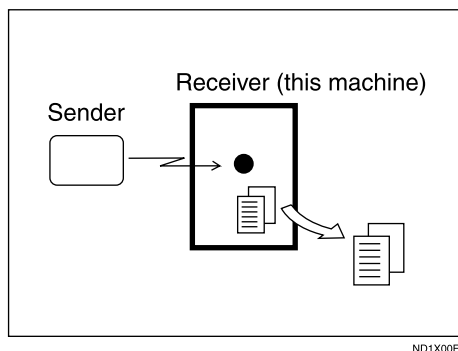
Reception resolution

This machine supports **Standard**, **Detail** and **Super fine** resolutions for reception. If you do not have the optional Fax Function Upgrade Unit, faxes sent at **Super fine** resolution will be printed on your machine at **Detail** resolution. This may differ from the sender's intention.

Reception will not take place if there is not enough free memory left. If free memory reaches 0% during Immediate Reception, any further reception becomes impossible and the current communication is terminated.

Memory Reception

The machine waits until all pages of the message have been received into memory before printing the message.



This method is used with the following functions:

- Combine 2 originals
See p.73 "Combine 2 Originals".

- Multi-copy when set to multiple copies
See p.72 “Multi-copy Reception”.
- Reverse Order Printing
See p.74 “Reverse Order Printing”.
- Substitute Reception
See p.64 “Substitute Reception”.
- 2-sided Printing
See p.71 “2-Sided Printing”.

Important

- ❑ All the messages stored in memory are deleted if the main power switch is turned off for more than one hour.

- ❑ The machine may not be able to receive large numbers of messages or messages with a high data content. In such cases, we recommend you switch the above functions off or add a memory card.

Limitation

- ❑ The machine may not be able to receive fax messages when the free memory space is low.

Note

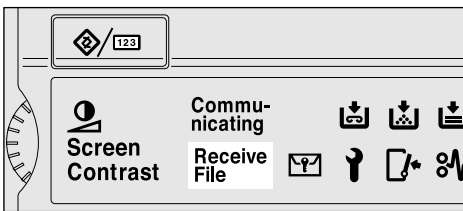
- ❑ If the free memory space reaches 0% during Memory Reception, the machine can no longer receive the current fax message and stops communicating.

Substitute Reception

In Substitute Reception, a received fax message is stored in memory instead of being printed. Substitute Reception gets used when the machine cannot print any fax messages. Fax messages received using Substitute Reception are automatically printed when the condition which caused the machine to use Substitute Reception is rectified.

Depending on why the machine cannot print, Substitute Reception might get used for all fax messages received or for only those messages that match a specified condition.

The **Receive File** indicator lights to let you know when fax message(s) have been received using Substitute Reception.






Note

- ❑ Reception may not take place if there is not enough free memory.
- ❑ If free memory reaches 0% during Substitute Reception, any further reception becomes impossible and the current communication is terminated.






Receiving messages unconditionally

If one of the conditions listed below occurs, the machine receives all fax messages using Substitute Reception.

Why Substitute Reception Occurred	Indication/Status	Solution
Paper is jammed.	 is lit.	Remove the jammed paper. See "  Cleaning Misfeeds" in the General Settings Guide.
Machine is busy printing with other function.	The machine is printing with other function.	The message will be printed after the current job finishes automatically.
Output tray is full.	The message "Following output tray is full. Remove paper." appears.	Remove paper from output tray.
Cover is open.	 is lit.	Close the cover shown in the display.

Receiving messages according to parameter-specified settings

If one of the conditions listed below occurs, the machine receives only those messages that match the conditions specified in the User Parameters. See p.113 "Changing the User Parameters" (Switch05, Bit1,2).

Why Substitute Reception Occurred	Indication/Status	Solution
All trays out of paper.	 is lit.	Add paper. See "  Loading Paper" in the General Settings Guide.
Toner is empty.	 is lit.	Replace the toner cartridge. See "  Adding Toner" in the General Settings Guide.  Note <input type="checkbox"/> As a quicker solution, use another color of toner by changing the color in "2nd Color Choice". See p.75 "2nd Color Choice".
All trays out of action.	The message "This tray is out of order." appears.	Call your service representative.

You can specify the following conditions with the User Parameters. See p.113 "Changing the User Parameters" (Switch05, Bit1,2).

❖ **When Own Name or Own Fax Number is received**

The machine switches to Substitute Reception only when the sender has programmed their Own Name or Own Fax Number. If the power is switched off for more than an hour, all the messages received into memory are deleted. In that case, the Power Failure Report or the Journal can be used to identify which messages are lost so you can ask the senders to transmit them again.

 **Important**

If a sender has not programmed their Own Name or Own Fax Number, the machine may reject an important fax message. We recommend that you ask important senders to program an Own Name or Own Fax Number in advance.

❖ **Free**

The machine switches to Substitute Reception regardless of whether or not the sender has programmed their Own Name or Own Fax Number.

❖ **Polling ID match**

The machine switches to Substitute Reception only when the programmed Polling ID's of the other end and this machine are identical.

❖ **Disable**

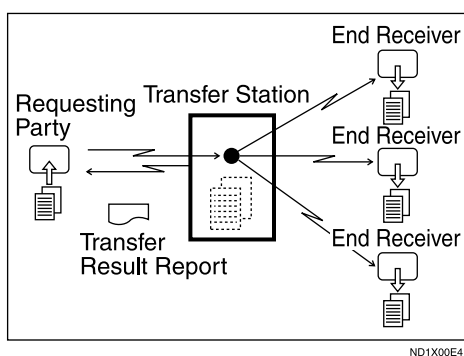
The machine does not receive any messages.

Reception Functions

Transfer Station

Transfer Stations allow you to expand the standard functions of your fax machine to set up complex networks. Transfer Stations must be machines of the same make.

The diagram below may make the concept clearer.



The following terminology is used in this section.

❖ Requesting Party

The machine where the message originates from.

❖ Transfer Station (this machine)

The machine that forwards the incoming message to another destination.

❖ End Receiver

The final destination of the message, that is the machine the Transfer Station sends to. End Receivers must be programmed into Quick Dial or Groups in the Transfer Station.

⚠ Limitation

- ❑ Polling ID's of the Requesting Party and Transfer Station must be identical for this function to work.
- ❑ A Transfer Request cannot be sent, if the fax number of the transfer station (this machine) is not programmed in Quick Dial.
- ❑ If your line number is not programmed at the Transfer Station, reception will not take place. See p.131 "Transfer Report".
- ❑ This machine will not receive a Transfer Request unless it has enough free memory to store two or more destinations dialed from the number keys. See p.33 "Restrictions when dialing with the number keys", *Facsimile Reference (option)* <Basic Features>.
- ❑ If the Requesting Party specifies a Group for the End Receivers and the total number of End Receivers exceeds 500, the Transfer Station cannot transfer the message and sends a Transfer Result Report to the Requesting Party.

.....

 **Multistep Transfer**

The principles of Transfer Stations can be used to build up a multi-step facsimile network where messages are passed through several Transfer Stations. By programming the End Receivers in a Transfer Station Group, you can enable this machine to transfer messages onto other Transfer Stations.

For more information, contact your service representative.

This function can only be used if the machines are made by the same maker.

 **Reference**

See p.46 "Groups", *Facsimile Reference (option)* <Basic Features>.

.....

.....

 **Sending the Transfer Result Report**

This machine compares the fax number of the Requesting Party with the Requesting Party's number programmed in Quick Dial or Speed Dial. If the lower five digits of the two numbers match, it sends the Transfer Result Report to the Requesting Party.

For example:

- Requesting Party's own dial number:
001813-11112222
 - Transfer Station's Quick Dial:
03-11112222
-

Transfer Result Report

This reports whether transmission to the End Receivers was successful or not.

 **Preparation**

Program the Requesting Party fax number into a Quick Dial key in advance. See p.42 "Quick Dial", *Facsimile Reference (option)* <Basic Features>.

Program your own fax number. See p.131 "Transfer Report".

Program the Polling ID. See p.133 "Programming a Polling ID".

When the Transfer Station has transferred the message to all End Receivers, it sends the Transfer Result Report back to the Requesting Party. The machine prints the report if it cannot be sent back to the Requesting Party. You must program the fax number of the Requesting Party in Quick Dial in the Transfer Station.

 **Note**

- You can set whether a portion of the original image is printed on the report with the User Parameters. See p.113 "Changing the User Parameters" (Switch04, Bit7).

JBIG Reception

The optional Fax Function Upgrade Unit is required.

It allows you to receive messages sent in the JBIG format.

Limitation

- If ECM is turned off, JBIG Reception is not available.
- This function is not available with G4 communication.

Note

- When the optional Extra G3 Interface Unit is installed, JBIG receptions of "G3-2" lines are standard.

Auto Fax Reception Power-up

This machine can be set to shut down automatically if no one has used it for a while. In these situations, even though the operation switch is off, the machine can still receive incoming messages as long as the main power switch is on.

Important

- Reception is not possible if both the operation switch and main power switch are turned off.

Note

- You can set whether messages are printed as soon as they are received (Immediate Reception) with the User Parameters. See p.113 "Changing the User Parameters" (Switch14, Bit0).
- You can also set that fax messages received by Memory Reception (Substitute Reception) will be printed after the machine is turned on.

Printing Options

Print Completion Beep

When this function is turned on, the machine beeps to let you know when a received message has been printed.

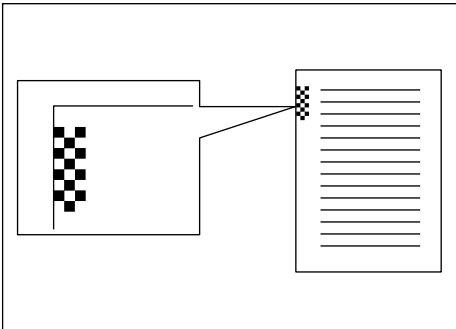
Note

- You can alter the volume of the beep or turn it off completely (set the volume to the minimum level). See p.53 “Adjusting Volume”, *Facsimile Reference (option) <Basic Features>*.

5

Checked Mark

When this function is turned on, a Checked Mark is printed on the first page of fax messages to help you separate them.

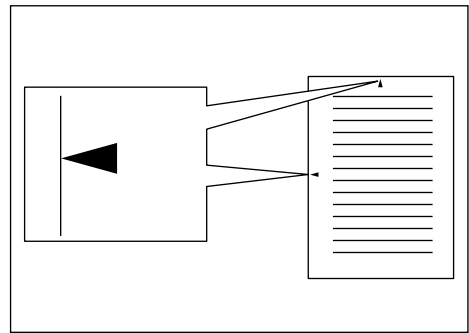


Note

- You can turn this function on or off with the Reception Mode. See p.104 “Reception Mode”.

Center Mark

When this function is turned on, marks are printed halfway down the left side and at the top center of each page received. This makes it easy for you to position a hole puncher correctly when you file received messages.



Note

- The Center Mark may deviate a little from the exact center of the edge.
- You can turn this function on or off with the Reception Mode. See p.104 “Reception Mode”.

Reception Time

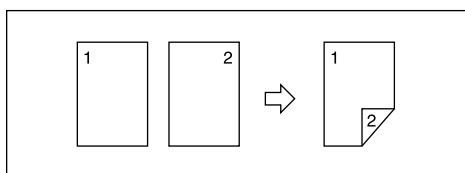
You can have the date and time printed at the bottom of the message when it is received. You can turn this function on or off with the Reception Mode. See p.104 "Reception Mode".

Note

- ❑ When a received message is printed on two or more sheets, the date and time is printed on the last page.
- ❑ The date and time when the message was printed can also be recorded on the message. If you need this function, please contact your service representative.

2-Sided Printing

You can have a received message printed on both sides of the paper. You can turn this function on or off with the Reception Mode. See p.104 "Reception Mode".



Limitation

- ❑ To use this function, all pages of the received document must be of the same size—inform the sending party of this beforehand if necessary. You must also have paper set in your machine of the same size as that sent by the sending party. In 2-Sided Printing, this machine will correctly receive in A3, B4, A4, B5, A5 (11"×17", 8 1/2"×14", 8 1/2"×11", 8 1/2"×5 1/2"). The following table shows the results that can be achieved when receiving with this machine.

	Originals	Top Binding	Side Binding
A4, B5, A5, 8 1/2" × 11", 8 1/2" × 5 1/2"			
A3, B4, 11" × 17", 8 1/2" × 14"			

ND0XG3N3

- ❑ This function works only when all pages are of the same width and are received into memory.
- ❑ This function cannot be used with Combine 2 originals.

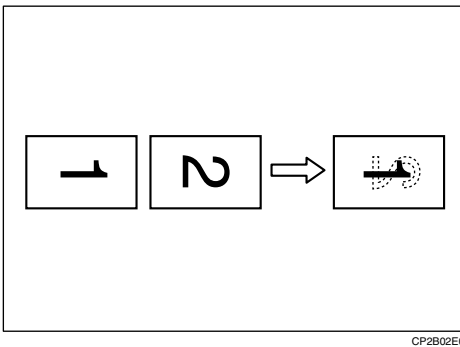
Note

- ❑ The machine will use Memory Reception for 2-Sided Printing.

- ❑ Printouts may vary depending on how the sender set the originals.
- ❑ You can choose to have messages only from selected senders printed in this way. See p.117 “Special Senders to Treat Differently”.

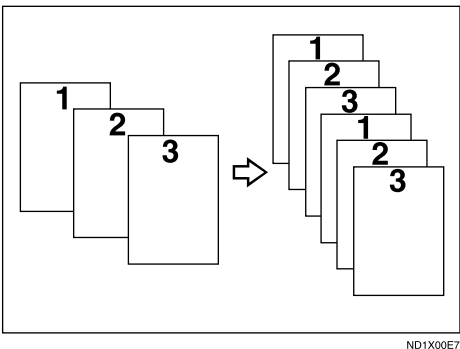
180 Degree Rotation Printing

When printing on both sides of the paper, this machine rotates images as shown in the diagram.



Multi-copy Reception

If you switch this function on, multiple copies of each incoming fax message will be printed. You can also choose to have multiple copies made of messages from particular senders. See p.117 “Special Senders to Treat Differently”. See p.104 “Reception Mode”.

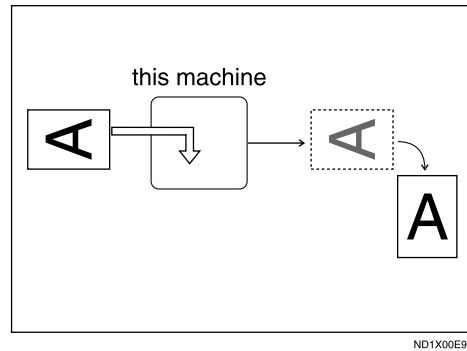


Note

- ❑ The maximum number of copies that can be made for each message is 10. If you are using Multi-copy with Specified Senders, the maximum number is 10.
- ❑ You can turn this function on or off with the Reception Mode. See p.104 “Reception Mode”.
- ❑ The machine will use Memory Reception for Multi-copy Reception.

Image Rotation

If you have set paper in the standard tray , incoming fax messages will be rotated automatically to fit on the paper.













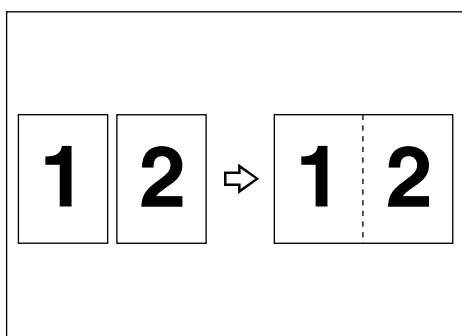
Note

- ❑ You can choose to have received messages printed from a specified tray. See p.104 “Reception Mode”.

Combine 2 Originals











When two messages of the same size and direction are received consecutively, they are printed on a single sheet when you turn this function on. This can help you economize on paper.

- Two A5  messages are printed side by side on a sheet of A4 .
- Two B5  messages are printed side by side on a sheet of B4 .
- Two A4  messages are printed side by side on a sheet of A3 .
- Two 8¹/₂"×5¹/₂"  messages are printed side by side on a sheet of 8¹/₂"×11" .
- Two 8¹/₂"×11"  messages are printed side by side on a sheet of 11"×17" .



ND1X01E0

Limitation

- This function does not work with messages larger than A5 , B5 , A4 , 8¹/₂" × 11"  or 8¹/₂" × 5¹/₂" . When A5 , B5 , A4 , 8¹/₂" × 11"  or 8¹/₂" × 5¹/₂"  size paper is loaded in the machine, each page of the received message is printed on a single sheet.
- If paper matching the size and direction of a received document is not available, "Combine 2 originals" is not possible.

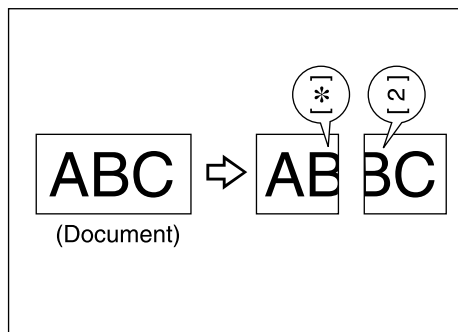
- When "Combine 2 originals" and "2-Sided Printing" are selected at the same time, combine 2 originals takes priority and 2-sided printing is canceled.

Note

- You can turn this function on or off with the User Parameters. See p.113 "Changing the User Parameters" (Switch10, Bit1).
- This function uses Memory Reception.

Page Separation and Length Reduction

When the size of a received message is longer than the paper loaded in the machine, each page of the message can be split and printed on several sheets, or reduced and printed on a single sheet. For example, this function splits the message if the message length is 20mm (0.79") or longer than the paper used. The message is reduced if it is less than 20mm (0.79") longer. When a message is split, the split mark (*) is inserted at the split position and about 10mm (0.39") of the split area is duplicated on the top of the second sheet.



ND1X01E1

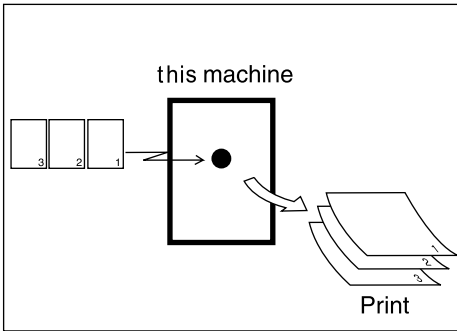
Note

- Your service representative can customize this function with the following settings.
 - Reduction
 - Print split mark
 - Overprinting
 - Overprinting length
 - Guideline for split
- You can adjust the overprinting and reduction lengths within the following ranges:
 - Overprinting length: 4mm (0.16"), 10mm (0.39"), 20mm (0.79")
 - Guideline for split: 0~155mm (5mm steps)/0~6.1" (0.2" steps)

5

Reverse Order Printing

Normally, received pages are printed and stacked on the tray in the order they are received. If you turn this function on, the machine will start printing the message from the last page received.

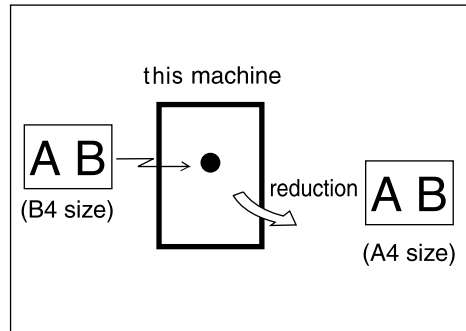


Note

- You can turn this function on or off with the Reception Mode. See p.104 "Reception Mode".
- When this function is on, the first page will be printed last.
- This function uses Memory Reception.

Page Reduction

If you receive a message that is longer than the paper in the cassette, usually the machine prints it on two pages. If you turn this function on, the machine reduces the width and length of the received image so that it will fit on one page. If A4 paper size is loaded and a message of B4 size is received, the machine will reduce the message to a single A4 sheet.



Note

- You can turn this function on or off with the User Parameters. See p.113 "Changing the User Parameters" (Switch10, Bit3).
- When this function is used, the printing quality may not be as good as usual.

Reference

See p.73 "Page Separation and Length Reduction".

TSI Print

Usually the sender's Fax Header is printed on received messages. If the sender has not programmed their Fax Header, you will not be able to identify them. However, if you turn this feature on, the sender's Own Name or Own Fax Number is printed instead so you can find out where the message came from. See p.39 "Initial Settings and Adjustments", *Facsimile Reference (option) <Basic Features>*.

Note

- You can turn this function on or off in the User Parameters. See p.113 "Changing the User Parameters" (Switch02, Bit3).

CIL/TID Print

The optional ISDN Unit is required.

Two functions are provided for identification of messages received by G4 (ISDN). If turned on, this information will be printed on every page.

The CIL (Call Identification Line) refers to the combination of the receiver's Own Fax Number, name, the sender's Own Fax Number and name, time, and page number. The TID refers to the name programmed by the sender in their Fax Header.

Limitation

- These functions are available only when receiving in G4 mode.
- If the sender's TID contains double-byte characters (for example Chinese characters), the TID will not be printed even if TID Print is turned on.

Note

- You can turn CIL and TID on or off in the User Parameters. See p.113 "Changing the User Parameters" (Switch02, Bit5 or Bit6).

FAX Print Color

You can specify a color for any received message, list, report, stored document, or auto document. You can choose the color of toner from Black, Cyan, Magenta.

Limitation

- The color specified for 2nd Color Choice can not be used as a FAX Print Color.
- This function is disabled in any printing with the LAN FAX or Document Server.

Note

- You can change the color with Reception Mode. See p.104 "Reception Mode".

2nd Color Choice

If this function is specified, the machine can print with 2nd Color when the machine has run out of default toner. It is useful that the 2nd toner use as a reserve of toner.








Limitation



- The color specified for FAX Print Color can not be used as a 2nd Color Choice.

Note





































































































- You can turn this function on and select the color with Reception Mode. See p.104 "Reception Mode".
- If the machine has run out of 2nd Color, there is no additional substitution.




When There is No Paper of the Correct Size

If there is no paper in your machine that matches the size of a received message, the machine will choose a paper size based upon the paper you have available. For example, if your machine has 8 1/2"×11"  and A3  loaded and you receive a A4  size message, check the A4  column of the following table. The paper size at the top has the highest priority. In this case, since 8 1/2"×11"  is a higher priority than A3 , the message is printed on 8 1/2"×11" .

If only B5  is loaded and you receive an A3  message, the received message is stored in memory and will not be printed.





◆ Priority Table

		Received Image Size							
		A3, 11"×17"	B4	A4, 8 1/2"×11"	A4, 8 1/2"×11"	B5	8 1/2"×14"	F/F4	F/F4
Paper Select Priorities	1	A3 	B4 	8 1/2"×11" 	A4 	B5 	8 1/2"×14" 	F/F4 	F/F4 
	2	11"×17" 	A3 	8 1/2"×11" 	A4 	B5 	A4 	8 1/2"×14" 	8 1/2"×14" 
	3	A4 	11"×17" 	A4 	8 1/2"×11" 	B4 	A4 	A4 	A4 
	4	A4 	B5 	A4 	8 1/2"×11" 	A4 	8 1/2"×11" 	A4 	A4 
	5	8 1/2"×11" 	B5 	F/F4 	A3 	A4 	8 1/2"×11" 	8 1/2"×11" 	8 1/2"×11" 
	6	8 1/2"×11" 	A4 	8 1/2"×14" 	F/F4 	8 1/2"×11" 	F 	8 1/2"×11" 	8 1/2"×11" 
	7	F/F4 	A4 	A3 	11"×17" 	8 1/2"×11" 	B4 	B4 	B4 
	8	B4 	8 1/2"×11" 	B4 	B4 	F/F4 	A3 	A3 	A3 
	9	8 1/2"×14" 	8 1/2"×11" 	11"×17" 	8 1/2"×14" 	A3 	11"×17" 	11"×17" 	11"×17" 
	10		F/F4 	5 1/2"×8 1/2" 		11"×17" 	5 1/2"×8 1/2" 	5 1/2"×8 1/2" 	5 1/2"×8 1/2" 
	11		8 1/2"×14" 	5 1/2"×8 1/2" 		8 1/2"×14" 	5 1/2"×8 1/2" 	5 1/2"×8 1/2" 	5 1/2"×8 1/2" 
	12			A5 			A5 	A5 	A5 
	13			A5 			A5 	A5 	A5 
	14			B5 			B5 	B5 	B5 
	15			B5 			B5 	B5 	B5 

 Portrait  Landscape  Image Rotation

GFRXPSE

Page Reduction	Disabled
Reduction in Sub-scan Direction	Enabled
Page Separation Threshold	20mm (0.79")
Width or Length Priority	Width

-   and   indicate that the message is split over two pages of paper with the orientation and size shown.

Note

- Paper placed in the bypass tray is not usually selected for printing a received message. However, you can use this tray if you select the bypass tray as the main paper tray using Reception with Specified Senders. See p.117 "Special Senders to Treat Differently".

- Widths that this machine can receive are A4, B4 and A3. Any messages narrower than A4 are sent as A4 width with the length unchanged.

- The paper size used to print a received message may be different from the size of the sent original.

- If the paper type is set to [Thick paper] or [OHP], papers in the tray will not be used for printing. See p.78 "The trays that cannot be used for printing fax documents".

Reference

See p.73 "Page Separation and Length Reduction".

See p.74 "Page Reduction".

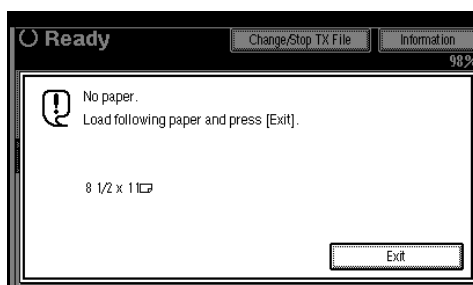
See p.72 "Image Rotation".

"Just Size" Printing

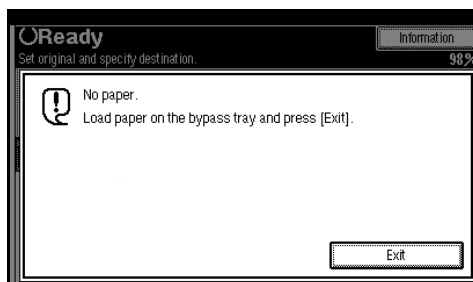
If you turn this function on and no paper tray is stocked with paper of a suitable size to print a received document, a message will appear on the display prompting you to load paper of the required size. When you have loaded the new paper, you can then print the message.

Two messages can appear:

- Paper Cassette



- Bypass Tray



! Limitation

- If the paper tray is pulled out, you will not be able to print the message. Be sure to return the paper tray.
- The action that follows pressing **[Exit]** varies depending on the status of the machine when the message occurred.
 - If any received documents or reports were being printed automatically, the printer automatically continues printing from where it had left off.

- If any documents or reports were being printed manually, the printer does not resume the printing. Perform the operations from the beginning again.

Note

- You can turn this function on or off with the User Parameters. See p.113 "Changing the User Parameters" (Switch05, Bit5).

Having Incoming Messages Printed on Paper from the Bypass Tray

The optional Bypass Tray is required to use this feature.

You can have messages sent from Specified Senders printed on paper from the bypass tray. This is useful if you need messages printed on a size of paper not stocked in the paper cassette(s).





You can set up to a maximum of 100 standard paper in the bypass tray.

! Limitation

- You cannot output the received paper into the optional Finisher Unit, when using this function. The paper will be delivered into the machine's paper tray, even when the optional Finisher Unit has been set as the output tray. See "Output Tray Settings" in the General Settings Guide.

Note

- The print area is determined by optional Expansion Memory, Resolution, and the vertical length of originals.



- ❑ If paper longer than 458mm is used, the paper may get wrinkled, it may not be sent, or a paper jam may occur.
- ❑ Before you can use this function, you need to turn on Authorized Reception (Initial Setup Reception Mode settings), program the Specified Senders (Key Operator Settings) along with the Paper. See p.104 "Reception Mode". See p.117 "Special Senders to Treat Differently".
- ❑ The machine can detect the paper sizes of A4 , A3  (8 1/2"×11" , 11"×13" ). When you load any other size of paper, specify the paper size. See p.122 "Programming "Bypass Tray Paper Size"".
- ❑ If the specified paper size and the size of paper set in the bypass tray do not match, paper jams may occur or the image may be truncated.
- ❑ If messages are printed on paper smaller than A4, the image may be truncated or split across sheets.
- ❑ If you use this function, Image Rotation and 180 Degree Rotating Printing are not possible.

Having Incoming Messages Printed on Paper from the Large Capacity Tray (LCT)

The optional Large Capacity Tray (LCT) is required to use this function.

You can set the User Parameter so that the priority is given to the Large Capacity Tray (LCT) when printing received messages. See p.113 "Changing the User Parameters" (Switch15, Bit7).

Note

- ❑ The Large Capacity Tray (LCT) takes priority when:
 - "User Parameters" (Switch15, Bit7) is set to "On".
 - "Paper Tray" is set to "Auto Select". See p.104 "Reception Mode".
 - A4   has been selected according to "Priority Table".
 - Paper is loaded in the Large Capacity Tray (LCT).

The trays that cannot be used for printing fax documents

If the paper type is set to **[Thick paper]** or **[OHP]**, the paper in the tray will not be used for facsimile functions such as printing received documents, lists or reports. Confirm the paper type setting in System Settings. See "Tray Paper Settings" in the General Settings Guide.

Where Incoming Messages are Delivered - Output Tray

G3/G4 Separate Tray

The optional Extra G3 Interface Unit or optional ISDN Unit.

You can specify the document feeding tray for each line. For example, you can specify documents received through the G3 line to be fed to the "Standard Tray" and documents received through the G4 line to be fed to the "Upper Tray", facilitating the separation of files.

 **Note**

- To use this function, specify the line and destination in "G3/G4 Separate Tray". See p.104 "Reception Mode".

Tray Shift

The optional Finisher or Shift Sort Tray Unit is Required.

When the optional Finisher Unit is selected for fax output, you can use the Tray Shift function to have the internal delivery exit move to the left or right whenever a fax or report is printed.

This is useful for separating faxes stacked in the finisher output tray. For example, if the previous incoming fax was output to the left, the next incoming fax will be output to the right and vice-versa.

 **Note**

- You can turn this function on or off with the User Parameters. See p.113 "Changing the User Parameters" (Switch19, Bit0).

6. Simplifying the Operation

Programs

If you regularly send messages to a particular destination or transmit using the same functions, you can save a lot of repetitive keypad operations by registering this information in a Keystroke Program.

Registering and Changing Keystroke Programs

Keystroke Programs can be recalled by just pressing a Quick Dial key. The following procedure can be used to program a new Keystroke Program or overwrite an old one.

You can register the following items in Keystroke Programs:

- Memory Transmission, Immediate Transmission, destinations (up to 500 numbers), Resolution, Original Type, G3 or G4 communication mode (Only when a destination is specified with the number keys), Stamp, Send Later, Default ID, Auto Document, Book Fax, Polling Transmission, Polling Reception, Transfer Request, 2-sided transmission, optional functions
- Program name (up to 20 characters)

Important

- We recommend that you print the Keystroke Program list and keep it when you register or change a function. See p.101 "Reports/Lists".

Limitation

- Transfer Request and broadcast transmissions cannot be registered at the same time.

Note

- You cannot change programs which are being used for a Memory Transmission on standby.
- The maximum number of programs you can register is 100 (200 with the optional Fax Function Upgrade Unit).
- Use the same procedure to registering and change programs. Follow the procedure for the items you want to change.
- The method to register or change programs for Copy Function is different from that of Fax Function.

1 Prepare for registering the program.

Note

- The procedure for programming differs depending on the items you want to register.
- Press the **[Clear Modes]** key to cancel programming.

Example of registering a program using Send Later with the fax number "0123456789".

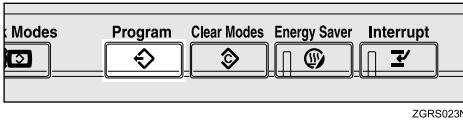
- 1** Press **[0], [1], [2], [3], [4], [5], [6], [7], [8], [9]** with the number keys.
- 2** Press **[Transmission Mode]**.
- 3** Select **[Send Later]**.

4 Enter the time to send.

Note

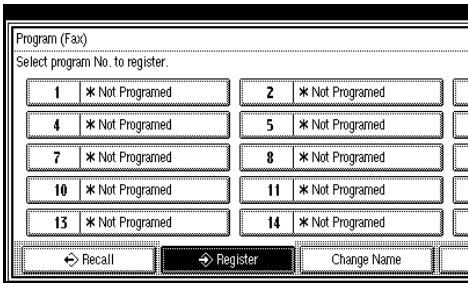
- If “Send Later” is already specified, that time is shown. Press the **[Clear Modes]** key to change “Send Later”.

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



The program (Fax) is shown.

3 Select a program number in which “*Not Programed” is shown.



Note

- If you make a mistake, press **[Cancel]** and select a program number again.
- When you change a Keystroke Program, press **[Store]** after pressing the program number you want to change. If you make a mistake, press **[Do not Store]** and return to step **3**.

4 Enter the program name, and then press **[OK]**.

The program has been registered.

Note

- If you make a mistake, press **[Backspace]** or **[Delete All]** and try again.
- You should register the program name.

5 Press **[Exit]**.

The initial display is shown.

Using a program

Example of executing a program using Send Later with the fax number “0123456789”.

1 Make sure that the machine is in Facsimile mode and the standby display is shown.

Note

- If the standby display is not shown, press the **[Facsimile]** key.

2 Place your original.

Note

- If you have not a registered destinations or scan settings as a program, enter the fax number for the destination and select any scan settings you require.

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

4 Select a program number you registered.

The initial display is shown.

Then, the registered fax number and time are shown. Transmission Mode is selected.

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

The fax number and specified time are shown on the display and the machine starts to scan the original.

Changing a program name

⚠ Limitation

- You cannot change the programs names which are being used for the Memory Transmission.

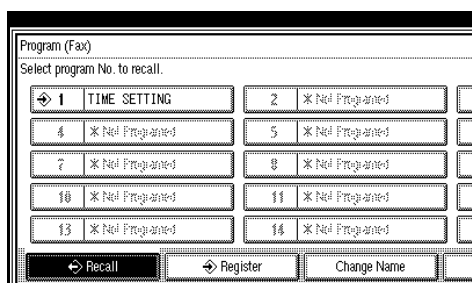
- 1** Make sure that the machine is in Facsimile mode and the standby display is shown.

📝 Note

- If the standby display is not shown, press the **[Facsimile]** key.

- 2** Press the **[Program]** key.

- 3** Press **[Change Name]**, and select the program number for the name you want to change.



- 4** Enter a new program name, and press **[OK]**.

The program name is changed.

- 5** Press **[Exit]**.

The initial display is shown.

Deleting a Program

📝 Note

- You cannot delete programs which are being used for a Memory Transmission.

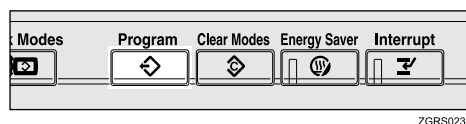
- If you delete a program, the registered program name is also deleted.

- 1** Make sure that the machine is in Facsimile mode and the standby display is shown.

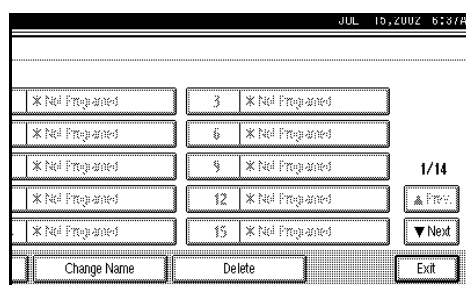
📝 Note

- If the standby display is not shown, press the **[Facsimile]** key.

- 2** Press the **[Program]** key.



- 3** Press **[Delete]**, and then select the program number you want to delete.



The contents of the program are shown on the display.

- 4** Press **[Yes]**.

- 5** Press **[Exit]**.

The initial display is shown.

Using the Document Server

Use this function to store documents in the Document Server of this machine.

The Document Server can store documents from various applications.

The documents that are stored using a facsimile feature are available to transmit by facsimile.

Storing in the Document Server enables the following:

- Once stored, a document can be sent out as many times as you want just by selecting it.
- Storing a document does not use facsimile memory.

You can send and print multiple stored documents as a single document, and also send them with scanned originals at the same time. Follow the instructions under **[Select Stored File]** in **[Sub TX Mode]** when sending or printing stored documents. See p.49 “Sending a Stored File”.

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 DeskTop-Binder V2 Lite or DeskTopBinder V2 Professional (option). For more information, please contact your local dealer.

Note

- The stored documents are not deleted even when there is a power failure or the main power switch is turned off.
- You can specify whether or not the machine automatically deletes documents from the Document Server after a certain number of days. The delete function is pre-configured with the software and automatically deletes any stored document that is more than 3 days (72 hours) old. You can change the setting with “Key Operator Tools — Auto Delete File”. See “Key Operator Tools — Auto Delete File” in the General Settings Guide.
- The fax feature has a memory capacity of approximately 1,000 documents.
- You can store approximately 2,000 pages (ITU-T No.1 chart) in the Document Server, using the copy, facsimile, printer, and scanner features.
- You can store up to 400 pages (1,000 pages with the optional Expansion Memory) per document.

Storing a Document

You can send and store a document at the same time. You can also just store a document.

❖ File names

Files which have been read automatically get names like "FAX0001" or "FAX0002". See p.86 "Setting a File Name".

❖ User Names

You can set this function if necessary to know whom and what departments are stored in the machine. See p.85 "Programming a User Name".

❖ Password

You can set this function so as not to send to unspecified people. See p.86 "Setting a Password".

📌 Note

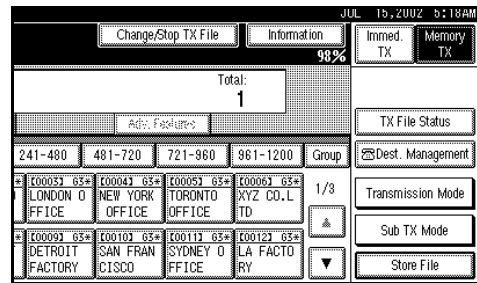
- The stored documents are given "file names", such as "FAX0001" and "FAX0002", automatically. However, you can change the file names. See p.87 "File Manage".
- You can attach "User Names" to the stored documents. See p.87 "File Manage".

1 Make sure that the machine is in Facsimile mode and the standby display is shown.

If the standby display is not shown, press the **[Facsimile]** key.

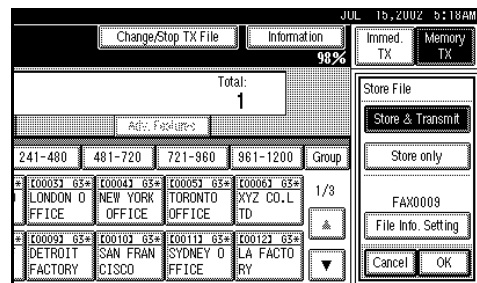
2 Place your original, and then select any scan settings you require.

3 Press [Store File].



4 Select [Store & Transmit] or [Store only].

Select **[Store & Transmit]** to send documents after they are stored.



Select **[Store only]** to store documents.

When **[Store only]** is selected, "*****" is shown.

5 Set the User Name, file name and password if necessary.

📌 Note

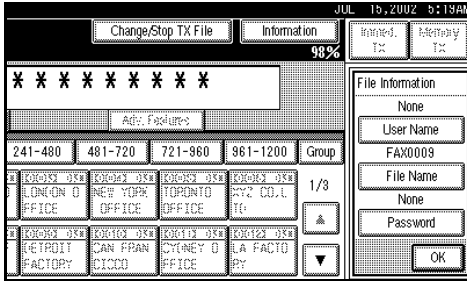
- If you are not going to set the User Name, file name, or password, go to step 6.
- You cannot change multiple documents at once.

Programming a User Name

📌 Note

- Set a User Name from those that are programmed in the User Code. See "User Code" in the General Settings Guide.

- 1 Press [File Info. Setting].
- 2 Press [User Name].



The User Name change menu is shown.

- 3 Press the User Name to be programmed, and then press [OK].
- The specified User Name is shown.

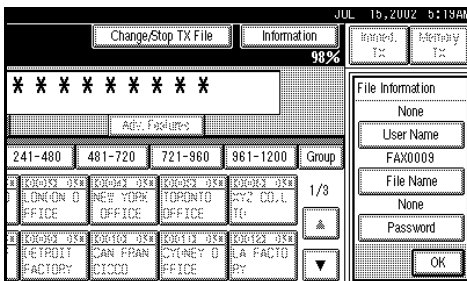
Note

- Press the title key to switch between titles.
- To set an unprogrammed User Name, press [Non-programmed Name], and then enter the name. User Names that are entered by pressing [Non-programmed Name] are not programmed into the User Code.

- 4 Press [OK].

Setting a File Name

- 1 Press [File Info. Setting].
- 2 Press [File Name].



The File Name change menu is shown.

- 3 Enter the file name, and then press [OK].

The changed file name is shown.

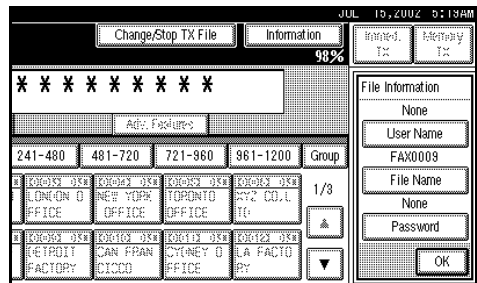
Reference

See "Entering Text" in the General Settings Guide.

- 4 Press [OK].

Setting a Password

- 1 Press [File Info. Setting].
- 2 Press [Password].



The Password setting menu is shown.

- 3 Enter a password using the number keys, and then press [OK].

**** is shown.

Note

- If you make a mistake, press [Clear] or the [Clear/Stop] key, and then reenter your password.

- 4 Press [OK].

- 6 Press [OK].

- 7 If you have selected [Store & Transmit], specify the receiver.

Note

- If you have selected [Store only], go to step 8.

- 8 Press the [Start] key.

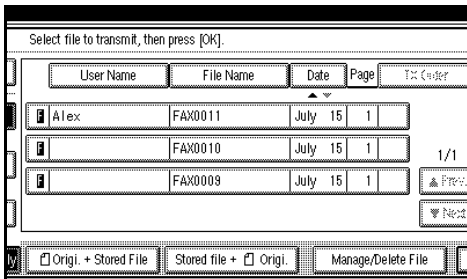
File Manage

You can change the file name, User Name, and password of stored documents.

To change a stored document, delete the document you no longer need, and then reprogram the new document. See p.88 “Delete File”.

Press **[Sub TX Mode]** ⇒ **[Select Stored File]**.

- 1 Press **[Manage/Delete File]**, and then select the document to be changed.



Note

- You can specify multiple documents at one time.

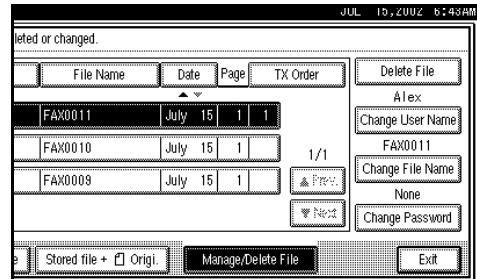
- 2 If you select a document for which a password is set, enter the password. When a selected file does not have a password, go to step 4.

- 3 Press **[OK]**.

- 4 Change the information of the stored document. Change the desired items.

Changing a User Name

- 1 Press **[Change User Name]**.



- 2 Press **[Clear]**.

The User Name is deleted.

- 3 Enter the new User Name.

Note

- Press the title keys to switch between titles.
- To set an unprogrammed User Name, press **[Non-programmed Name]**, and then enter the name.
- User Names that are entered by pressing **[Non-programmed Name]** are not programmed into the User Code.

Reference

See “Entering Text” in the General Settings Guide.

- 4 Press **[OK]**.

Changing a File Name

- 1 Press **[Change File Name]**.
- 2 Press **[Backspace]** or **[Delete All]**, and then reenter the file name.

Reference

See “Entering Text” in the General Settings Guide.

- 3 Press **[OK]**.

Changing the Password

- 1 Press [Change Password].
- 2 Enter a new password using the number keys, and press [OK].

5 Press [Exit].

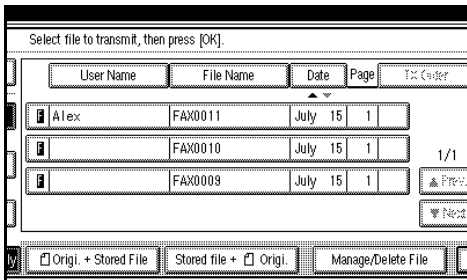
Return to the initial display.

Delete File

Use this function to delete your stored documents.

Press [Sub TX Mode] ⇒ [Select Stored File].

1 Select [Manage/Delete File].

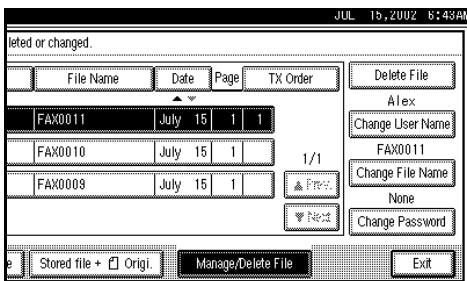


2 Select the document you want to delete.

Note

- You can also delete multiple documents at once.
- Enter the password when the Password setting menu is shown.

3 Press [Delete File].



4 Press [Delete].

5 Press [Exit].

Return to the initial display.

Controlling documents saved in the Document Server from a computer

The fax documents saved in the Document Server can be viewed and controlled from a network computer with DesktopBinder V2 Lite or DesktopBinder V2 Professional installed.

The following operations are available from the computer:

- Displaying documents (Easy Viewer)
- Displaying document properties (Properties)
- Deleting documents (Delete)
- Copying documents to a computer (Copy)
- Printing documents (Print from Document Server)
- Sending documents by fax (Fax from Document Server)
- Exporting documents as files (Export Document)

For more information, see the DesktopBinder V2 operating instructions and Help.

Note

- Settings made in System Settings enable you to send documents to the delivery server. See “Configuring the Network” in the General Settings Guide.

7. Facsimile Features

Function List

Function name	Description	Reference
Prog./Change/Delete		
Program/Change/Delete Quick Dial	When you register a destination in a Quick Dial, you can specify the destination by just pressing the Quick Dial key.	See p.42 "Quick Dial", <i>Facsimile Reference (option)</i> <Basic Features>.
Program/Change/Delete Group	If you program several destinations into a Group, you can dial with just a few key-strokes.	See p.46 "Groups", <i>Facsimile Reference (option)</i> <Basic Features>.
Change Order of Quick Dial Table	Use this function to change the order of the registered Quick Dial Table. It would be convenient to list the receivers that you fax to frequently on the first page of the Quick Dial Table.	See p.94 "Changing the Order of the Quick Dial Table".
Program Title of Quick Dial Table	Use this function to add a name to the title of the Quick Dial Table in order to facilitate finding the desired registered destination.	See p.95 "Programming Title of the Quick Dial Table".
Program/Change/Delete Standard Message	Use this function to program standard messages to be printed at the top of the first page of the original.	See p.96 "Programming and Changing Standard Messages".
Store/Change/Delete Auto Document	Allows you to store a frequently used original in the machine's memory. You can print or send the original directly as necessary.	See p.97 "Storing and Changing an Auto Document".
Program/Change/Delete Scan Size	Register a frequently used original size in advance when you send a message with the Irregular Scan Area function.	See p.18 "Setting a Scan Area", <i>Facsimile Reference (option)</i> <Basic Features>.

Function name	Description	Reference
Print List/Report	<p>This function allows you to print various reports and lists manually. You can print the following reports and lists:</p> <ul style="list-style-type: none"> • Journal See p.19 "Printing the Journal". • Quick Dial list See p.101 "Quick Dial list". • Group Dial list See p.101 "Group Dial list". • Label Insertion list See p.101 "Label Insertion list". • Program list See p.101 "Reports/Lists". • Auto Document list See p.101 "Reports/Lists". 	See p.101 "Reports/Lists".
Gen. Settings/Adjust	<p>Default Transmission Mode and scan settings. When the power is turned on, settings specified here are selected:</p> <ul style="list-style-type: none"> • Memory/Immediate Transmission Switch • Text Size Priority • Original Type Priority • Auto Image Density • Adjust Scan Density • Switch Title of Quick Dial Table • Switch Display • Adjust Sound Volume • Program Fax Information • Fax Header Print Setting • Label Insertion Priority Setting • Reduced Image TX Setting • Auto Reduced Image Setting • Closed Network Priority Setting • Scan End Reset • Transmission Stamp Priority • Line Priority Setting • On hook Mode Release Time • Program Economy Time • Quick Operation Key 	<p>See p.102 "General Settings/Adjustment".</p> <p>See p.39 "Initial Settings and Adjustments", <i>Facsimile Reference (option)</i> <Basic Features>.</p> <p>See p.53 "Adjusting Volume", <i>Facsimile Reference (option)</i> <Basic Features>.</p>

Function name	Description	Reference
Reception Mode	<p>Allows you to switch the following reception functions to on or off:</p> <ul style="list-style-type: none"> • Switch Reception Mode See p.38 "Selecting the Reception Mode", <i>Facsimile Reference (option) <Basic Features></i>. • Authorized Reception See p.120 "Authorized RX". • Forwarding See p.120 "Forwarding". • Reception File Print Quantity See p.121 "Reception File Print Qty". • 2-Sided Print See p.71 "2-Sided Printing". • Reception Reverse Printing See p.74 "Reverse Order Printing". • Paper Tray See p.121 "Paper Tray". • G3/G4 Separate Tray See p.79 "G3/G4 Separate Tray". • Checkered Mark See p.70 "Checkered Mark". • Center Mark See p.70 "Center Mark". • Print Reception Time See p.71 "Reception Time". • FAX Print Color See p.75 "FAX Print Color". • 2nd Color Choice See p.75 "2nd Color Choice". 	<p>See p.104 "Reception Mode". See p.38 "Selecting the Reception Mode", <i>Facsimile Reference (option) <Basic Features></i>.</p>

Accessing the User Tools

The User Tools allow you to program the machine with your identification, to store frequently used numbers and settings, and customize the default settings to match your needs.

So you can find the User Tool you want quickly and easily, they are grouped by function.

❖ Prog./Change/Delete

Use to program, change or delete: Quick Dial, Group Dial, Title of Quick Dial Table, Order of Quick Dial Table, Auto Documents, Standard Message, Scan Size

See See p.42 “Quick Dial”, *Facsimile Reference (option) <Basic Features>*. See p.46 “Groups”, *Facsimile Reference (option) <Basic Features>*.

See p.94 “Program/Change/Delete Menu”.

❖ Print List/Report

Use to print: the Journal, Group Dial list, Program list, Auto Document list, Quick Dial list, Label Insertion list. See p.101 “Reports/Lists”.

❖ General Settings/Adjustment

Use to set defaults for: Transmission Mode (Memory / Immediate), Scan Conditions (Resolution / Auto Image Density / Original Type), Fax Information, Adjust Sound Volume. See p.102 “General Settings/Adjustment”. See p.39 “Initial Settings and Adjustments”, *Facsimile Reference (option) <Basic Features>*. See p.53 “Adjusting Volume”, *Facsimile Reference (option) <Basic Features>*.

❖ Reception Mode

Use to turn on or off: Reverse Order, Checkered Mark, Center Mark, Print RX Time, Multi-copy Reception, Authorized Reception, Special RX Nos., 2-sided printing, Forwarding, Paper Tray Settings, FAX Print Color, and 2nd Color Choice. See p.104 “Reception Mode”.

❖ Key Operator Tools

Use to program/check: your name, your fax number, line type, various ID Codes, number of transmitted/received documents. See p.109 “Using Key Operator Settings”.

Note

- Each menu appears in the each tab.
- You can switch the display by pressing [**▲ Prev.**] or [**▼ Next**].
- The selected item is highlighted.
- When you specify all the settings, press [**OK**]. If [**OK**] is not pressed, the settings you made might be canceled.
- Press [**Cancel**] to cancel specified settings. The previous display is shown.

Key Operator Code

When Key Operator Code is programmed and turned on, users have to enter a programmed Key Operator Code (maximum 8 digits) to operate the User Tools and Key Operator Tools. This prevents unauthorized people from changing registrations.

Note

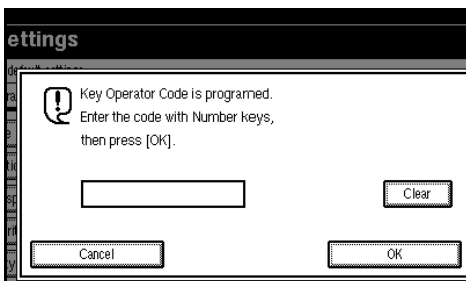
- You can turn the Key Operator Code on or off in the “System Settings”.
- When you set the Key Operator Code active, enter a code (maximum 8 digits) with the number keys and select **[Partial]** or **[All Initial Settings]** to limit access.
 - When **[Partial]** is selected:
Only the Key Operator Tools are protected with a Key Operator Code.
 - When **[All Initial Settings]** is selected:
The Key Operator Tools and User Tools are protected with a Key Operator Code.

- ① Press the **[User Tools/Counter/Inquiry]** key.
If you have selected **[All Initial Settings]**, go to step ③.
- ② Press **[Facsimile Features]**.
- ③ Select **[Key Operator Tools]**.
- ④ Enter a maximum 8 digit Key Operator Code with the number keys.

- ⑤ Press **[OK]**.

Note

- If you enter a Key Operator Code that is not registered, the display will return to step ③.



Program/Change/Delete Menu

Changing the Order of the Quick Dial Table

Use this function to change the order of the programmed Quick Dial Table.

It is convenient if you list the receivers that you fax to frequently on the first page of the Quick Dial Table.

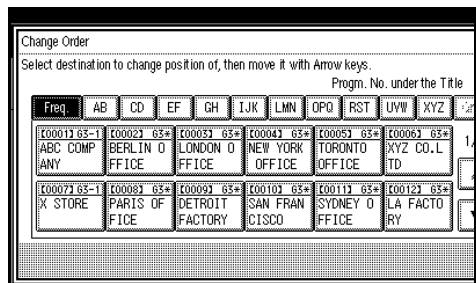
Note

- ❑ You can only change the order within "Title 1", "Title 2", and "Title 3". You cannot change the order within "Destination List".

Pressing an arrow key will move the selection in the direction of the arrow.

Press the **[User Tools/Counter/Inquiry]** key. See p.9 "Control Panel", *Facsimile Reference (option) <Basic Features>*. And then press **[Facsimile Features]** ⇒ **[Prog./Change/Delete]** ⇒ **[Change Order of Quick Dial Table]**.

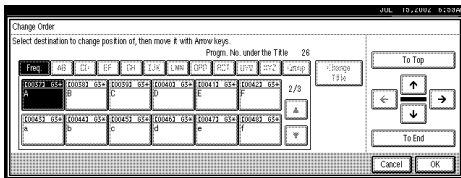
- 1** Select the destination key for which you want to change the order.



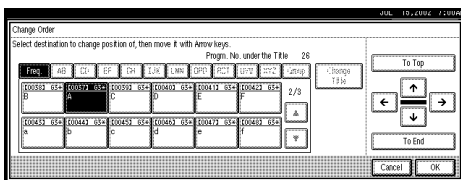
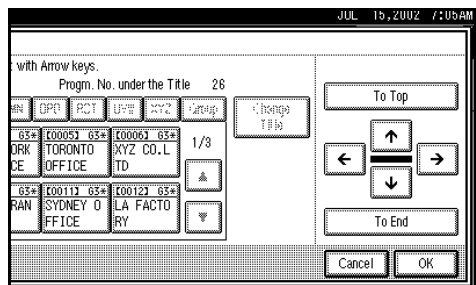
Note

- ❑ If the destination key is under a different title, press **[Change Title]** to switch between titles.

- 2** Press the arrow keys to move the destination key.

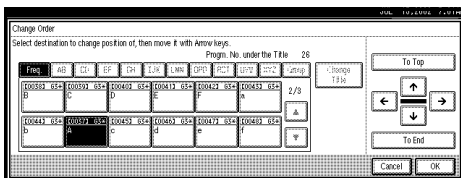


Start in the menu above. By pressing **[→]**, the destination key moves to the right.



By pressing **[↓]** from the top menu, the destination key moves down.

- 3** Press **[OK]**.
Return to the initial display.



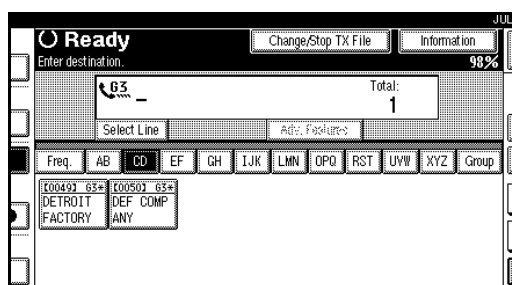
Reference

See p.42 "Quick Dial", *Facsimile Reference (option) <Basic Features>*.

Programming Title of the Quick Dial Table

Use this function to add a name to the title of the Quick Dial Table in order to facilitate finding the desired programmed destination.

As in a telephone directory, there are titles in the Quick Dial Table to facilitate finding the desired receiver from among many destinations.



In the menu above, the [CD] page (menu) of the Quick Dial Table is selected. The titles are [Freq.], [AB], [CD], [EF], [GH], [IJK], [LMN], [OPQ], [RST], [UVW], and [XYZ]. For an example, press [EF] to select that page.

On this machine, you can create a Quick Dial Table according to your needs. In creating a Quick Dial Table, you should program titles to facilitate your search process. You can change the type of classification.

Create and use your own titles according to your needs, for example, "Business" and "Private".

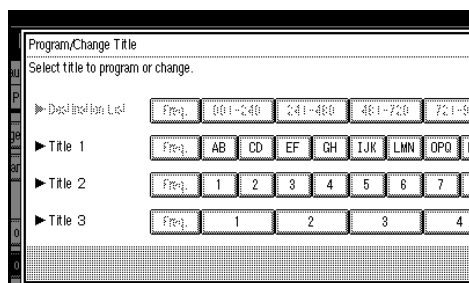
Note

- The machine can make four types of Quick Dial Tables. To display a Quick Dial Table different from the one being shown, press [Change Title]. See p.95 "Switching Titles".
- You can program up to four characters for the "Title 1" and "Title 2" keys.

- You can program up to eight characters for the "Title 3" key.
- Use the same procedure program and change the titles.

Press the **[User Tools/Counter/Inquiry]** key. See p.9 "Control Panel", *Facsimile Reference (option)* <Basic Features>. And then press **[Facsimile Features]** ⇒ **[Prog./Change/Delete]** ⇒ **[Program Title of Quick Dial Table]**.

1 Select the title key to program.



Note

- You cannot make any changes to "Destination List" or "Freq.".

2 Enter the name for the title key, and press [OK].

Return to the initial display.

Reference

See "Entering Text" in the General Settings Guide.

Note

- To program another title key, repeat from step 1.

Switching Titles

To specify a fax receiver on the Quick Dial Table, select the title where that receiver is programmed.

You can specify all programmed receivers on the Destination List.

To display the Quick Dial Table in alphabetical order, select "Title 1". To display the Quick Dial Table that is programmed by user, select "Title 2".

- ① Press **[Dest. Management]**.
- ② Select **[Change Title]**.
- ③ Press the title key to be displayed.
- ④ Press **[OK]**.

The selected title is shown above the "Change Title" menu.

Note

- To cancel changing the title, press **[Cancel]**. The display will return to step ②.

- ⑤ Press **[Exit]**.
The initial display is shown.

Programming and Changing Standard Messages

Use this function to program standard messages to be printed at the top of the first page of the original. It is convenient if you program message such as your own greetings.

Note

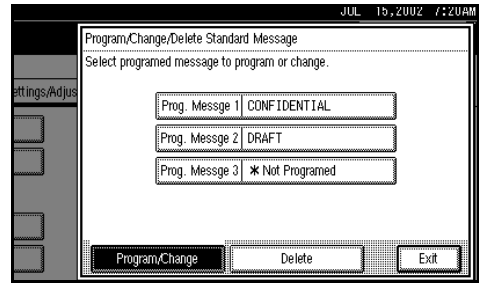
- You can program your own messages into **[Prog. Messge 1]**, **[Prog. Messge 2]** and **[Prog. Messge 3]** only. You cannot change the "Confidential", "Urgent", "Please phone", or "Copy to corres ..." messages.
- Use the same procedure to program and change your messages.

Press the **[User Tools/Counter/Inquiry]** key. See p.9 "Control Panel", *Facsimile Reference (option) <Basic Features>*. And then press **[Facsimile Features] ⇒ [Prog./Change/Delete] ⇒ [Program/Change/Delete Standard Message]**.

- 1** Select a key in which **"*Not Programed"** is displayed.

Note

- To change a message, press the programmed message that you want to change.



- 2** Enter your message, and press **[OK]**.

Return to the initial display.

Reference

See "Entering Text" in the General Settings Guide.

Note

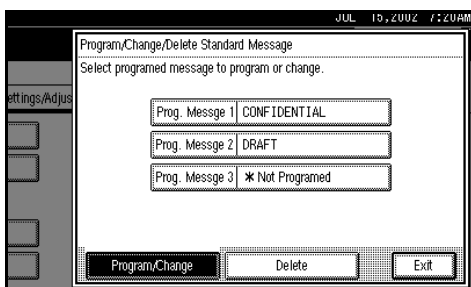
- To program another message, repeat from step **1**.

Deleting Standard Messages

Use this function to delete programmed messages that you no longer need.

Press the **[User Tools/Counter/Inquiry]** key. See p.9 “Control Panel”, *Facsimile Reference (option) <Basic Features>*. And then press **[Facsimile Features]** ⇒ **[Prog./Change/Delete]** ⇒ **[Program/Change/Delete Standard Message]**.

- 1 Press **[Delete]**, and then select the message that you want to delete.



- 2 Press **[Delete]**.

Note

- ☐ To delete another message, repeat from step 1.

- 3 Press **[Exit]**.

Return to the initial display.

Storing and Changing an Auto Document

If you often have to send a particular page to people (for example, a map, a standard attachment, or a set of instructions), you can store that page in memory as an Auto Document. This saves rescanning the original every time you wish to send it.

Use the following procedure to program a new Auto Document or overwrite an existing one.

You can store the following items in an Auto Document:

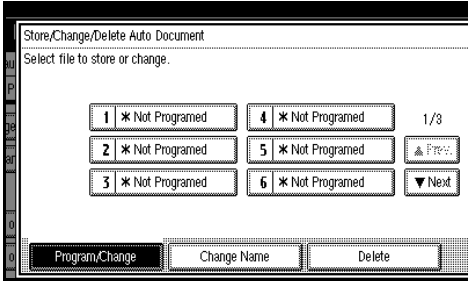
- You can store up to 6 Auto Documents (18 with the optional Expansion Memory installed). Each Auto Document can contain one page.
- Originals (Max 6 Documents; when the optional Fax Function Upgrade Unit is installed, maximum 18 documents, only one page per file).
- Scan settings (Resolution, Original Type, and Image Density)
- Irregular Scan Area
- Document name (up to 16 characters)

Important

- ☐ We recommend that you print the Auto Document list and keep it when you program or change an Auto Document. See p.101 “Reports/Lists”.

Press the **[User Tools/Counter/Inquiry]** key. See p.9 “Control Panel”, *Facsimile Reference (option) <Basic Features>*. And then press **[Facsimile Features] ⇒ [Prog./Change/Delete] ⇒ [Store/Change/Delete Auto Document]**.

- 1** Select the file you want to store or change.



Note

- If there are stored files, the file names are shown.

Storing a file

- 1** Select **[*Not programed]**.
- 2** Enter a file name, and then press **[OK]**.

Note

- You should program the file name.

Reference

See “Entering Text” in the General Settings Guide.

Changing a file

- 1** Select a file you want to change.
The message “A file is already stored. If another file is stored, previous one will be deleted. Is it OK?” is shown.
- 2** Press **[Store]**.

Changing only a file name

- 1** Press **[Change Name]**.
- 2** Select a file you want to change.
- 3** Enter a file name, and then press **[OK]**.
Go to step **4**.

Reference

See “Entering Text” in the General Settings Guide.

- 2** Place your original on the Document Feeder or the Exposure Glass and select any scan settings you require.



Note

- You can also specify a Scan Size. See p.18 “Setting a Scan Area”, *Facsimile Reference (option) <Basic Features>*.

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

The machine starts to scan.

Note

- To cancel scanning, press **[Stop Scanning]**.

- 4** Press **[Exit]** after scanning is finished.

Return to the initial display.

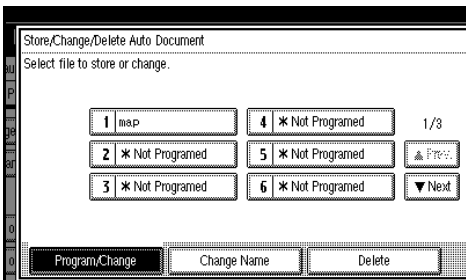
Deleting an Auto Document

Note

- You cannot delete an Auto Document waiting to be transmitted. Delete it after the transmission or cancel the transmission, and then delete the Auto Document.

Press the **[User Tools/Counter/Inquiry]** key. See p.9 "Control Panel", *Facsimile Reference (option) <Basic Features>*. And then press **[Facsimile Features] ⇒ [Prog./Change/Delete] ⇒ [Store/Change/Delete Auto Document]**.

- Press **[Delete]**, and select the message you want to delete.



- Press **[Delete]**.

- Press **[Exit]**.

The initial display is shown.

Programming and Changing a Scan Size

When you select a Scan Size to scan a non-standard size original, two custom sizes of original are available (Program Size 1 and Program Size 2). Use these functions to program a custom size in advance.

To change an existing Scan Size, just use the same procedure.

Important

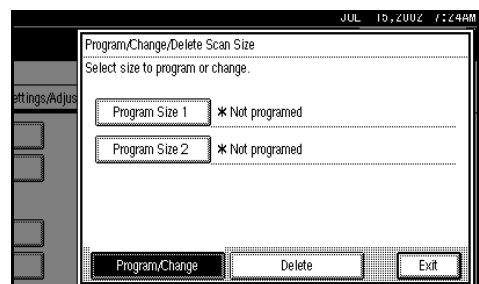
- When programming or changing a Scan Size, we recommend that you make a memo of the new size.

Note

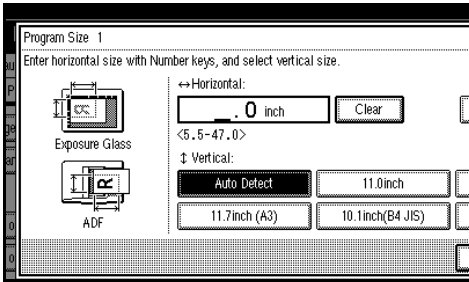
- You can specify a horizontal length from 128 to 1,200mm or from 5.5 to 47 inches.

Press the **[User Tools/Counter/Inquiry]** key. See p.9 "Control Panel", *Facsimile Reference (option) <Basic Features>*. And then press **[Facsimile Features] ⇒ [Prog./Change/Delete] ⇒ [Program/Change/Delete Scan Size]**.

- After confirming **[Register/Change]** is selected, press **[Program Size 1]** or **[Program Size 2]**.



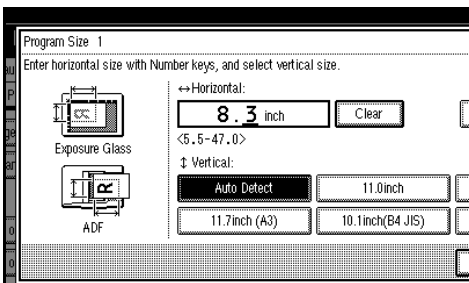
2 Enter a horizontal size with the number keys.



Note

- You can specify a horizontal length from 128 to 1,200mm or from 5.5 to 47 inches. You cannot specify a length shorter than 128mm or longer than 1,200 mm.
- Each time you press [mm] or [inch], the units change between “mm” and “inch” alternately. If you enter a length and change the unit by pressing [mm] or [inch], the length is converted automatically according to the unit (fractions are rounded off). For Example, When you enter **[2]**, **[5]** and **[0]** in millimeters and change to “inch”, the length “9.8inch” is shown on the display. If you press [mm] or [inch] again, “249mm” is displayed.
- If you make a mistake, press [Clear] or the [Clear/Stop] key and try again.

3 Select a vertical size.



Note

- A displayed vertical size differs depending on the selected unit. When [mm] is selected, [Auto Detect], [210mm (A4)], [257mm(B4 JIS)], [297mm (A3)], [216mm (8 1/2)] and [279mm (11)] are shown. When [inch] is selected, [Auto Detect], [8.3inch (A4)], [10.1inch(B4 JIS)], [11.7inch (A3)], [8.5inch] and [11.0inch] are shown.

4 Press [OK].

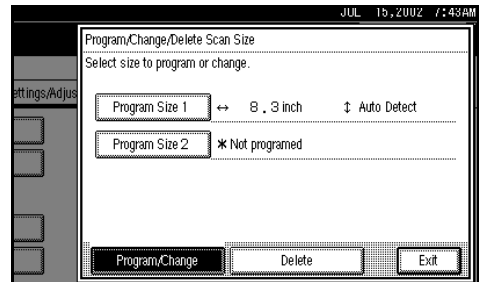
5 Press [Exit].

Return to the initial display.

Deleting a Scan Size

Press the [User Tools/Counter/Inquiry] key. See p.9 “Control Panel”, *Facsimile Reference (option) <Basic Features>*. And then press [Facsimile Features] ⇒ [Prog./Change/Delete] ⇒ [Program/Change/Delete Scan Size].

1 Press [Delete], and select [Program Size 1] or [Program Size 2].



2 Press [Yes].

3 Press [Exit].

Return to the initial display.

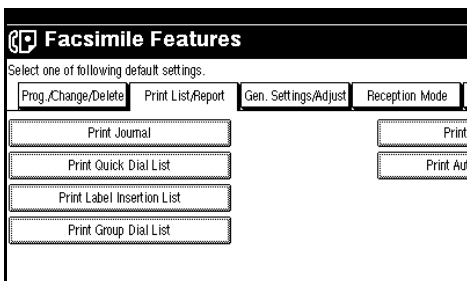
Reports/Lists

This function allows you to print the following reports and lists manually. Select a report or list as needed.

- Journal
See p.19 “Printing the Journal”.
- Quick Dial list
See p.42 “Quick Dial”, *Facsimile Reference (option) <Basic Features>*.
- Label Insertion list
See p.42 “Quick Dial”, *Facsimile Reference (option) <Basic Features>*.
- Group Dial list
See p.46 “Groups”, *Facsimile Reference (option) <Basic Features>*.
- Program list
See p.81 “Programs”.
- Auto Document list
See p.97 “Storing and Changing an Auto Document”.

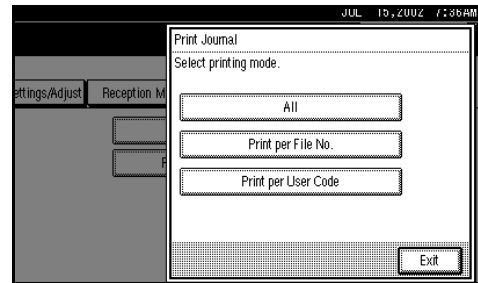
Press the **[User Tools/Counter/Inquiry]** key. See p.9 “Control Panel”, *Facsimile Reference (option) <Basic Features>*. And then press **[Facsimile Features] ⇒ [Print List/Report]**.

1 Select a list or report you want to print.

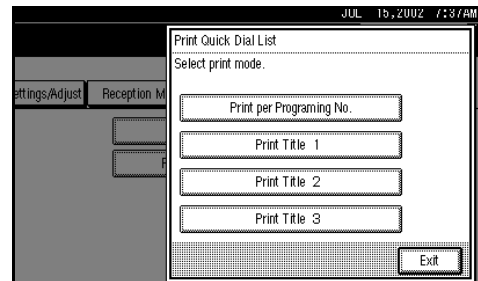


Note

- When printing the Journal, you can select a printing mode from **[All]**, **[Print per File No.]**, or **[Print per User Code]**.



- When printing the Quick Dial list, you can select from **[Print per Programing No.]**, **[Print Title 1]**, **[Print Title 2]** or **[Print Title 3]**.



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

Return to the initial display.

Note

- To cancel printing, press **[Cancel]**. The display will return to step **1**.

General Settings/Adjustment

Make the settings for the following items. The set items are highlighted on the Facsimile Features menu when the power is turned on.

❖ **Switch Memory/Immed. Transmission**

Use this function for specifying the Transmission Mode for document transmission.

❖ **Text Size Priority**

Use this function to specify the character size of your originals for scanning.

❖ **Original Type Priority**

Use this function for specifying the type of originals for scanning.

❖ **Auto Image Density**

Use this function for specifying whether to prioritize automatic Image Density for scanning your originals.

❖ **Adjust Scan Density**

Use this function for specifying the scan density of your originals.

❖ **Switch Title of Quick Dial Table**

Use this function for selecting the title to be shown on the Quick Dial Table.

❖ **Switch Display**

Use this function for displaying the number keys instead of the Quick Dial Table.

❖ **Adjust Sound Volume**

See p.53 “Adjusting Volume”, *Facsimile Reference (option) <Basic Features>*.

❖ **Program Fax Information**

See p.39 “Initial Settings and Adjustments”, *Facsimile Reference (option) <Basic Features>*.

❖ **Fax Header Print Setting**

Use this function for specifying whether to print the Fax Header.

❖ **Label Insertion Priority Setting**

Use this function for specifying whether to use the Label Insertion function.

❖ **Reduced Image TX Setting**

Use this function for specifying whether to use reduced image transmission. See p.53 “Transmission Options”.

❖ **Auto Reduced Image Setting**

Use this function for specifying whether to transmit an automatically reduced image. See p.53 “Transmission Options”.

❖ **Closed Network Priority Setting**

Use this function for specifying whether to execute ID transmission. See p.53 “Transmission Options”.

❖ **Scan End Reset**

Use this function for specifying whether to return to the initial settings each time an original is scanned.

❖ **TX Stamp Priority**

Use this function for specifying whether to press a TX stamp.

❖ **Line Priority Setting**

Use this function for specifying the line of usage.

Note

- The display may differ depending on the line type you have.

❖ Program Economy Time

Use this function for specifying a time for transmission when the telecommunication rates are low. See p.5 “Sending at a Specific Time (Send Later)”.

! Limitation

- You can program only one Economy Time.

❖ On Hook Mode Release Time

Use this function for specifying the time to cancel the On Hook mode after you transmit with On Hook dialing. It is convenient to use this when the Fax Information service disconnects your On Hook dialing.

❖ Quick Operation Key

Frequently used functions that are programmed as Quick Operation Keys are shown on the menu immediately after the power is turned on.

The Quick Operation Keys can be programmed with the following functions.

Journal, TX File Status, Print Conf. RX, Print Memory Lock, Stored File, Send Later, Auto Document, 2 Sided Original, Closed Network, Polling TX, Polling RX, Fax Header Print, Label Insertion, Dest. Management, Forwarding, Transfer Request

Up to three functions can be programmed in Quick Operation Keys.

Note

- The functions that are dimmed have already been set.

Press the **[User Tools/Counter/Inquiry]** key. See p.9 “Control Panel”, *Facsimile Reference (option)* <Basic Features>. And then press **[Facsimile Features]** ⇒ **[Gen. Settings/Adjust]**.

- 1** Select a function you want to specify.

Facsimile Features		
Select one of following default settings.		
Prog./Change/Delete	Print List/Report	Gen. Settings/Adjust
Memory/Immed. Transmission Switch	Memory Transmission	Switch Title
Text Size Priority	Standard	Swi
Original Type Priority	Text	Adjust
Auto Image Density	ON	Program
Adjust Scan Density	Level 4	

Note

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

- 2** Press **[OK]** after making any function settings.

After the settings/adjustment are finished, return to the initial display.

Reception Mode

Make settings for the following reception functions.

- Switch Reception Mode
See p.67 "Reception Functions".
See p.38 "Selecting the Reception Mode", *Facsimile Reference (option) <Basic Features>*.
- Authorized RX
See p.118 "Authorized Reception".
- Forwarding
See p.118 "Forwarding".
- RX File Print Qty
See p.72 "Multi-copy Reception".
- 2-Sided Print
See p.71 "2-Sided Printing".
- RX Reverse Printing
See p.74 "Reverse Order Printing".
- Paper Tray
- G3/G4 Separate Tray
See p.79 "G3/G4 Separate Tray".
- Checkered Mark
See p.70 "Checkered Mark".
- Center Mark
See p.70 "Center Mark".
- Print Reception Time
See p.71 "Reception Time".
- FAX Print Color
See p.75 "FAX Print Color".
- 2nd Color Choice
See p.75 "2nd Color Choice".

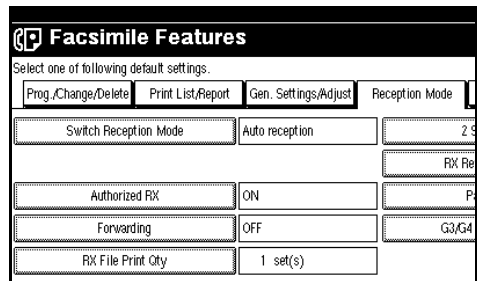
 **Note**

- In the "RX File Print Qty" setting, the range of available print quantities is 1 to 10.
- When no tray is specified for "Paper Tray" setting, "Auto Select" will be selected.

- If you want to select the bypass tray for "Paper Tray" setting, specify it with "Special Sender" by "Special Senders to Treat Differently". See p.117 "Special Senders to Treat Differently".
- If the paper type is set to **[Thick paper]** or **[OHP]** for "Paper Tray" setting, papers in the tray will not be used for printing. See p.78 "The trays that cannot be used for printing fax documents".
- If you select "OFF" for the "G3/G4 Separate Tray" setting, the received faxes are delivered to the default tray.
- In the "2nd Color Choice" setting, the color specified for FAX Print Color can not be used as a 2nd Color Choice.
- If the machine has run out of the color that selected as the 2nd Color, there is no additional substitution.

Press the **[User Tools/Counter/Inquiry]** keys. See p.9 "Control Panel", *Facsimile Reference (option) <Basic Features>*. And then press **[Facsimile Features]** ⇒ **[Reception Mode]**.

- 1** Select a function you want to specify.



 **Note**

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


2 Press [OK] after making any function setting.

After the settings are finished, return to the initial display.

8. Key Operator Setting

Function List

Function name	Description	Reference
Transmission Page Count	Check the transmission and reception, and totals on the display.	See p.109 "Counters".
Forwarding	Transfers received messages to a registered receiver (forwarding destination).	See p.109 "Forwarding".
Memory Lock Reception	Switch the Memory Lock to on or off. To use it, register an ID for printing a message received in Memory Lock mode.	See p.111 "Memory Lock".
ECM	If a part of the transmission fails due to a telephone line fault, this function resends the failed part automatically.	See p.112 "ECM".
Parameter Setting	Allows you to change and print the function settings to meet your needs.	See p.113 "Changing the User Parameters".
Program Special Sender	By programming particular receivers as Special Sender in advance, you can have the Special Senders to treated differently.	See p.120 "Programming / Changing Special Senders".
Box Setting	By using SUB and SEP Codes with these functions, you can send messages to another party's box and retrieve messages stored in boxes.	See p.124 "Box Settings".
Transfer Report	Before using Transfer Request, you need this Transfer Report setting.	See p.131 "Transfer Report".
Program Confidential ID	Register an ID required for Confidential communication.	See p.132 "Programming a Confidential ID".
Program Polling ID	Register an ID required for Polling communication.	See p.133 "Programming a Polling ID".
Program Memory Lock ID	Register an ID required for Memory Lock reception.	See p.133 "Programming a Memory Lock ID".

Function name	Description	Reference
Select Dial/Push Phone	Select a line type when you connect the machine to G3 analog line.  Note <input type="checkbox"/> This function is not available in some areas.	See p.134 "Selecting Dial/Push Phone".
Program ISDN-G3 Line	Program Own Fax Numbers, and sub-addresses when you connect the machine to ISDN.	See p.134 "Programming ISDN G3 Line".
Program ISDN-G4 Line	Program your Own Fax Number, TID (Terminal ID) and sub-address when you connect the machine to a G4 digital line.	See p.135 "Programming ISDN G4 Line".

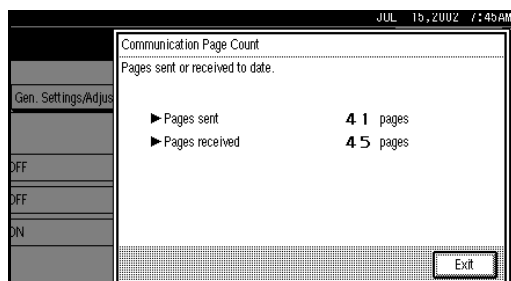
Using Key Operator Settings

Counters

This function allows you to check the total number of pages transmitted and received on the display.

- **Transmissions:**
Total number of transmitted pages
- **Receptions:**
Total number of received pages

Press the **[User Tools/Counter/Inquiry]** key. See p.9 “Control Panel”, *Facsimile Reference (option) <Basic Features>*. And then press **[Facsimile Features] ⇒ [Key Operator Tools] ⇒ [Transmission Page Count]**. After checking the display, press **[Exit]**.



Forwarding

Using this function, you can select messages from Specified Senders to be printed on your machine, and then sent on to another fax machine.

This is useful if, for example, you are visiting another office and would like a copy of your messages sent to that office so you can read them.

Preparation

To use this function, set the Forwarding function in “Reception Mode” to “ON (enable).”

Limitation

- The Forwarding function does not forward messages received with Confidential Reception, Memory Lock, Polling Reception mode, or messages received by Transfer Request.
- You can program senders with Quick Dial Table and Groups. You cannot program a sender with a Group that has destinations specified as Transfer Stations.

Reference

See p.42 “Quick Dial”, *Facsimile Reference (option) <Basic Features>*.

See p.46 “Groups”, *Facsimile Reference (option) <Basic Features>*.

Note

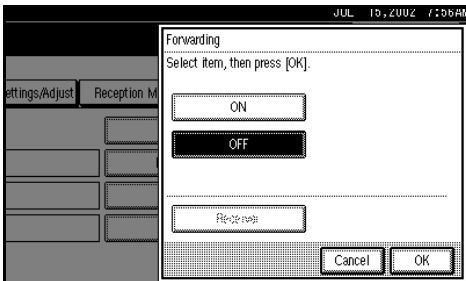
- If you don't program a forwarding station when setting the Forwarding function in the “Reception Mode” to “ON”, the machine prints only received messages without forwarding.

- ❑ If you want to change end receivers separately according to senders, specify end receivers for each special sender in “Special Senders to Treat Differently.” Received messages from unspecified senders will be forwarded to the end receiver specified here. See p.117 “Special Senders to Treat Differently”.
- ❑ One receiver can be specified with this function. For multiple receivers, use Group Dial. See p.46 “Groups”, *Facsimile Reference (option)* <Basic Features>.
- ❑ You can print a Forwarding Mark on messages that are forwarded. See p.113 “Changing the User Parameters” (Switch02, Bit0).
- ❑ You can specify whether or not to print forwarded messages. See p.113 “Changing the User Parameters” (Switch11, Bit6).
- ❑ You can change a Forwarding Station in the same way as you program it.

Programming Forwarding Stations

Press the **[User Tools/Counter/Inquiry]** key. See p.9 “Control Panel”, *Facsimile Reference (option)* <Basic Features>. And then press **[Facsimile Features]** ⇒ **[Key Operator Tools]** ⇒ **[Forwarding]**.

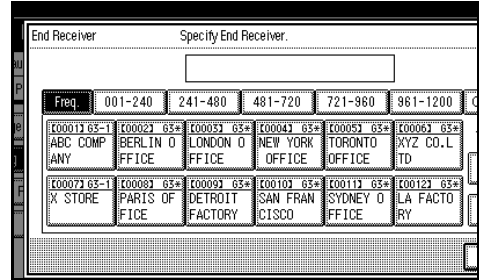
1 Press **[ON]**.



Note

- ❑ If there is a Forwarding Station already programmed, a receiver name is shown. If you want to change the receiver, press **[Receiver]** and go to step **2**.

2 Specify the senders with **Quick Dial Table**, and press **[OK]**.



If you make a mistake, press **[Clear]** or the **[Clear/Stop]** key and try again.

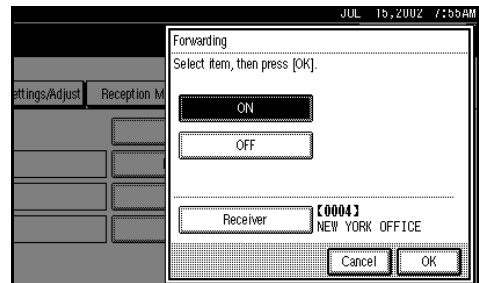
3 Press **[OK]**.

Return to the initial display.

Deleting a Forwarding Station

Press the **[User Tools/Counter/Inquiry]** key. See p.9 “Control Panel”, *Facsimile Reference (option)* <Basic Features>. And then press **[Facsimile Features]** ⇒ **[Key Operator Tools]** ⇒ **[Forwarding]**.

1 Press **[OFF]**.



2 Press **[OK]**.

Return to the initial display.

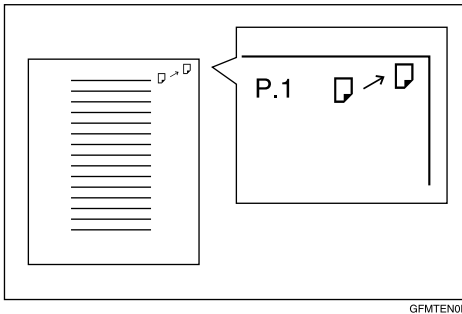
Forwarding Mark

You can print a Forwarding Mark on the receiver's messages which have been forwarded.

The receiver can distinguish between forwarded messages and usual receptions.

Note

- You can specify whether or not to print a Forwarding Mark in the User Parameters. See p.113 "Changing the User Parameters" (Switch02, Bit0).



GFMTENOE

Memory Lock

When you switch Memory Lock on, received messages are stored in memory and are not printed automatically. When a message is received in the Memory Lock mode, the Confidential File (🔒) indicator blinks. To print this message, enter the Memory Lock ID. A user without the ID cannot print the message. This prevents an unauthorized person from seeing the message.

Preparation

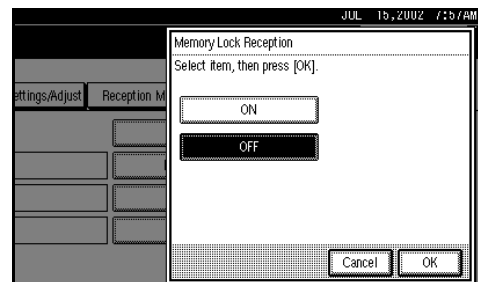
To use Memory Lock, program the Memory Lock ID and then switch Memory Lock on. See p.133 "Programming a Memory Lock ID".

Note

- To store incoming documents from Special Senders only in Memory Lock, program each sender with "Special Senders to Treat Differently". See p.117 "Special Senders to Treat Differently".

Press the **[User Tools/Counter/Inquiry]** key. See p.9 "Control Panel", *Facsimile Reference (option) <Basic Features>*. And then press **[Facsimile Features]** ⇒ **[Key Operator Tools]** ⇒ **[Memory Lock RX]**.

1 Select [ON] or [OFF].



2 Press [OK].

Return to the initial display.

ECM

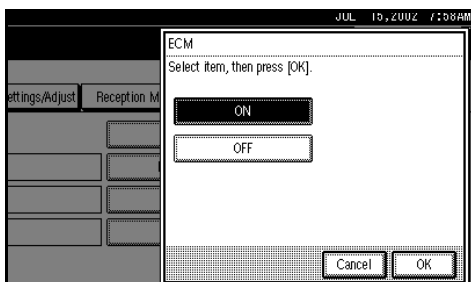
If a part of a transmission fails because of a line problem, the lost data is automatically resent. For this function to work, the other machine must have ECM. You can turn this function on or off with the following procedure.

Note

- ❑ If you turn ECM off, you cannot use the following functions:
 - JBIG Transmission
 - Super G3 Communication

Press the **[User Tools/Counter/Inquiry]** key. See p.9 "Control Panel", *Facsimile Reference (option) <Basic Features>*. And then press **[Facsimile Features]** ⇒ **[Key Operator Tools]** ⇒ **[ECM]**.

- 1** Select **[ON]** or **[OFF]**.



- 2** Press **[OK]**.

Return to the initial display.

Changing the User Parameters

The User Parameters allow you to customize various settings to suit your needs. To change the function settings, set the User Parameter Switches.

Preparation

Access to some User Parameter Settings requires the installation of optional equipment or that other settings be made beforehand.

Switches and Bits

User Parameters are divided into switches and each switch is divided into eight bits. The right most bit is bit 0 and the left most is bit 7.

Switch 02	0	0	1	1	1	0	1	1
	↓	↓	↓	↓	↓	↓	↓	↓
	7	6	5	4	3	2	1	0

User Parameter List

The User Parameter Switches are outlined below.

Switch	Bit	Item	0	1
02	0	Forwarding Mark	Off	On
	3	TSI Print	Off	On
	5	CIL Print	Off	On
	6	TID Print	Off	On
03	0	Automatic printing of the Memory TX Result Report	Off	On
	2	Automatic printing of the Memory Storage Report	Off	On
	3	Automatic printing of the Polling RX Reserve Report	Off	On
	4	Automatic printing of the Polling RX Result Report	Off	On
	5	Automatic printing of the Immediate TX Result Report	Off	On
	6	Automatic printing of the Polling TX Clear Report	Off	On
	7	Automatic printing of the Journal	Off	On

Switch	Bit	Item	0	1
04	0	Automatic printing of the Confidential File Report	Off	On
	7	Include a portion of the image on the Transmission Result Report (Memory Transmission), Memory Storage Report, Communication Failure Report, or Transfer Result Report (Inclusion of part of image)	Off	On
05	0	Receive Service Call (SC) Condition (Substitute Reception during service call)	Possible (Substitute RX)	Not possible (Reception off)
	2, 1	Substitute the reception when the machine cannot print (Because all the paper trays have run out of paper, toner is empty, or all the paper trays are out of commission) 00: Enabled unconditionally (Free) 01: Enabled when Own Name/Own Fax Number is received 10: Enabled for Polling ID match 11: Disabled (Reception off)		
	5	Just Size Printing	Off	On
	7	Empty cassette alert (Paper Empty Warning indication)	Off	On
06	6	First page scanned for book originals	From the left page	From the right page
07	2	Parallel Memory Transmission	Off	On
08	2	Authorized Reception type	Only receive from specified senders	Receive all messages except those from specified senders
10	1	Combine 2 Originals	Off	On
	3	Page Reduction when printing	Off	On
11	1	Send PB/UUI to ISDN	UUI	PB
	6	Local Print when Forwarding	Off	On
	7	Polling file after sending (Polling transmission standby time)	Delete (Use Once)	Standby (Save)
14	0	Print documents received with Auto Power-On Reception (Night Printing mode)	Immediate printing (Off)	When turning on the operation switch (On)
	1	Long Document Transmission (Well Log)	Off	On
	2	Batch Transmission	Off	On
	3	Reset when function changed	Off	On
	7	System Parameter List TX	Off	On

Switch	Bit	Item	0	1
15	7	Give priority in paper feed from the Large Capacity Tray (LCT)	Off	On
17	2	Whether you need to press Add after entering a Quick Dial/Group Dial when broadcasting	Not Necessary	Necessary
	7	Receive messages by pressing the 【Start】 key when originals are not set	Off (The machine does not receive messages by pressing the 【Start】 key.)	On (The machine receives messages by pressing the 【Start】 key.)
18	0	Print data with Fax Header	Off	On
	1	Print transmitter origin with Fax Header	Off	On
	2	Print file number with Fax Header	Off	On
	3	Print page number with Fax Header	Off	On
19	0	Use paper delivery shift function (Offset Print)	Off	On
	1	Sort Journal by line type	Off	On
20	0	Automatic printing of the PC FAX (LAN FAX) Error Report	Off	On
	1	Reprint the documents that fail to print from LAN FAX driver	Off	On
	5, 4, 3, 2	Store the documents in memory that could not be printed from the LAN FAX driver 0000: 0 minute / 0001: 1 minutes / 0010: 2 minutes / 0011: 3 minutes / 0100: 4 minutes / 0101: 5 minutes / 0110: 6 minutes / 0111: 7 minutes / 1000: 8 minutes / 1001: 9 minutes / 1010: 10 minutes / 1011: 11 minutes / 1100: 12 minutes / 1101: 13 minutes / 1110: 14 minutes / 1111: 15 minutes		
24	1, 0	Store a message in memory that could not be transmitted 00: Off, 01: Store for 24 hours, 11: Store for 72 hours		
25	4	RDS	Off	On

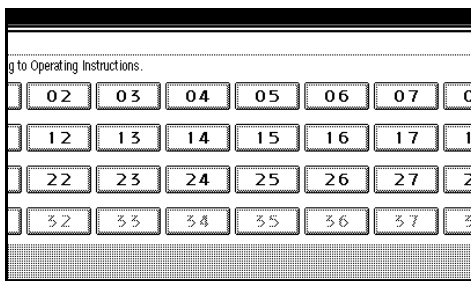
Changing the User Parameters

Important

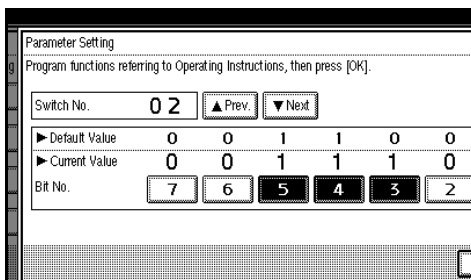
- ❑ We recommend that you print and keep User Parameter list when you program or change a User Parameter. See p.116 “Printing the User Parameter List”.
- ❑ Do not change any bit switches other than those shown on the previous pages.

Press the **[User Tools/Counter/Inquiry]** key. See p.9 “Control Panel”, *Facsimile Reference (option) <Basic Features>*. And then press **[Facsimile Features]** ⇒ **[Key Operator Tools]** ⇒ **[Parameter Setting]**.

- 1** Select the Switch number you want to change.



- 2** Select the Bit number you want to change.



When the Bit number is pressed, the current value switches between 1 and 0.

Note

- ❑ Repeat from step **2** to change another Bit number for the same Switch.

- 3** Press **[OK]**.

- 4** Repeat steps **1** and **2** to change the Switch settings.

- 5** After all the settings are finished, press **[Exit]**.

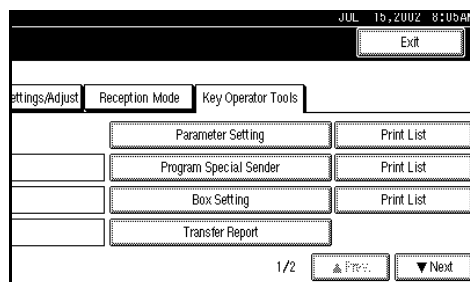
Return to the initial display.

Printing the User Parameter List

Print this list to see the current User Parameter settings.

Press the **[User Tools/Counter/Inquiry]** key. See p.9 “Control Panel”, *Facsimile Reference (option) <Basic Features>*. And then press **[Facsimile Features]** ⇒ **[Key Operator Tools]**.

- 1** Press **[Print List]** next to **[Parameter Setting]**.



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

Return to the initial display.

Note

- ❑ To cancel printing a list, press **[Cancel]**. The display will return to step **1**.

Special Senders to Treat Differently

By programming particular receivers in advance, you can set the following function for each receiver.

- Authorized RX
- Forwarding
- Reception File Print Qty
- Print 2 sided
- Memory Lock
- RX Reverse Printing
- Paper Tray

Use the Own Name or Own Fax Number to program your receivers. If the receiver has the same machine make, program an Own Name that is already programmed as a receiver. If the machine is not the same make, use Own Fax Number. To transmit with G4 line, program the information about the destination with G4 lines. For convenience you can specify a function for all programmed numbers. Use the Special Sender registration function to custom set functions for a particular individual.

The following items can be programmed.

- Special Senders (Up to 30. A maximum of 50 when the optional Fax Function Upgrade Unit is installed. A maximum of 20 characters for each name when using G3, and a maximum of 24 characters for each name when using G4.)
- Full/ Partial agreement
When you program Own Names and Facsimile Names for multiple destinations, you can program a common sequence of characters to identify destinations using Partial agreement.

❖ Using a Full agreement

Destination to be registered (Own Name)	Number of registered identifications
NEW YORK BRANCH	3
HONG KONG BRANCH	
SYDNEY BRANCH	

❖ Using a Partial agreement

Destination to be registered (Own Name)	Number of registered identifications
BRANCH	1

Note

- You can program up to 30 wild cards (50 with the optional Fax Function Upgrade unit).
- Ignore spaces when comparing identifications.
- You can use wild cards for the following functions:
 - See p.120 "Programming / Changing Special Senders".
 - See p.120 "Authorized RX".
 - See p.120 "Forwarding".

Limitation

- You cannot program senders as Special Senders if they do not have Own Name or Own Fax Number programmed.
- The machine cannot differentiate between Polling Reception and Free Polling documents from Special Senders.

Note

- You can program up to 24 characters for the sender.

- ❑ You can check Own Name and Own Fax Number with Journal. You can check programmed Special Senders with specified sender list. See p.19 "Printing the Journal". See p.124 "Printing the Special Sender List".
- ❑ If you select "OFF" for the Special Sender function in "Initial Set Up", the settings will be the same as the "Reception Mode" settings. See p.104 "Reception Mode".

❖ Authorized Reception

Use this function to limit incoming senders. The machine only receives the faxes from programmed Special Senders, and therefore, it helps you screen out unwanted messages, such as junk mail, and save you from wasting fax paper.

Note

- ❑ To use this function, program the Special Senders function, and then select "ON" in "Authorized RX" with "Reception Mode". See p.104 "Reception Mode". See p.113 "Changing the User Parameters" (Switch08, Bit2).
- ❑ Without programming Special Senders, the Authorized RX function will not work even if you select "ON".
- ❑ You can select whether to receive only from programmed senders or receive only from senders other than the ones programmed with "User Parameters". See p.113 "Changing the User Parameters" (Switch08, Bit2).

- ❑ If you select "OFF" for Authorized RX in "Initial Set Up", the settings will be the same as the "Reception Mode" settings. See p.104 "Reception Mode".
- ❑ You can change Special Senders in the same way as you program them.

❖ Forwarding

Use this function to print received messages, and then transfer them to receivers which are programmed beforehand. Only faxes sent by programmed senders (Special Senders) will be received. Thus, paper will not be wasted for printing unnecessary faxes. Receiving faxes sent only by senders not programmed as Special Senders is also possible.

Note

- ❑ To use this function, program your Special Senders, and then select "ON" for "Forwarding" in "Reception Mode". See p.104 "Reception Mode".
- ❑ If you specify "ON" in "Forwarding" and select "Same as basic settings", the fax message will be forwarded to the other ends programmed in "Specify End Receiver". See p.109 "Forwarding".
- ❑ If you do not program any Special Senders, the machine transfers all incoming documents to the other end that is specified in "Specify end Receiver".

❖ Reception File Print Quantity

Use this function to print the specified number of copies of documents received from programmed senders (Special Senders). If you do not program any Special Senders, the machine prints the specified number of copies for all received documents.

🚫 Limitation

- You cannot use multi-copy printing with Polling Reception, Confidential Reception, or Memory Lock.

📝 Note

- You can specify 1 to 10 copies.

❖ Print 2 Sided

The optional duplex unit is required.

Use this function to print on both sides of the paper.

🚫 Limitation

- If you select bypass tray for the "Paper Tray", duplex printing is disabled.

❖ Memory Lock

Use this function to store incoming documents from programmed senders (Special Senders) in memory without printing them. People who do not know the Memory Lock ID cannot print the documents, and therefore this function is useful for receiving confidential documents. If you do not program any senders, the machine receives fax message from all senders using Memory Lock reception.

🔍 Reference

See p.133 "Programming a Memory Lock ID".

🚫 Limitation

- If you program the same sender in Memory Lock and Forwarding, Forwarding is disabled.

❖ Reception Reverse Printing

Use this function to print the pages in Reverse Order. See p.74 "Reverse Order Printing".

❖ Paper Tray

Use this function to print the documents received from programmed senders (Special Senders) and the documents from other senders on different types of paper.

For example, if blue paper is in tray 1 and white paper is in tray 2, the machine prints the documents from Special Senders on the blue paper and prints the documents from other senders on the white paper, making it easy for you to differentiate between the two.

If you do not program any Special Senders, the machine outputs the documents received from all senders using the default paper tray.

🚫 Limitation

- For Polling Reception and Free Polling, you cannot select the paper tray.
- Paper in the bypass tray, specified as the paper tray, will be delivered to the machine's output tray, even if the optional Finisher Unit has been set as the output tray.
- If the paper type is set to **[Thick paper]** or **[OHP]**, papers in the tray will not be used for printing. See p.78 "The trays that cannot be used for printing fax documents".

Note

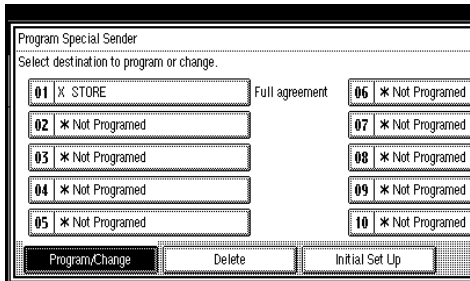
- If the machine receives a message that is a different size from the paper in the specified tray, the machine prints the message after splitting it or minimizing its size. See p.73 “Page Separation and Length Reduction”.
- Selection of the bypass tray (optional) enables you to specify the paper size in “Scan Area”.

Programming/Changing Special Senders

Press the **[User Tools/Counter/Inquiry]** key. See p.9 “Control Panel”, *Facsimile Reference (option) <Basic Features>*. And then press **[Facsimile Features]** ⇒ **[Key Operator Tools]** ⇒ **[Program Special Sender]**.

1 Select destination to program.

When programming a new destination, press “*Not Programed”.



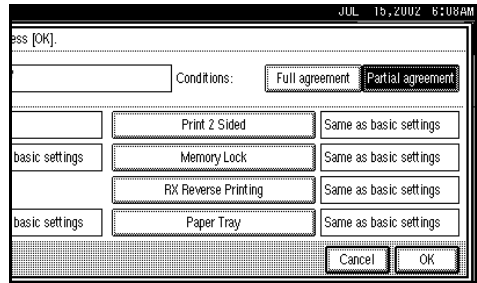
2 Enter a destination, and then press [OK].

Enter a destination using Own Name or Own Fax Number.

Reference

See “Entering Text” in the General Settings Guide.

3 When programming the condition, press [Full agreement] or [Partial agreement].



4 Select the item you want to program.

Note

- You must select only the item you want to program.
- If you select **[Same as basic settings]**, the settings will be the same as **[Reception Mode]** (See p.104 “Reception Mode”), **[Forwarding]** (See p.109 “Forwarding”) and **[Memory Lock]** (See p.111 “Memory Lock”).
- To cancel these settings, press **[Cancel]**. The display will return to step **1**.

Authorized RX

- 1** Press **[Authorized RX]**.
- 2** Select **[ON]** or **[OFF]**.
- 3** Press **[OK]**.

Forwarding

- 1** Press **[Forwarding]**.
- 2** Select **[ON]** or **[OFF]**.
If you select **[OFF]**, go to step **4**.
- 3** Specify an end receiver.

4 Press [OK].

If you select **[Yes]**, the name of the end receiver is shown on the right of "Receiver :".

Reception File Print Qty

1 Press [Reception File Print Qty].**2 Select [Number of Sets].****3 Enter the print quantity with the number keys.****Note**

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

4 Press [OK].

Print 2 Sided

1 Press [Print 2 Sided].**2 Select [ON] or [OFF].****3 Press [OK].**

Memory Lock

1 Press [Memory Lock].**2 Select [ON] or [OFF].****3 Press [OK].**

RX Reverse Printing

1 Press [RX Reverse Printing].**2 Select [ON] or [OFF].****3 Press [OK].**

Paper Tray

1 Press [Paper Tray].**2 Select the tray you want to use.****Note**

- You can select **[Tray 1]**, **[Tray 2]**, **[Tray 3]**, **[Bypass Tray]** or **[Auto Select]**.

3 Press [OK].**5 Press [OK].**

A Special Sender has been programmed.

Return to the initial display.

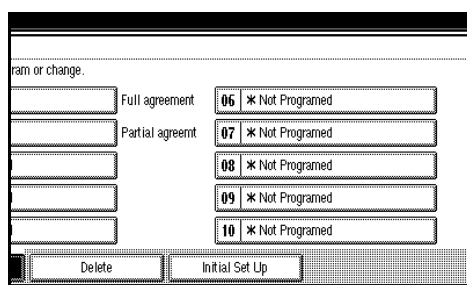
Note

- To program another sender, repeat from step **1**.

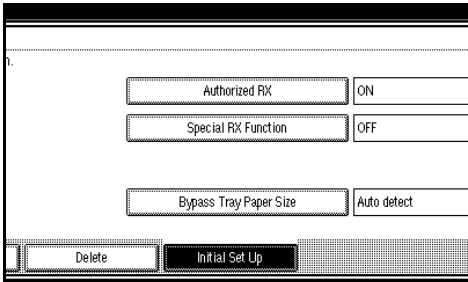
Programming "Initial Set UP" of a Special Sender

Use this function to program "Initial Set Up" of a Special Sender. You can also specify the Bypass Tray Paper Size.

Press the **[User Tools/Counter/Inquiry]** key. See p.9 "Control Panel", *Facsimile Reference (option) <Basic Features>*. And then press **[Facsimile Features]** ⇒ **[Key Operator Tools]** ⇒ **[Program Special Sender]**.

1 Press [Initial Set Up].

2 Select a function you want to program.



Note

- In this feature, “Authorized RX” has the same settings as “Reception Mode”. See p.104 “Reception Mode”.

Programming “Authorized RX” and “Special RX Function”

- 1 Select [ON] or [OFF].
- 2 Press [OK].

Programming “Bypass Tray Paper Size”

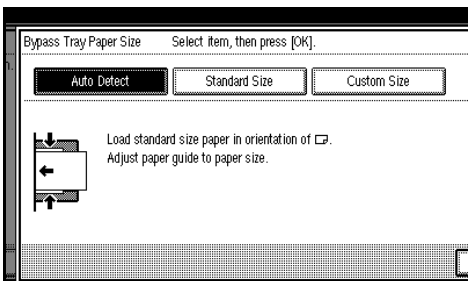
- 1 Select a size you want to program.

You can select a size from [Auto Detect], [Standard Size] or [Custom Size].

If you select [Auto Detect], go to steps 1 and 8.

If you select [Standard Size], go to steps 1, 2, and 8.

If you select [Custom Size], go to steps 1, and 3 to 8.



Note

- If you select [Auto Detect], the machine shows a paper size automatically.

- The machine will detect the paper size for the bypass tray as the short edge of the paper is inserted into the machine. Even if you placed a A4 paper on [diagram] direction, the machine will detect it as a A3 [diagram].

- If you select [Standard Size], select a paper size displayed, and then go to step 8.
- If you select [Custom Size], go to step 3.

- 2 Select a size you want to program in the size being shown.
- 3 Make sure that [Vertical] is selected.

Note

- If [Vertical] is not selected, press [Vertical].

- 4 Enter the vertical size of the paper with the number keys.

Note

- You can specify a vertical size from 210 mm (8.3 inch) to 305 mm (12.0 inch). You cannot enter a size smaller than 210 mm or larger than 305mm.

- Each time you press [mm] or [inch], the units change between “millimeter” and “inch” alternately. If you enter a length and change the unit by pressing [mm] or [inch], the length is converted automatically according to the unit (fractions are rounded off).

5 Press [#].

The size you selected is shown.

6 Enter the horizontal size of the paper with the number keys.**Note**

- The method to program or change Bypass Tray Paper Size for Copy Function is different from that of Fax Function.
- You can specify a horizontal size from 148 mm (5.8 inch) to 457 mm (18.0 inch). You cannot enter a size smaller than 148 mm or larger than 457 mm.
- Each time you press [mm] or [inch], the units change between "mm" and "inch" alternately. If you enter a length and change the unit by pressing [mm] or [inch], the length is converted automatically according to the unit (fractions are rounded off).

7 Press [#].

The size you selected is shown.

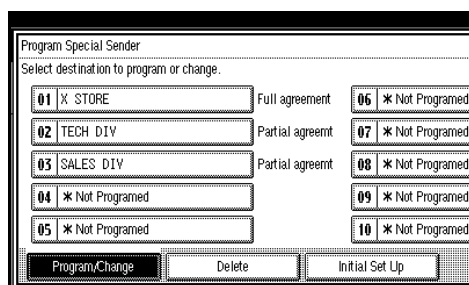
8 Press [OK].**3** Press [Exit].

Return to the initial display.

Deleting a Special Sender

Use this function to program "Initial Set Up" of a Special Sender. Also the Bypass Tray Paper Size can be specified.

Press the **[User Tools/Counter/Inquiry]** key. See p.9 "Control Panel", *Facsimile Reference (option) <Basic Features>*. And then press **[Facsimile Features]** ⇒ **[Key Operator Tools]** ⇒ **[Program Special Sender]**.

1 Press [Delete] and select a Special Sender you want to delete.**2** Press [Delete].

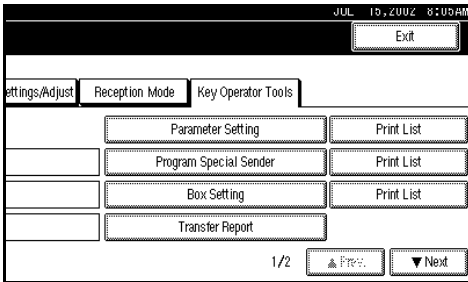
A Special Sender is deleted and "*Not Programed" is shown.

Return to the initial display.

Printing the Special Sender List

Press the **[User Tools/Counter/Inquiry]** key. See p.9 “Control Panel”, *Facsimile Reference (option) <Basic Features>*. And then press **[Facsimile Features]** ⇒ **[Key Operator Tools]**.

1 Press **[Print List]** next to “Program Special Sender”.



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

Return to the initial display.

Note

- ❑ To cancel printing a list, press **[Cancel]**. The display will return to step **1**.

See p.128 “Programming/Editing Transfer Boxes”.

For details about how to print out and delete messages stored in boxes:

See p.27 “Personal Boxes”.

See p.29 “Information Boxes”.

Note

- ❑ The combined total of items that can be stored in the Personal Box, Information Box and Transfer Box functions is 150. Installing the optional Fax Function Upgrade Unit increases this capacity to 400 items.
- ❑ SUB and SEP Codes can be up to 20 digits long and contain numbers, spaces, pound signs (#), and asterisks (*).

Limitation

- ❑ You cannot set the same Box Code on two different boxes.
- ❑ Transmission or programming may not be used if there is not enough free memory left. The amount of free memory left is different depending on the optional equipment installed.

Box Settings

The following functions are for delivery and transfer of messages:

- Personal Box
- Information Box
- Transfer Box

By using SUB and SEP Codes with these functions, you can send messages to another party's box and retrieve messages stored in boxes.

For details about how to set up these functions:

See p.124 “Programming/Editing Personal Boxes”.

See p.126 “Programming/Editing Information Boxes”.

Programming/Editing Personal Boxes

This section describes how to program Personal Boxes.

You can store the following items:

- Box Name (required)
Up to 20 characters long
- SUB Code (required)
Up to 20 characters long and can be composed of digits 0-9, “#”, “*” and spaces (the first character cannot be a space).
- Password (optional)
Up to 20 characters long and can be composed of digits 0-9, “#”, “*” and spaces (the first character cannot be a space).

When registering a password, a mark is displayed before the Box Name.

- Receiver (optional)
You can program one delivery destination for each Personal Box. Specify the Quick Dial the delivery destination is stored in.

Note

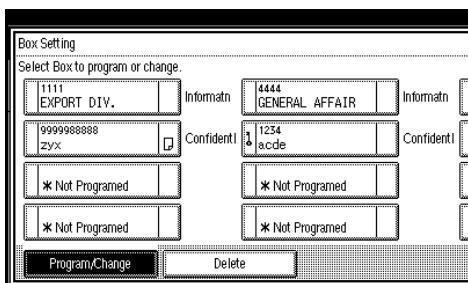
- The Fax Header is not printed on delivered messages.
- If a message cannot be delivered, a Communication Failure Report is printed and the message is saved as a Confidential Reception document.
- You can edit boxes in the same way you program them. However, to change the SUB Code itself, you must delete the box, and then program a new SUB Code.

Reference

See p.27 “Personal Boxes”.

Press the **[User Tools/Counter/Inquiry]** key. See p.9 “Control Panel”, *Facsimile Reference (option) <Basic Features>*. And then press **[Facsimile Features]** ⇒ **[Key Operator Tools]** ⇒ **[Box Setting]**.

1 Select a box to program.

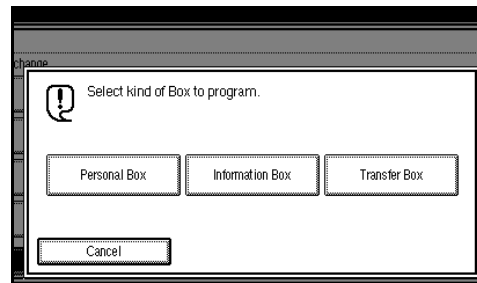


When programming a new box, press “*Not Programed”.

Note

- To change a box already programmed, press it and go to step 4.

2 Press [Personal Box].

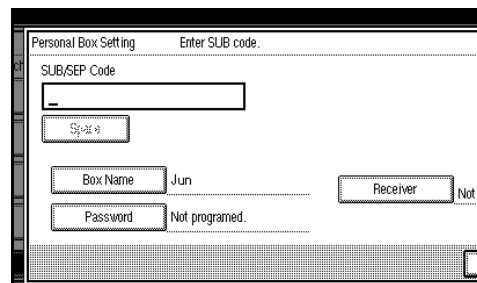


3 Enter a Box Name, and press [OK].

Reference

See “Entering Text” in the General Settings Guide.

4 Enter a SUB Code.



Note

- To change the SUB Code, press **[Clear]** or the **[Clear/Stop]** key and try again. To change Box Name, press **[Box Name]**, and then repeat from step 3.
- If you make a mistake, press **[Clear]** or the **[Clear/Stop]** key and try again.

5 Specify any settings you require.

If you do not program **[Password]** or **[Receiver]**, go to step 6.

Programming a Password

1 Press [Password].

- 2 Enter a password, and then press [OK].

Note

- If you make a mistake, press [Clear] or the [Clear/Stop] key and try again.

Programming a Receiver

- 1 Press [Receiver].
- 2 Select a destination with the Quick Dial Table.
- 3 Press [OK].

- 6 Press [OK].

A box mode is shown next to the box.

- 7 Press [Exit].

Return to the initial display.

Deleting Personal Boxes

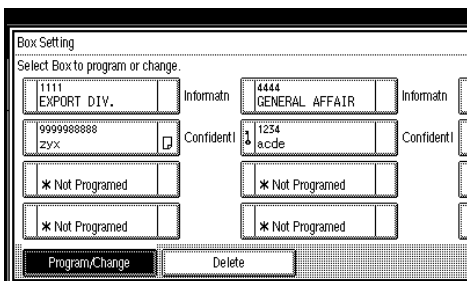
This section describes how to delete Personal Boxes.

Limitation

- If messages are programmed in the box, you cannot delete the box.

Press the [User Tools/Counter/Inquiry] key. See p.9 “Control Panel”, *Facsimile Reference (option) <Basic Features>*. And then press [Facsimile Features] ⇒ [Key Operator Tools] ⇒ [Box Setting].

- 1 Press [Delete] and select a box you want to delete.



Note

- When selecting a file set with a password, the password input screen is displayed. Enter the password using the number keys and press [OK]. If you enter an incorrect number, press [Clear] or the [Clear/Stop] key to delete the entered numbers. Press [Cancel] to cancel file selection.

- 2 Press [Delete].

The box is deleted and “*Not Programed” is shown.

Return to the initial display.

Programming/Editing Information Boxes

This section describes how to set up an Information Box.

You can store the following items:

- Box Name (required)
Up to 20 characters long
- SEP Code (required)
Up to 20 characters long and can be composed of digits 0-9, “#”, “*” and spaces (the first character cannot be a space).
- Password (optional)
Up to 20 characters long and can be composed of digits 0-9, “#”, “*” and spaces (the first character cannot be a space).

When registering a password, a mark is displayed before the Box Name.

Note

- You can edit boxes in the same way you program them. However, to change the SEP Code itself, you must delete the box, and then program a new SEP Code.

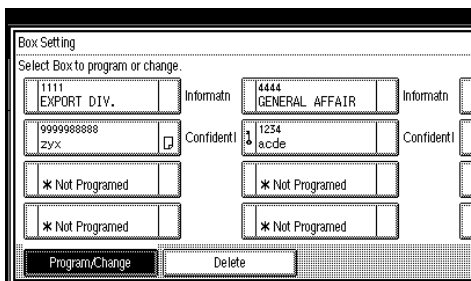
Reference

See p.29 “Information Boxes”.

Press the **[User Tools/Counter/Inquiry]** key. See p.9 “Control Panel”, *Facsimile Reference (option) <Basic Features>*. And then press **[Facsimile Features] ⇒ [Key Operator Tools] ⇒ [Box Setting]**.

1 Select a box to program.

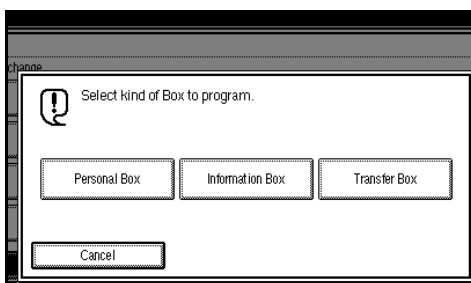
When programming a new box, press “*Not Programmed”.



Note

- To change a box already programmed, press it, and then go to step 4.

2 Press [Information Box].

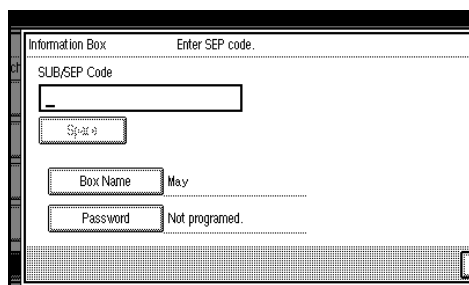


3 Enter a Box Name, and then press [OK].

Reference

See “Entering Text” in the General Settings Guide.

4 Enter a SEP Code.



Note

- To change SEP Code, press **[Clear]** or the **[Clear/Stop]** key and try again. To change Box Name, press **[Box Name]**, and then repeat from step 3.
- If you make a mistake, press **[Clear]** or the **[Clear/Stop]** key and try again.

5 Press [Password].

Note

- If you do not want to program a password, go to step 7.

6 Enter a password, and then press [OK].

Note

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

7 Press [OK].

A box mode is shown next to the box.

8 Press [Exit].

Return to the initial display.

Deleting Information Boxes

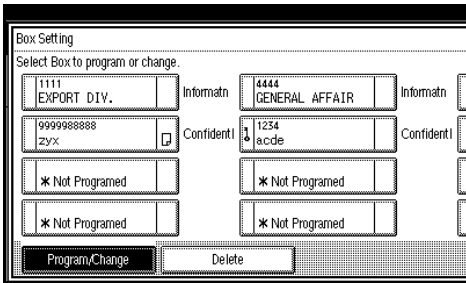
This section describes how to delete Information Boxes.

! Limitation

- ❑ If messages are programmed in the Information Box, you cannot delete the box.

Press the **[User Tools/Counter/Inquiry]** key. See p.9 “Control Panel”, *Facsimile Reference (option) <Basic Features>*. And then press **[Facsimile Features]** ⇒ **[Key Operator Tools]** ⇒ **[Box Setting]**.

- 1 Press **[Delete]** and select a box you want to delete.



✎ Note

- ❑ When selecting a file set with a password, the password input screen is displayed. Enter the password using the number keys and press **[OK]**. If you enter an incorrect number, press **[Clear]** to delete the entered numbers. Press **[Cancel]** to cancel file selection.

- 2 Press **[Delete]**.

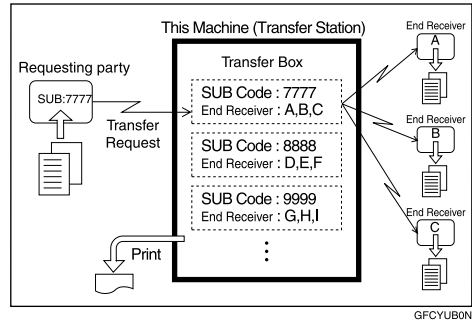
The box is deleted and “*Not Programed” is shown.

Return to the initial display.

Programming/Editing Transfer Boxes

This function turns your machine into a fax relay station. Documents sent with a SUB Code that matches the SUB Code programmed as a Transfer Box are received, and then relayed to the programmed receiver.

Since documents can be sent to multiple destinations in a single Transfer Request, you can economize on communication costs when sending to remote destinations.



✎ Note

- ❑ Inform the Requesting Party of the SUB Code assigned to the Transfer Box. When they wish to have a message transferred by your machine, ask them to send the message using SUB Code Transmission and specifying this SUB Code. If a password is also programmed, inform them of this too and ask them to enter it for the SID Code.

You can store the following items:

- Box Name (required)
Up to 20 characters long
- SUB (required)
Up to 20 characters long and can be composed of digits 0-9, “#”, “*” and spaces (the first character cannot be a space).

- Password (optional)
Up to 20 characters long and can be composed of digits 0-9, “#”, “*” and spaces (the first character cannot be a space).
When registering a password, a mark is displayed before the Box Name.
- Receiving Station (required)
You can store 5 Receiving Stations (destinations to which messages will be forwarded) for each box. Specify Receiving Stations with Quick Dials or Groups assigned to Quick Dials that have been programmed beforehand.

! Limitation

- ❑ After messages are transferred, a Transfer Result Report is not sent back to the sender.

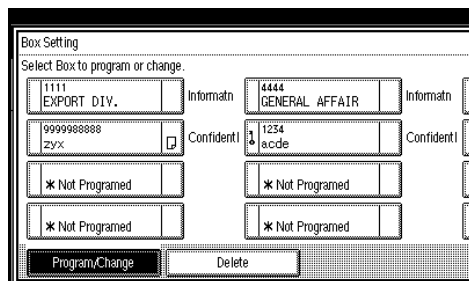
📝 Note

- ❑ After messages are transferred, they are deleted.
- ❑ When this function is turned on, the machine prints out received messages that it transfers and the Transfer Result Report after the transfer has finished. If you want to turn this function off, please contact your service representative.
- ❑ When the programmed receiver is a Multi-step Transfer Group Dial, Multi-step Transfer takes place.
- ❑ You can edit boxes in the same way you program them. However, to change the SUB Code itself, you must delete the box, and then program a new SUB Code.
- ❑ You can edit boxes in the same way you program them.

Press the **[User Tools/Counter/Inquiry]** key. See p.9 “Control Panel”, *Facsimile Reference (option)* <Basic Features>. And then press **[Facsimile Features]** ⇒ **[Key Operator Tools]** ⇒ **[Box Setting]**.

1 Select a box to program.

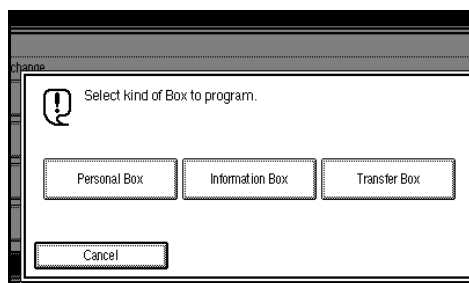
When programming a new box, press “*Not Programed”.



📝 Note

- ❑ To change a box already programmed, press it, and then go to step 4.

2 Press [Transfer Box] .



3 Enter a Box Name, and then press [OK].

🔍 Reference

See “Entering Text” in the General Settings Guide.

4 Enter a SUB Code.

Note

- To change SUB Code, press **[Clear]** or the **[Clear/Stop]** key and try again. To change Box Name, press **[Box Name]**, and then repeat from step 3.
- If you make a mistake, press **[Clear]** or the **[Clear/Stop]** key and try again.

5 Specify the condition of registration.

Programming Receiving Stations

1 Select Receiving Station.

Note

- You can store 5 Receiving Stations.

2 Specify Receiving Stations with Quick Dials.

Note

- You can also specify Receiving Stations with Group Dials.

3 Press [OK].

Repeat from step 1 to specify another Receiving Station.

Programming a Password

If you do not want to program a password, go to step 6.

1 Press [Password].

2 Enter a password, and then press [OK].

Note

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

6 Press [OK].

A box mode is shown next to the box.

Return to the initial display.

Deleting Transfer Boxes

Limitation

- If the specified SUB Code is not programmed as a Transfer Box, or messages are programmed in the box, you cannot delete the box.

Press the **[User Tools/Counter/Inquiry]** key. See p.9 "Control Panel", *Facsimile Reference (option) <Basic Features>*. And then press **[Facsimile Features]** ⇒ **[Key Operator Tools]** ⇒ **[Box Setting]**.

1 Press [Delete] and select a box you want to delete.

Note

- When selecting a file set with a password, the password input screen is displayed. Enter the password using the number keys and press **[OK]**. If you enter an incorrect number, press **[Clear]** to delete the entered numbers. Press **[Cancel]** to cancel file selection.

2 Press **[Delete]**.

The box is deleted and “*Not Programmed” is shown.

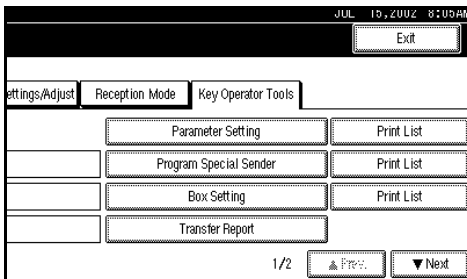
3 Press **[Exit]**.

Return to the initial display.

Printing the Box List

Follow the procedure below to print a list showing the currently programmed Personal Boxes, Information Boxes and Transfer Boxes.

Press the **[User Tools/Counter/Inquiry]** key. See p.9 “Control Panel”, *Facsimile Reference (option) <Basic Features>*. And then press **[Facsimile Features]** ⇒ **[Key Operator Tools]**.

1 Press **[Print List]** next to “Box Setting”.**2** Press the **[Start]** key.

Return to the initial display.

Note

- To cancel printing a list, press **[Cancel]** before pressing the **[Start]** key. The display will return to step **1**.

Transfer Report

For the Requesting Party to be able to receive Transfer Result Reports from the Transfer Station, the Requesting Party must program the number of the telephone line their machine is connected to in their own machine. See p.37 “Transfer Request”.

Be sure to insert a pause after the area code.

For example, if you are in the United States and your fax number is 212-1234567, program the following:

- 1212-1234567

You can program the fax number for each line (G3, G4).

Limitation

- You cannot program or edit Transfer Report when using a line (during communication). Program or edit after communication.

Note

- You cannot use Transfer Request if the telephone number of their machine is not programmed in that machine.
- Up to 16 digits are available for G3.
- Up to 29 digits are available for G4.

Press the **[User Tools/Counter/Inquiry]** key. See p.9 "Control Panel", *Facsimile Reference (option)* <Basic Features>. And then press **[Facsimile Features]** ⇒ **[Key Operator Tools]** ⇒ **[Transfer Report]**.

- 1 Specify the fax number for each line.

Programming a G3 Fax Number

- 1 Press **[G3 Fax No.(Dir.)]**.
- 2 Enter your facsimile number with the number keys, and press **[OK]**.

Programming a G4 Fax Number

The optional ISDN Unit is required.

- 1 Press **[G4 Fax No.]**.
 - 2 Enter your facsimile number with the number keys, and press **[OK]**.
- 2 Press **[Exit]**.
Return to the initial display.

Programming a Confidential ID

Program a Confidential ID to print Confidential Reception. See p.24 "Printing a Confidential Message".

Note

- If you do not program a Confidential ID, you cannot receive a Confidential Transmission.

Press the **[User Tools/Counter/Inquiry]** key. See p.9 "Control Panel", *Facsimile Reference (option)* <Basic Features>. And then press **[Facsimile Features]** ⇒ **[Key Operator Tools]** ⇒ **[Program Confidential ID]**.

- 1 Enter an ID with the number keys.

Note

- A Confidential ID can be any 4 digit numeric code except for 0000.
- If you make a mistake, press **[Clear]** or the **[Clear/Stop]** key and try again.

- 2 Press **[OK]**.

Return to the initial display.

Programming a Polling ID

Program a Polling ID to use the Transfer Request, Transfer Station, Default ID Polling Transmission and Default ID Polling Reception. When you use ID Transmission, program the same ID as that programmed on the sender's machine.

Reference

See p.8 "Polling Transmission".

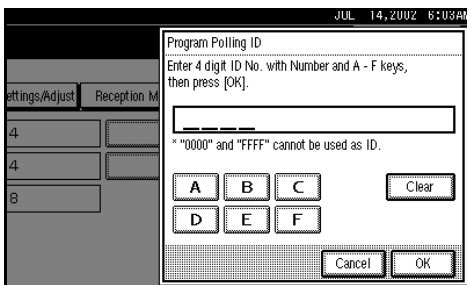
See p.11 "Polling Reception".

See p.55 "Selecting transmission options for a single transmission".

See p.37 "Transfer Request".

Press the **[User Tools/Counter/Inquiry]** key. See p.9 "Control Panel", *Facsimile Reference (option) <Basic Features>*. And then press **[Facsimile Features]** ⇒ **[Key Operator Tools]** ⇒ **[Program Polling ID]**.

- 1 Enter an ID with the number keys and **[A]** to **[F]**.



Note

- ❑ A Polling ID can be any combination of digits (0-9) and letters (A-F) except for 0000 and FFFF.
- ❑ If you make a mistake, press **[Clear]** or the **[Clear/Stop]** key and try again.

- 2 Press **[OK]**.

Return to the initial display.

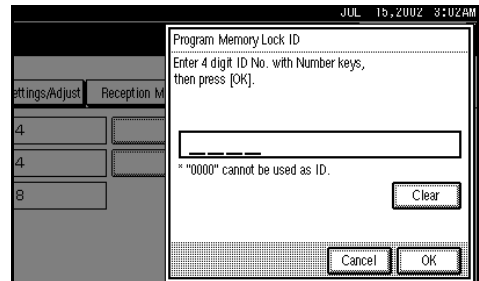
Programming a Memory Lock ID

Program a Memory Lock ID to print Memory Lock reception.

A Memory Lock ID can be any 4 digit numeric code except for 0000.

Press the **[User Tools/Counter/Inquiry]** key. See p.9 "Control Panel", *Facsimile Reference (option) <Basic Features>*. And then press **[Facsimile Features]** ⇒ **[Key Operator Tools]** ⇒ **[Program Memory Lock ID]**.

- 1 Enter an ID with number keys.



Note

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

- 2 Press **[OK]**.

Return to the initial display.

Selecting Dial/Push Phone

Use this function to select a line type when the machine is connected to a G3 analog line.

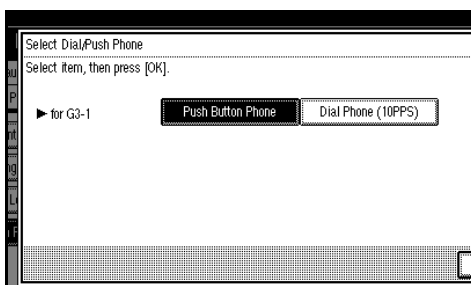
A Dial and Push line are available for selection.

Note

- "G3-2" is shown on the display, depending on the number of Extra G3 Interface Units installed.
- When the optional G3 expansion unit is installed, "G3-2" is displayed.
- Use the same procedure to program and change this function.
- This function is not available in some areas.

Press the **[User Tools/Counter/Inquiry]** key. See p.9 "Control Panel", *Facsimile Reference (option) <Basic Features>*. And then press **[Facsimile Features]** ⇒ **[Key Operator Tools]** ⇒ **[Select Dial/Push Phone]**.

- 1** Press **[Push Button Phone]** or **[Dial Phone (10PPS)]** to select the line.



Note

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

Reference

See p.156 "Selecting the Line Type".

- 2** Press **[OK]**.

Return to the initial display.

Programming ISDN G3 Line

The optional ISDN Unit is required.

This function must be set when you connect the machine to an ISDN G3 digital line.

You can program the following items.

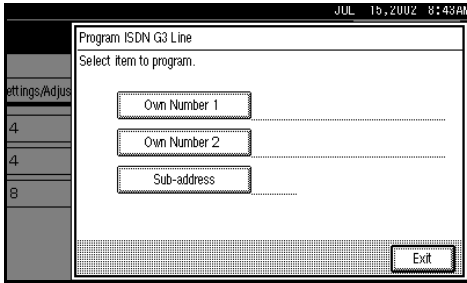
- Own Fax Number 1
- Own Fax Number 2
- Sub-address
See p.39 "Sub-address".

Note

- Program Own Fax Number 1 as your own digital number. Program Own Fax Number 2 as another digital number which occupies a single line.
- You should program the Own Fax Number 1.
- ISDN allows two or more terminals (such as a fax machine and digital telephone) to be connected to a single line. These terminals are identified by their sub-address numbers. If the terminals connected to the line at a destination are assigned sub-addresses, dialing a sub-address allows you to direct your fax message to a particular terminal at the destination.
- Up to 4 digits (0 to 9999) are available for a sub-address.

Press the **[User Tools/Counter/Inquiry]** key. See p.9 "Control Panel", *Facsimile Reference (option) <Basic Features>*. And then press **[Facsimile Features] ⇒ [Key Operator Tools] ⇒ [Program ISDN-G3 Line]**.

- 1 Select an item you want to program.



Programming Own Number 1 and Own Number 2

- 1 Select **[Own Number 1]** or **[Own Number 2]**.
- 2 Enter your facsimile number with the number keys, and press **[OK]**.

Programming a Sub-address

- 1 Select **[Sub-address]**.
- 2 Enter a sub-address with the number keys, and press **[OK]**.

- 2 Press **[Exit]**.

Return to the initial display.

Programming ISDN G4 Line

The optional ISDN Unit is required.

This function must be set when you connect the machine to an ISDN G4 digital line.

You can program the following items.

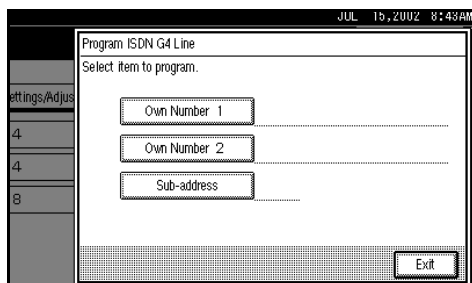
- Own Fax Number 1
- Own Fax Number 2
- Sub-address
See p.39 "Sub-address".

Note

- Program Own Fax Number 1 as your own digital number. Program Own Fax Number 2 as another digital number which occupies a single line.
- You should program Own Fax Number 1.
- ISDN allows two or more terminals (such as a fax machine and digital telephone) to be connected to a single line. These terminals are identified by their sub-address numbers. If the terminals connected to the line at a destination are assigned sub-addresses, dialing a sub-address allows you to direct your fax message to a particular terminal at the destination.
- Up to 4 digits (0 to 9999) are available for a sub-address.

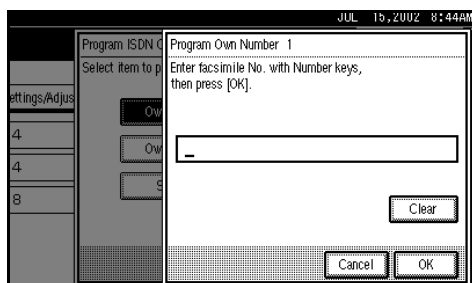
Press the **[User Tools/Counter/Inquiry]** key. See p.9 "Control Panel", *Facsimile Reference (option) <Basic Features>*. And then press **[Facsimile Features] ⇒ [Key Operator Tools] ⇒ [Program ISDN-G4 Line]**.

- 1 Select an item you want to program.



Programming Own Number 1 and Own Number 2

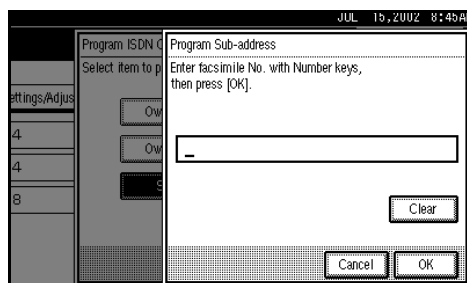
- 1 Select **[Own Number 1]** or **[Own Number 2]**.
- 2 Enter your facsimile number with the number keys, and press **[OK]**.



Programming a Sub-address

- 1 Select **[Sub-address]**.

- 2 Enter a sub-address with the number keys, and press **[OK]**.



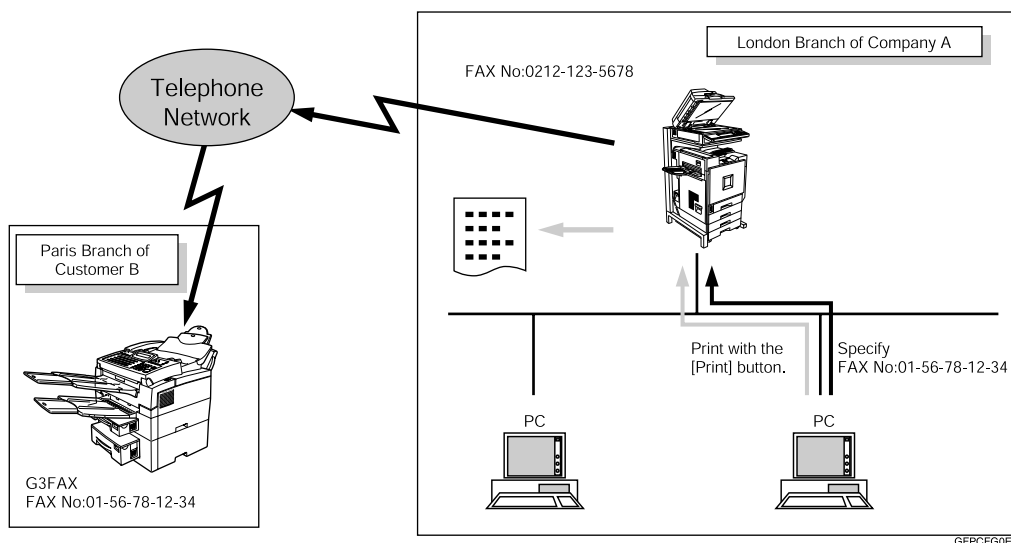
- 2 Press **[Exit]**.
Return to the initial display.

9. LAN FAX Features

Sending Fax Documents from PC

The optional Printer Unit is required to use this feature.

- With a LAN FAX connected to a LAN or Parallel Port, you can use a telephone line to send a fax created using a Windows application to another fax machine.
- To send a fax, simply select **[Print]** from the Windows application, then select LAN FAX as the printer and specify a destination.
- In addition to sending faxes, the LAN FAX driver allows this machine to be used for printing out documents prepared on a PC for proof checking.
- To use the LAN FAX driver, connect this machine to a LAN and make the necessary network settings, and then install the LAN FAX driver and related utilities on your PC.



Important

- If errors occur on the machine when used as a LAN FAX, they are not displayed on the PC.

Installing the Software

You need to install the LAN FAX Driver on your computer before using the LAN FAX features. The LAN FAX Driver is on the CD-ROM included with the printer unit.

Note

- The following explanation assumes that you are familiar with general Windows procedures and practices. If you are not, see the documentation that comes with Windows for details.

Auto Run Program

With Windows 95/98/Me, Windows 2000/XP, and Windows NT4.0, the installers for various drivers and utilities launch automatically as Auto Run programs when you insert the CD-ROM.

Note

- If the “plug and play” function starts, 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]**, or **[Found New Hardware Wizard]** dialog box appears depending on the system version of Windows 95/98/Me Windows 2000/XP.
- Auto Run might not automatically work with certain OS settings. In this case, launch “Setup.exe” located on the CD-ROM root directory.
- If you want to cancel Auto Run, hold down the **[SHIFT]** key (when your system is Windows 2000/Windows 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.
- Clicking **[Cancel]** during the installation of software aborts the installation. If you cancel the installation, restart your computer and install the rest of the software or printer driver you want to install.

The LAN FAX Driver and Address Book can be installed by Auto Run.

◆ Location of the file

The following folders are stored in the CD-ROM:

- LAN FAX Driver for Windows 95/98/Me
 \DRIVERS\LAN-FAX\WIN9X_Me
- LAN FAX Driver for Windows 2000/XP
 \DRIVERS\LAN-FAX\WIN2000
- LAN FAX Driver for Windows NT4.0
 \DRIVERS\LAN-FAX\NT4
- Address Book
 \UTILITY\ADDRESS

❖ Operating Environment

- Computer
PC/AT Compatible
- Operating Systems
Microsoft Windows 95/98/Me
Microsoft Windows 2000/XP
Microsoft Windows NT4.0
- Display
VGA 640×480 dots or more

! Limitation

- All operations cannot be guaranteed depending on the system environment.
- When you use Windows NT, the LAN FAX Driver will not work under an RISC base processor (MIPS R series, Alpha AXP, PowerPC) environment.

Note

- To install the driver on Windows 2000/XP or Windows NT4.0, log on using an account that has Administrator permissions.
- Before beginning installation, exit all other applications.

Installing the LAN FAX Driver and the Address Book

Note

- The LAN FAX Driver and Address Book are available when the machine is equipped with Fax Function Upgrade Unit.

1 Quit all running applications.

2 Insert the CD-ROM included with this machine into the CD-ROM drive of your computer.

The installer launches automatically and the Select Language dialog box appears.

Note

- Depending on your operating system settings, the installer may not launch automatically. If it does not, double-click "SETUP.EXE" in the CD-ROM root directory to launch the installer.

3 Select the interface language of the software you are installing, and then click [OK].

The Printer Drivers and Utilities screen appears.

4 Click [LAN-FAX/Address Book].

The Add Printer and Utility wizard launches.

- 5** Read all of the terms and, if you agree, select the **[I accept the agreement.]** check box and click **[Next]**.

 **Note**

- If you select the **[I don't accept the agreement.]** check box, you cannot install the software.

- 6** Select the **[Address Book]** and **[LAN-Fax Driver]** check boxes, and then click **[Next]**.

The Welcome dialog box appears.

- 7** Click **[Next]**.

- 8** Double-click **[Printer Name : <LAN-Fax M2>]**.

- 9** Click **[Port : <LPT1>]** and then click **[Add]**.

- 10** Add a port.

 **Reference**

You can check information about the procedure for adding a port with "Printer Drivers and Utilities". See "Installation Method" in the Printer Reference 1.

- 11** After adding a port, click **[Finish]**.

The Installation Completion dialog box appears.

- 12** Click **[Finish]**.

Setting LAN FAX Properties

This section describes how to make settings such as document size, resolution, and options.

For details, see the Help file.

Note

- If the options on this machine are not configured as instructed, the function may fail to work as intended.
- If your operating system is Windows 2000/XP or Windows NT4.0, log on using an account that has Administrator permissions.

1 On the [Start] menu, point to [Settings] and then [Printers].

Note

- With Windows XP, select [Printers and Faxes] from the [Start] menu.

2 Click to select "LAN-Fax M2", and then select [Properties] from the [File] menu.

Note

- With Windows NT, select [Document Default] from the [File] menu.

3 Click the [Paper] tab.

Note

- With Windows 2000/XP, click the [Advanced] tab, and then click [Printing Defaults...].

4 Make the paper settings.

Note

- The "Gray Scale" box does not appear in Windows NT or Windows 2000/XP.

❖ Accessories

- ① Click [Accessories...].
- ② Select the appropriate check boxes.

Note

- When the optional Expansion Memory is installed, select the [Memory Extension] check box.
- Be sure to check the [Hard Disk Unit] check box is selected.
- The optional ISDN Unit is required in order to use a G4 line.

! Limitation

- The lines that can be selected when the optional unit has been installed in this machine are:
 - G3-1
 - G3-2
 - G4
- The G3-3 cannot be selected even when the optional unit has been installed in this machine.

- ③ Click [OK].

5 Click [OK].

Basic Transmission

This section describes how to send fax documents created using Windows applications.

To send a fax, simply select [Print] from the Windows application, then select LAN FAX as the printer and specify a destination in the LAN FAX dialog box.

Open the application document you want to send or create a new document, and then perform the following procedure.

For details, see the Help file.

1 On the [File] menu, click [Print...].

2 Click "LAN-Fax M2" in "Printer Name", and then click [OK].

Note

- The setting method may differ depending on the application you are using. In all cases, select [LAN-Fax M2] for the printer.

3 Specify the destination.

Enter [#] and the registered number when using Quick Dials.

Enter [#] [*] [*] and the registered number when using Group Dials.

Note

- You can specify a destination using the Quick Dials, Group Dials, or Address Book.
- You can directly enter the fax number.
- You can specify up to 100 destinations (200 with the optional Fax Function Upgrade Unit installed and 500 with the optional Expansion Memory installed).

4 Specify options.

Reference

See p.142 "Attaching a Cover Sheet".

See p.142 "Specifying options".

If you do not want to specify options, go to step **5**.

Attaching a Cover Sheet

1 Select the [Attach a Cover Sheet] check box.

Note

- To edit this setting, click [Cover Sheet...]. For details, see the Help file.

Specifying options

You can specify the following options:

For details, see the Help file.

- Sending at Specific Time
See p.5 "Sending at a Specific Time (Send Later)".
- User Code
See p.11 "Reading the Display Panel and Using Keys", *Facsimile Reference (option) <Basic Features>*.
- User ID
Required to identify documents. The User ID lets you browse a log of the jobs on SmartNetMonitor for Client.
- Print Fax Header
See p.102 "Fax Header Print Setting".
- Document Server
See p.84 "Using the Document Server".

- 1 Click [Option...].
- 2 Specify options you want to use.

 **Note**

- The User Code you specified for this machine must be the same as the one entered in this machine. See “User Code” in the General Settings Guide.

- 3 Click [OK].

- 5 Click [Send].

 **Note**

- When you click [Print & Send], a fax will be transmitted to the destination and a copy of the document you send will be printed from your machine.
- Click [Print...] to print a copy of the document you specified without sending it to the destination.

 **Transmission result notification**

After you have sent faxes from your computer, this function informs your computer whether the fax was successfully transmitted to its destination or not.

When you store documents in the Document Server or use this machine just as a printer, this function also informs your computer whether data was successfully transmitted to this machine or not.

 **Note**

- You cannot refer to any information when using version 5.0 or earlier of SmartNetMonitor for Client.

Printing

You can print documents created using Windows applications.

Open the application document you want to print or create a new document, and then perform the following procedure.

For details, see the Help file.

This function always prints pages in black and white even if a color other than black is specified in “FAX Print Color” of “Reception Mode”.

- 1 On the [File] menu, click [Print...].

- 2 Click “LAN-Fax M2” in “Printer Name”, and then click [OK].

 **Note**

- The setting method may differ depending on the application you are using. In all cases, select “LAN-Fax M2” for the printer.

- 3 Click [Print].

Address Book

You can program and edit destinations in the Address List using the Address Book.

For details, see the Help file.

- 1 On the [Start] menu, point to [Programs], and then [Address Book].

- 2 Edit an existing destination or program a new one.

 **Note**

- You can divide programmed destinations into groups by clicking [Group...]. For details, see the Help file.
- For “Line”, select the appropriate line type: G3, G4 or G3-2.

❖ **Programming New Destinations**

- ① Enter the destination.
- ② Click **[Add]**.

❖ **Editing Programmed Destinations**

- ① Select the destination you want to edit from the list.
The name of the company should appear in gray.
- ② Edit the data.
- ③ Click **[Update]**.

❖ **Deleting Programmed Destinations**

- ① Select the destination you want to edit from the list.
The name of the company should appear in gray.
- ② Click **[Delete]**.
- ③ Click **[Yes]**.

3 Click **[Close]**.

4 If you made changes to a destination, a confirmation dialog box appears. To save the changes you made, click **[Yes]**.

If you do not want to save the changes and want to quit editing, click **[No]**.

To return to the editing screen, click **[Cancel]**.

LAN FAX Operation Messages

Message	Causes and Recommended Actions
Cannot access the printer. Click [retry] to send the data again.	Check the network connection. Check that the power of this machine is turned on.
The number of entries in Destinations exceeds the limit. Up to 100 entries can be entered.	The number of destinations specified exceeds the maximum possible. The maximum number of destinations that can be specified at one time is 100 (Up to 200 with optional Fax Function Upgrade Unit, up to 500 with optional Expansion Memory.).
“LAN FAX” has already been launched. Cannot launch it again.	The LAN FAX dialog box is already open. Exit LAN FAX once, then start it up again.
Failed to allocate memory.	Available memory is insufficient.

View Received Messages on a PC

Separately sold ScanRouter V2 Professional is also required as a delivery server. Separately sold DesktopBinder V2 Professional Lite or DesktopBinder V2 Professional software is must be installed on your PC.

Note

- This manual uses the name DesktopBinder V2 Professional/Lite to refer to both DesktopBinder V2 Professional Lite and DesktopBinder V2 Professional.

Delivering Received Messages

Messages received by the machine can be viewed on or downloaded to a PC with the networked delivery server ScanRouter V2 Professional. This is a useful function enabling you to view and store messages on your PC without printing them.

Using the delivery server, you can eliminate the extra work of retrieving received messages from the machine and delivering them to each addressed person.

◆ Functions

Delivery server provides the following functions:

- Use the delivery server to associate incoming messages (Confidential ID, SUB Code, Own Name and Own Fax Number) with receivers so that received messages are delivered to the associated receivers.

- You can choose the delivery method for incoming messages: "Save in the delivery server inbox," "Send as an email attachment," or "Save in the designated PC folder." Incoming messages with no Confidential ID, SUB Code, Own Name or Own Fax Number are saved in the delivery server inbox.
- You can check or download received messages stored in the delivery server inbox using "DesktopBinder V2 Professional Lite" or "DesktopBinder V2 Professional" software.

Limitation

- Confidential messages are also forwarded to the delivery server.

Note

- To view or download messages stored in the inbox of the delivery server, you need to install the included "DesktopBinder V2 Professional Lite" software or the separately sold "DesktopBinder V2 Professional" on your PC.
- To send received messages to your PC as email attachments, you need to have a ScanRouter V2 Professional-compatible email program on your PC.
- To create a network with the delivery server, settings must be specified in the User Tools of the machine. Settings must also be specified on the delivery server. See "Configuring the Network" in General Settings Guide

- ❑ See the instructions or Help on the ScanRouter V2 Professional for more information on the delivery server (ScanRouter V2 Professional).
- ❑ For information on the DesktopBinder V2 Professional/Lite software, see the instructions or Help in DesktopBinder V2 Professional/Lite.

Administering the Fax Information on a PC

The optional SmartNetMonitor for Admin is required in order to use this feature.

Note

- ❑ SmartNetMonitor for Admin and SmartNetMonitor for Client are on the CD-ROM included with this machine.

Remote Administration

Remote Administration is a function of “SmartNetMonitor for Admin”. Included are Quick Dial Table Management functions and Data Report Import functions to administer the Quick Dial Table and transmission reports stored in this machine. With the Quick Dial Table Management functions, you can edit and register/modify the Quick Dial Table and Group Dial list stored in the machine. Using the Data Report Import functions, you can download the transmission history list and view each item of the fax transmission.

Reference

You can check more information about “SmartNetMonitor for Admin” and the installation procedure with “Printer Drivers and Utilities”. See “Installing the SmartNetMonitor for Client/Admin” in the Printer Reference 1.

❖ Functions

Remote Administration provides the following functions.

- Quick Dial Table Management functions

- You can edit and manage the Quick Dial Table and Group Dial list stored in this machine.
- You can register the same Quick Dial Table and Group Dial list on multiple machines.
- Report Management functions
 - You can view and print the fax transmission history list stored in the machine. You can also save the list in CSV format.
 - The contents of the list are separated by tabs into [Transmission], [Reception] and [PC FAX] (LAN FAX).
 - You can change items to be listed (start date, destination, transmission time, number of pages, transmission results, User Code, file number, communication charges and transmission type) and their order in the list.
 - You can also update the file to view the latest information.

❖ Starting Remote Administration

- ① Start “SmartNetMonitor for Admin”.
- ② Select the name of this machine.
- ③ Click [Tools].
- ④ From the menu, select [Import Destination Data], [Register Destinations] or [Import Journal].

Reference

For details, see the Help file.


 **Administer transmission using the LAN FAX driver**

From “SmartNetMonitor for Admin” or “SmartNetMonitor for Client”, you can administer transmissions using the LAN FAX driver. You can view the following information on transmitted files using the LAN FAX driver.

- User ID
- Status
- Number of pages
- Start time
- File No.

 **Reference**

For details, see the Help file.



10. Solving Operation Problems

Reading Reports

Error Report

An Error Report is printed when a message could not be successfully sent or received.

Possible causes include a problem with your machine or noise on the telephone line. If an error occurs during transmission, re-send the original. If an error occurs during reception, ask the sender to re-send the message.

Note

- If the error happens frequently, contact your service representative.
- The “Page” column gives the total number of pages. The “Page Not Sent” column gives the number of pages that were not sent or received successfully.

Power Failure Report

CAUTION:

- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*

Even if the main power switch is turned off, the contents of the machine's memory (for example, programmed numbers) will not be lost. However, if power is lost for about 1 hour through the main power switch being turned off, a power cut or the power cable being removed, contents of the Fax memory will be lost. Lost items will include any fax messages stored in memory using Memory Transmission or Reception.

If a file has been deleted from memory, a Power Failure Report is automatically printed as soon as power is restored. This report can be used to identify lost files. If a memory stored for Memory Transmission was lost, re-send it. If a message received by Memory Reception or Substitute Reception was lost, ask the sender to re-send it.

Important

- Do not turn off the main power switch while the power indicator is lit or blinking. If you do, failure and/or damage may cause to the hard disk and the memory.
- Turn off the main power switch before pulling out the plug. If you pull out the plug with the switch on, the hard disk or memory may be damaged. It may also cause complete failure of the hard disk or memory.
- Make sure that 100% is shown on the display before you unplug the machine. If a lower value is shown, some data is currently stored in memory.
- Right after a power failure, the internal battery needs to be sufficiently recharged to guard against future data loss. Please keep the machine plugged in and the main power switch on for about one week after the power loss occurs.

.....

 **RDS (Remote Diagnostic System)**

If your machine has a problem, a service representative can perform various diagnostic tasks over the telephone line from the service station to try to find out what is wrong with your machine. The service representative can also use RDS to change some of your machine's settings if you request it.

If you wish to use this function, change the User Parameter. See p.113 "Changing the User Parameters" (Switch25, Bit4).

.....

When Toner Runs Out

When the machine has run out of toner the symbol appears on the display. Note that even if there is no toner left, you can still send fax messages.

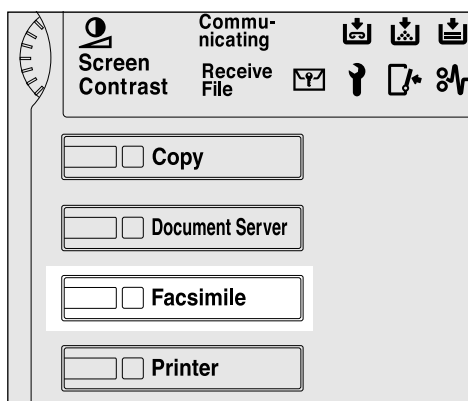
Important

- If you continue receiving and sending faxes after toner runs out, communication will not be possible after 200 communications (1,000 with the optional Expansion Memory).

Note

- The Memory Storage Report, Polling Reserve Report and Confidential File Report are not printed.

- 1** Make sure that the machine is in Facsimile mode and the standby display is shown.



ZGRS025N

Note

- If the standby display is not shown, press the **【Facsimile】** key.

- 2** Press **【Exit】**.

The error display closes.

Reference

See p.21 “Memory Transmission”, *Facsimile Reference (option)* <Basic Features>.

See p.26 “Immediate Transmission”, *Facsimile Reference (option)* <Basic Features>.

10

Replacing the Stamp Cartridge

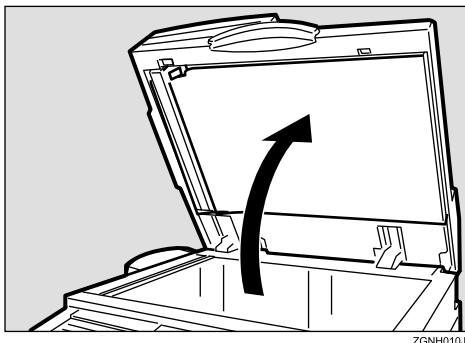
The optional Document Feeder (ADF) is required.

When the stamp becomes lighter, replace the cartridge.

Note

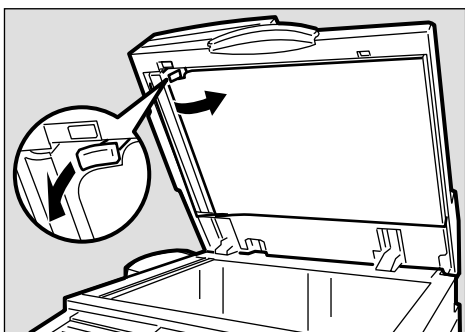
- Use the cartridge specified for this machine.

- 1** Lift the optional Document Feeder (ADF).



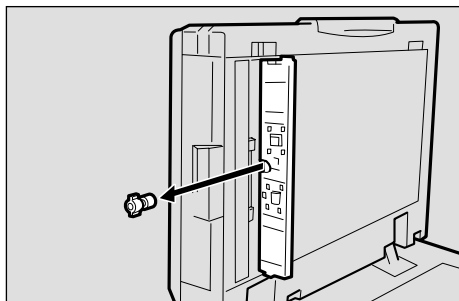
ZGNH010J

- 2** Open the stamp cover.



ZGNH011J

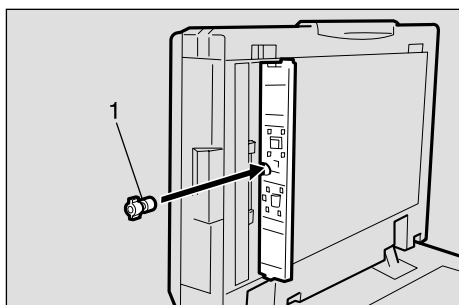
- 3** Pull out the cartridge.



ZFGH080E

- 4** Set a new cartridge while holding down the lock lever.

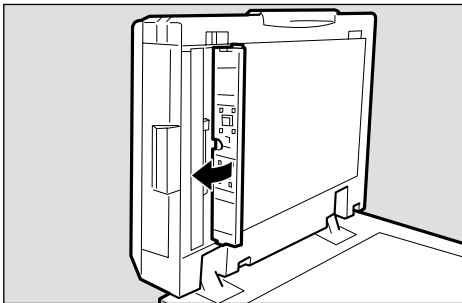
Insert the cartridge until its metal parts are not visible.



ZFGH090E

- 1.** New Cartridge

- 5** Replace the stamp cover until it clicks.



ZFGH100E

- 6** Close the optional Document Feeder (ADF).

Connecting the Machine to a Telephone Line and Telephone

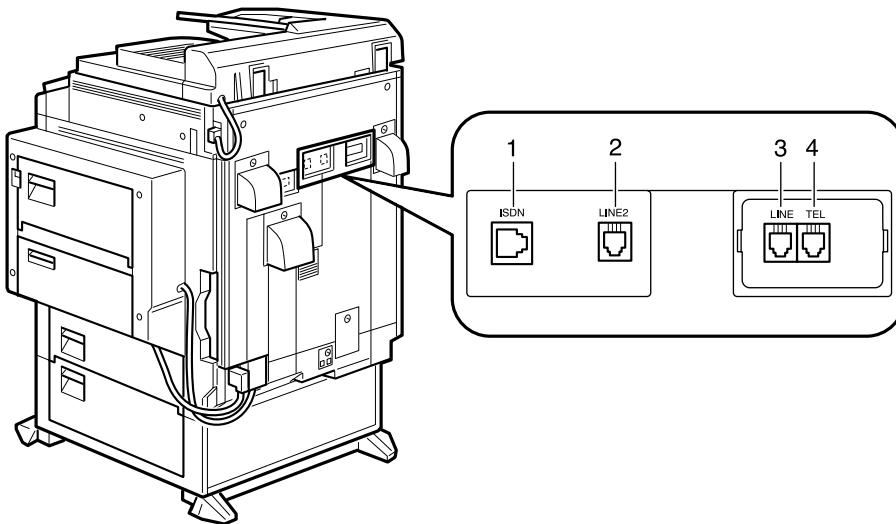
Connecting the Telephone Line

To connect the machine to a telephone line, use a snap-in modular type connector.

Important

- By law in the United States, you must program your phone number identification (your FAX NUMBER) into your machine before you can connect the public phone system. See Chapter 3, "Initial Settings (Function 61)" in the Basic Features manual.
- Make sure the connector is the correct type before you start.

◆ Where to connect the machine



ZFLH040E

1. G4 Interface Unit Connector

2. Extra G3 Interface Unit Connector

3. G3 Interface Unit Connector

4. Optional Handset or External Telephone Connector

Important

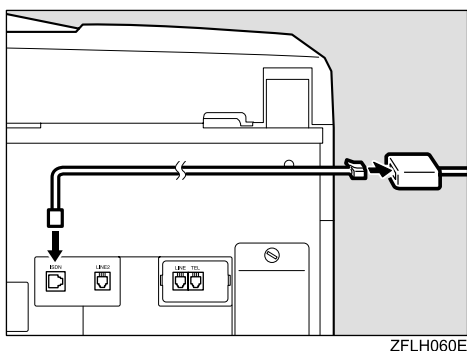
- Do not connect the G3 line into the G4 Interface Unit Connector.

Connecting the Machine to ISDN

The optional ISDN Unit is required.

For details about how to install the optional ISDN Unit, please contact your service representative.

Connect the machine to the ISDN with a modular type connector.



Selecting the Line Type

Select the line type to which the machine is connected. There are two types: tone and pulse dial.

Select the line type using in "Key Operator Settings". See p.134 "Selecting Dial/ Push Phone".

Connecting the Optional Handset or an External Telephone

You can connect the handset and an external telephone to the machine. You can use them for telephone calls.

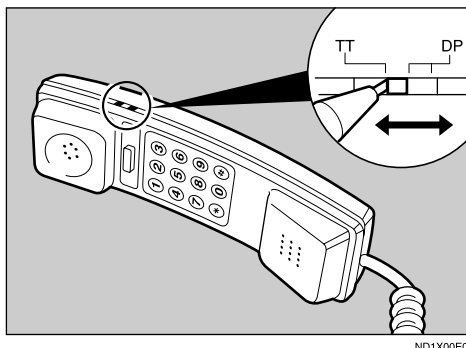
Note

- Some telephone may not be connected or may suffer reduced functionality.

Limitation

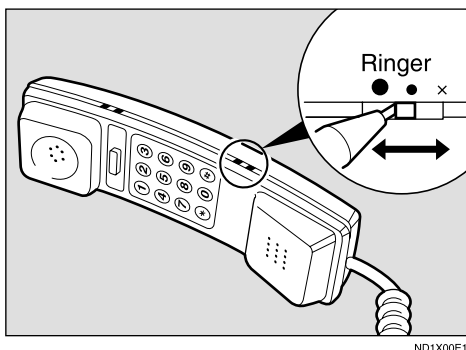
- When you use the handset or an optional external telephone with the **【On Hook Dial】** key for telephone calls, you can not talk with the other party without pressing the **【On Hook Dial】** key after taking off the receiver.

❖ Specifying the handset line type



The switch on the handset should be in the appropriate position-TT (Tone Dialing) or DP (Pulse Dialing).

❖ Adjusting the handset bell volume



Adjust the handset ringer volume using the volume switch.

Multi-port

When the optional ISDN Unit or optional Extra G3 Interface Unit is installed, communications can take place simultaneously through two lines at once.

Option	Available Line Types	Available Protocol Combinations
Without option	PSTN	G3
Extra G3 Interface Unit	PSTN+PSTN	G3+G3
ISDN Unit	PSTN+ISDN	G3+G4 or G3 (ISDN)+G4
	ISDN	G3 (ISDN)+G4
Extra G3 Interface Unit+G4 Interface Unit	PSTN+PSTN+ISDN	G3+G3+G4 or G3 (ISDN)+G4
	PSTN+ISDN	G3+G3(ISDN)+G4 or G3 (ISDN)+G3(ISDN)

Note

- A maximum of three communications can take place simultaneously.
- You cannot perform three Immediate Transmissions simultaneously.
- If three fax messages are received simultaneously, they cannot be printed out at the same time.
- If three communications are in progress, the display shows the first communication that was initiated.

Optional Equipment

Fax Function Upgrade Unit

JBIG compression for transmission/reception becomes possible.

You can increase the maximum programmable numbers of the following functions. See p.164 "Maximum Values".

- Quick Dial
- Memory Transmission file
- Auto Document
- Specific Sender
- Program
- Transmission Result

Expansion Memory (32MB: DIMM)

This allows you to send and receive fax messages at high resolution (Fine or Super Fine). If you need this option, please consult your service representative. See p.164 "Maximum Values".

ISDN Unit

This allows you to send and receive messages via ISDN (Integrated Service Digital Network).

You can use the following functions.

Function	Reference
Sub-address	See p.39 "Sub-address".
UUI	See p.40 "UUI".

Extra G3 Interface Unit

This option provides one Extra G3 line connection.

Handset

You can use the following functions.

Function	Reference
On Hook Dial	See p.41 "On Hook Dial".
Manual Dial	See p.42 "Manual Dial".

Specifications

Standard	G3, G4 (option)
Resolution	G3: 8×3.85/mm•200×100dpi (Standard), 8×7.7/mm•200×200dpi (Detail), 8×15.4/mm•200×400dpi (Fine), 16×15.4/mm•400×400dpi (Super Fine: optional Expansion Memory required) G4: 200×100dpi (Standard), 200×200dpi (Detail), 400×400dpi (Super Fine: optional Expansion Mem- ory required)
Transmission Time	G3: 3 seconds at 28,800bps, Standard resolution G4: 3 seconds, Detail resolution
Data Compression Method	MH, MR, MMR, JBIG (optional Fax Function Up- grade Unit required)
Maximum Original Size	Standard size: A3, 11"×17" Irregular size: 304×432mm
Maximum Scanning Size	297×1,200mm/11"×47"
Print Process	Printing on standard paper using a laser
Transmission Speed	G3: 33,600/31,200/28,800/26,400/24,000/21,600/19,2 00/16,800/14,400/12,000/9,600/7,200/4,800/2,40 0bps (auto shift down system) G4: 64/56kbps (auto speed matching) I G3: Max 26,400bps









❖ Power Consumption

Standby Mode	200W
Transmission	200W
Reception	200W
Maximum Power Consumption	1,500W
Auto Off Mode	40W or less

Acceptable Types of Originals

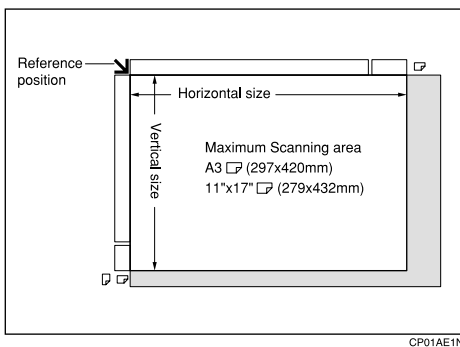
Make sure your originals are completely dry before setting them in the machine. Originals containing wet ink or correcting fluid will mark the exposure glass and the resulting image will be affected.

Acceptable Original Sizes

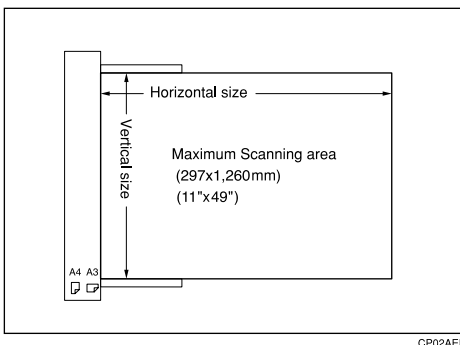
Where Original is Set	Acceptable Original Size	Maximum Number of Sheets	Paper Thickness
Exposure Glass	Maximum A3 (297×420mm), 11"×17" (279×432mm)	1	---
Optional Document Feeder (ADF), single-sided document	Fax transmission: A5  to A3  (up to 1,200mm long) 8"×5 ¹ / ₂ "  to 11"×17" 	50 sheets (80g/m ² , 20lb)	40 -128g/m ² (11-34lb)
Optional Document Feeder (ADF), double-sided document	Fax transmission: A5  to A3  (up to 432mm long) 8"×5 ¹ / ₂ "  to 11"×17" 	50 sheets (80g/m ² , 20lb)	52-105g/m ² (14-28lb)

Paper Size and Scanned Area

◆ Exposure Glass



◆ Optional Document Feeder (ADF)



Limitation

- There may be a difference in the size of the image when it is printed at the destination.
- If you place an original larger than A3, 11"×17" on the exposure glass, only an area of A3, 11"×17" is scanned.

Note

- Even if an original is correctly placed on the exposure glass or in the optional Document Feeder (ADF), a margin of 3mm (0.1") around each edge of the original may not be sent.
- If the receiver uses paper of smaller width than the original, the image will be reduced to fit the paper. See p.54 "Auto Reduce".
- The machine detects paper sizes in the following ways:
 - When you place an original in the optional Document Feeder (ADF), an original wider than about 268mm (10.5") is scanned as A3, 11"×17" size. An original narrower than about 235mm (9.2") will be sent as 8¹/₂"×11" or 8¹/₂"×14" size. Originals up to 1,260mm (49") in length can be scanned.
 - Refer to the table below for the sizes the machine can detect when you place an original on the exposure glass. Because the machine scans in non-standard size documents as one of the standard sizes, parts of the image may be truncated depending on the length of the document. For details about how to set non-standard size documents. See p.18 "Setting a Scan Area", *Facsimile Reference (option)* <Basic Features>.

◆ Metric Version

		Length *1			
		~245mm	245mm~270mm	270mm~318mm	318mm~
Width	~242mm	×	B5☐	A4☐	8 ¹ / ₂ "×13"☐
	242mm~272mm	B5☐	×	×	B4☐
	272mm~	A4☐	×	×	A3☐

◆ Inch Version

		Length *1			
		~9.6"	9.6"~10.6"	10.6"~12.5"	12.5"~
Width	~9.5"	×	×	8 ¹ / ₂ "×11"☐	8 ¹ / ₂ "×14"☐
	9.5"~10.7"	×	×	×	×
	10.7"~	8 ¹ / ₂ "×11"☐	×	×	11"×17"☐

× - Unable to auto detect

*1 Normally a length of about 420mm (16.5") can be scanned, however, it is only possible to specify a scanning size up to 432mm (17").

 **Maximum scan area**

The Maximum Scan Area is shown below.

- Memory Transmission: 297×1,260mm/11"×49" (W×L) from the optional Document Feeder (ADF)
- Immediate Transmission: 297×1,260mm/11"×49" (W×L) from the optional Document Feeder (ADF)

 **Note**

- During Immediate Transmission, the length of the scanning range can become narrower than 1,260 mm (49"), depending on the character size as well as the settings on the destination machine.
- 297×432mm/11"×17" (W×L) (From the exposure glass)

Maximum Values

The following list contains the maximum value for each item.

Item	Standard	With optional unit		
		Fax Function Upgrade Unit	Expansion Memory	Expansion Memory + Fax Function Upgrade Unit
Memory	2MB	2MB	26MB	26MB
The number of pages that you can store in memory (Using A4 size Standard <ITU-T #1Chart>)	160	160	1,000	2,080
Total number of all files	400	800	400	800
The number of pages per file	400	400	1,000	1,000
The number of pages for all files	400	400	1,000	3,000
The number of destinations you can specify for one file	500	500	500	500
The number of destinations you can specify for all files	500	2,000	500	2,000
The number of Quick Dials you can register	400	1,200	400	1,200
The number of Group Dials you can register	64	64	64	64
The number of destinations you can specify by the number keys	100	1,000	100	1,000
The number of destinations you can register in a group * ¹	500	500	500	500
The number of destinations you can register in all groups * ¹	500	2,200	500	2,200
The number of digits for Dials	254	254	254	254
The number of Programs you can register	100	200	100	200

Item	Standard	With optional unit		
		Fax Function Upgrade Unit	Expansion Memory	Expansion Memory + Fax Function Upgrade Unit
The number of Auto Documents you can register	6	18	6	18
The number of Standard Message Stamps you can register	3	3	3	3
The number of transmission results the machine can store	200	1,000	200	1,000
The number of stored documents you can specify at one time	400	400	1,000	1,000
The number of stored documents you can send at one time	30	30	30	30
The number of pages that you can store in Document Server (Using ITU-T #4Chart)	2000	2,000	2,000	2,000
The number of pages you can store in Document Server for one document	400	400	1,000	1,000

*1 You can register 400 destinations in the Quick Dials and 100 destinations in the number keys as a Group. When the optional Fax Function Upgrade Unit is installed: 1,200 destinations in the Quick Dials/1,000 destinations in the number keys.

INDEX

- 180 Degree Rotation Printing, 72
- 2-Sided Printing, 64, 71
- 2-Sided Transmission, 46

A

- Acceptable Types of Originals, 161
- Accessories, 141
- Address Book, 143
- Attaching a Cover Sheet, 142
- Authorized Reception, 118
- Auto Document, 47, 97
 - Changing*, 97
 - Deleting*, 99
 - Sending*, 47
 - Storing*, 97
- Auto Fax Reception Power-up, 69
- Auto Identification, 44
- Automatic Redial, 58
- Auto Reduce, 54

B

- Basic Transmission, 142
- Batch Transmission, 58
- Book Fax, 45
- Box Setting, 107, 124
- Broadcasting Sequence, 59

C

- Canceling
 - Transmission*, 14
 - Transmission Files*, 13
- Center Mark, 70
- Chain Dial, 33
- Changing
 - Line Type*, 43
 - Transmission Time*, 16
- Checkered Mark, 70
- Checking
 - Reception Result (RX File Status)*, 22
 - Transmission Files*, 13
 - Transmission Result (TX File Status)*, 21
- CIL, 75
- CIL/TID Print, 75
- Combine 2 originals, 63, 73
- Communication Failure Report, 61
- Communication Information, 19
- Confidential File Report, 25
- Confidential ID, 132
- Confidential Message, 24
- Confidential Transmission, 7
- Counters, 107, 109
- CSI→Own Fax Number, 66

D

- Default ID/Free Polling Reception, 11
- Default ID Transmission, 8, 55
- Default ID TX, 9
- Deleting
 - Information Box Messages*, 31
 - Programmed Destinations*, 144
- Destination
 - Adding*, 15
 - Checking*, 13
 - Deleting*, 14
- Displaying the Memory Status, 23
- Document Server, 84
 - Delete File*, 88
 - File Manage*, 87
 - Storing a Document*, 85
- Dual Access, 59

E

ECM (Error Correction Mode), 58, 107, 112
Economy Transmission Time, 5
Editing Programmed Destinations, 144
End Receiver, 38, 67
Error Report, 149
Expansion Memory, 159
Extra G3 Interface Unit, 159

F

Fax Function Upgrade Unit, 159
Fax Header Print, 53
File
 Printing, 17
 Printing a List of Files in Memory
 (*Print TX File List*), 18
 Re-sending, 17
Forwarding, 107, 109, 118
Forwarding Station, 110
Free Polling Transmission, 8
Free Polling TX, 9
Full/Partial agreement, 117
Function List, 107

G

G3/G4 Separate Tray, 79
General Settings/Adjustment, 92, 102

H

Handset, 159
Handy Dialing Functions, 33

I

ID Override Polling Reception, 11
ID Override Transmission, 9
Image Rotation, 59, 72
Immediate Reception, 63
Information Boxes, 29, 126, 128
 Deleting, 128
 Printing, 131
 Programming/Editing, 126
 Storing Messages, 29
ISDN, 156
 ISDN G3 Line, 134
 ISDN G4 Line, 135
 ISDN Unit, 159

J

JBIG, 60, 69
 Reception, 69
 Transmission, 60
Journal, 19
"Just Size" Printing, 77

K

Key Operator Code, 93
Key Operator Settings, 107
Key Operator Tools, 92
Keystroke Program, 81

L

Label Insertion, 54
Line Type, 43, 156

M

Manual Dial, 42
Maximum Value, 164
Memory Lock, 26, 111, 119
Memory Lock ID, 133
Memory Lock RX, 107
Memory Reception, 63
Memory Status, 23
Memory Storage Report, 61
More Transmission Functions, 57
Multi-copy, 64
Multi-copy Reception, 72
Multi-port, 158
Multistep Transfer, 68

O

On Hook Dial, 41
Optional Equipment, 159
Originals, 161
Output Tray, 79

P

- Page Reduction, 74
- Page Separation and Length Reduction, 73
- Paper Tray, 104
- Parallel Memory Transmission, 57
- Parameter Setting, 107
- PC FAX Features, 137
- PC FAX Operation Messages, 144
- PC FAX Properties, Setting, 141
- Personal Boxes, 27, 124, 126
 - Deleting*, 126
 - Editing*, 124
 - Printing*, 131
 - Programming*, 124
- Polling ID, 133
- Polling Reception, 11
- Polling Reserve Report, 12
- Polling Result Report, 12
- Polling Transmission, 8
- Polling Transmission Clear Report, 10
- Power Failure Report, 149
- Print 2 Sided, 119
- Print Completion Beep, 70
- Printed Report, 61
- Printing, 143
 - Box List*, 131
 - Confidential Message*, 24
 - File Received with Memory Lock*, 26
 - Information Box Messages*, 30
 - Journal*, 19
 - Options*, 70
 - Personal Box Messages*, 28
 - Special Sender List*, 124
- Printing the Journal, 19
- Print List/Report, 92
- Prog./Change/Delete, 92
- Program/Change/Delete Menu, 94
- Programming
 - ISDN-G3 Line*, 134
 - ISDN-G4 Line*, 135
- Programming New Destinations, 144
- Programs, 81
 - Changing*, 81
 - Deleting*, 83
 - Registering*, 81
- PWD Code, 37

Q

- Quick Dial Table, 94
 - Changing the Order*, 94
 - Programming Title*, 95

R

- RDS (Remote Diagnostic System), 150
- Reception, 63
 - Reception Features*, 63
 - Reception File Print Quantity*, 119
 - Reception Functions*, 67
 - Reception Mode*, 92, 104
 - Reception Reverse Printing*, 119
 - Reception Time*, 71
- Redial, 33
- Reduced Image Transmission, 54
- Report, 61, 149
 - Communication Failure Report*, 61
 - Error Report*, 149
 - Memory Storage Report*, 61
 - Power Failure Report*, 149
 - Transmission Result Report (Immediate Transmission)*, 62
 - Transmission Result Report (Memory Transmission)*, 61
- Reports/Lists, 101
- Requesting Party, 38, 67
- Reverse Order Printing, 64, 74
- RTI→Own Name, 66
- RX File Status, 22

S

- Scan Size, 99
 - Changing*, 99
 - Deleting*, 100
 - Programming*, 99
- Selecting
 - Dial/Push Phone*, 134
 - Line Type*, 156
- Sender Stamp, 54
- Sending at a Specific Time (Send Later), 5
- Send Later, 5
- SEP Code, 36
- SID Code, 36
- Simultaneous Broadcast, 59
- Solving Operation Problems, 149
- Special Senders, 117
- Special Senders to Treat Differently, 117
- Specifications, 160
- Specifying Options, 142
- Stamp, 53
- Stamp Cartridge, 153
- Standard Messages, 96
 - Deleting*, 97
 - Programming*, 96
- Standard Message Stamp, 47
- Sub-address, 39
- SUB Code, 35
- Substitute Reception, 64
- Switches and Bits, 113
- Switching Titles, 95

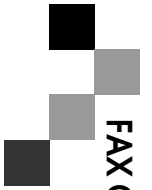
T

- Telephone Line, 155
- TID, 75
- Toner, 151
- Transfer Boxes, 128, 130
 - Deleting*, 130
 - Printing*, 131
- Transfer Report, 131
- Transfer Request, 37
- Transfer Result Report, 68
- Transfer Station, 38, 67
- Transmission Features, 33
- Transmission Mode, 5
- Transmission Options, 53
- Transmission Result Report (Immediate Transmission), 62
- Transmission Result Report (Memory Transmission), 61
- Transmission with Image Rotation, 59
- Tray Shift, 79
- TSI Print, 75
- TX File, 13
- TX File Status, 21

U

- User Parameter List, 113
- User Parameters, 113
- User Tools, 92
- UUI, 40

MEMO




FAX Option Type 1232 Operating Instructions Facsimile Reference (option) <Advanced Features>



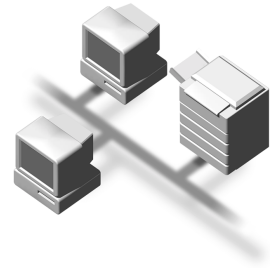
B5028657

Printed in Japan

UE  B502-8657



Network Printing Guide



-
- 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

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.

Microsoft, Windows and Windows NT are registered trademarks of Microsoft Corporation in the United States and/or other countries.

Netscape and Netscape Navigator are registered trademarks of Netscape Communications Corporation.

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

Manuals for This Machine	1
How to Read This Manual	2
Introduction	3
Setting Up the Machine on a Network	5
Windows 95/98/Me, Windows 2000/XP, Windows NT 4.0.....	5
NetWare	6
Macintosh.....	7
UNIX.....	8
Printing using the IEEE 802.11b Interface	8
Printing using the IEEE 1394 Interface	10

1. Windows 95/98/Me Configuration

Configuring Windows 95/98/Me	11
Printing without a Print Server.....	11
Printing with a Windows 2000/XP or Windows NT Print Server.....	11
Configuring Protocols	12
Configuring TCP/IP and IPP for Printing	12
Configuring NetBEUI for Printing	13
Using SmartNetMonitor for Client	15
Installing SmartNetMonitor for Client	16
Setting Up the Printer Driver	17
Changing Port Settings	19
Setting Up a Client Computer	20

2. Windows 2000 Configuration

Configuring Windows 2000	23
Printing without a Print Server.....	23
Printing with a Standard TCP/IP Port.....	23
Printing with a LPR Port	24
Printing with a Windows 2000/XP or Windows NT Print Server.....	24
Configuring Protocols	25
Configuring TCP/IP and IPP for Printing	25
Configuring NetBEUI for Printing	26
Using SmartNetMonitor for Client	27
Installing SmartNetMonitor for Client	28
Setting Up the Printer Driver	29
Changing Port Settings	31
Configuring LPR Port Printing	32
Setting Up a Client Computer	33

3. Windows XP Configuration

Configuring Windows XP	35
Printing without a Print Server.....	35
Printing with a Standard TCP/IP Port.....	35
Printing with a LPR Port.....	36
Printing with a Windows 2000/XP or Windows NT Print Server.....	36
Configuring Protocols	37
Configuring TCP/IP and IPP for Printing.....	37
Using SmartNetMonitor for Client	39
Installing SmartNetMonitor for Client	40
Setting Up the Printer Driver	41
Changing Port Settings	43
Configuring LPR Port Printing	44
Setting Up a Client Computer	45

4. Windows NT 4.0 Configuration

Configuring Windows NT 4.0	47
Printing without a Print Server.....	47
Printing with a LPR Port.....	47
Printing with a Windows 2000/XP or Windows NT Print Server.....	47
Configuring Protocols	48
Configuring TCP/IP and IPP for Printing.....	48
Configuring NetBEUI for Printing	49
Using SmartNetMonitor for Client	51
Installing SmartNetMonitor for Client	52
Setting Up the Printer Driver	53
Changing Port Settings	55
Configuring LPR Port Printing	56
Setting Up a Client Computer	57

5. NetWare Configuration

Installing the NIB Setup Tool	59
Installing SmartNetMonitor for Admin	60
Running the NIB Setup Tool	60
Quick Setup Using the NIB Setup Tool Wizard	61
NetWare 3.x, 4.x, 5/5.1- Advanced Settings	64
Setting Up as a Print Server.....	65
Using Pure IP in the NetWare 5/5.1 Environment.....	70
Setting Up as a Remote Printer	72
Setting Up a Client Computer	78
Windows 95/98/Me.....	78
Windows 2000/XP, Windows NT 4.0	79

6. Macintosh Configuration

Configuring Macintosh	81
Changing to EtherTalk	82
Configuring the Printer	82
Changing the Printer Name.....	82
Changing the Zone.....	82

7. Appendix

Using SmartNetMonitor for Admin	83
Changing the Network Interface Board Configuration.....	84
Locking the Operation Panel Menu	85
Selecting the Paper Type.....	85
Managing the User Information.....	86
Managing the E-mail Information	87
Configuring the Energy Save Mode	87
Configuring the Network Interface Board with a Web Browser	88
Going to the Top Page	89
Verifying the Network Interface Board Settings	90
Configuring the Network Interface Board Settings.....	91
Monitoring and Configuring the Printer	93
Changing Names and Comments	93
Displaying the Status of Printer.....	96
Using the IEEE 802.11b (Wireless LAN)	99
Setting IEEE 802.11b (Wireless LAN).....	99
Using in Infrastructure Mode	100
Using in Ad hoc Mode	100
Confirming the Connection.....	101
Remote Maintenance by telnet	102
Using telnet	102
Commands List	103
SNMP	120
Understanding the Displayed Information	121
Print Job Information	121
Print Log Information.....	121
Configuring the Network Interface Board	122
Message List	125
System Log Information	125
Precautions	132
Connecting a Dial-Up Router to a Network	132
PostScript Printing from Windows.....	133
NetWare Printing.....	133
Using DHCP	134
Configuring a WINS Server.....	135
When Using the NIB Setup Tool	136
When Using IPP with SmartNetMonitor for Client.....	136
Specifications	137
INDEX	138

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 procedures and functions for using this machine as a copier.

❖ **Printer/Scanner Kit Type 1232 Printer Reference 1**

Describes system settings, procedures and functions for using this machine as a printer.

❖ **Printer/Scanner Kit Type 1232 Printer Reference 2**

Describes procedures and provides information about using this 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" (this manual).

❖ **PostScript 3 Board Type 1232 Operating Instructions Supplement**

Describes menus and features you can set using the PostScript 3 printer driver. This manual is provided as a PDF file on the CD-ROM labeled "Operating Instructions".

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 this 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.

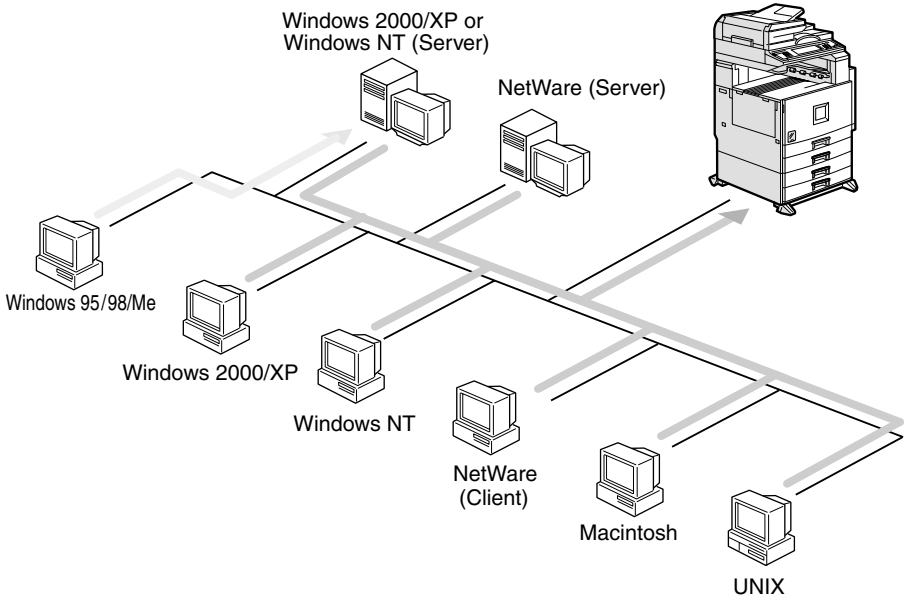
[]

Keys built into the machine's control panel.

Keys on the computer's keyboard.

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 PS3 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;

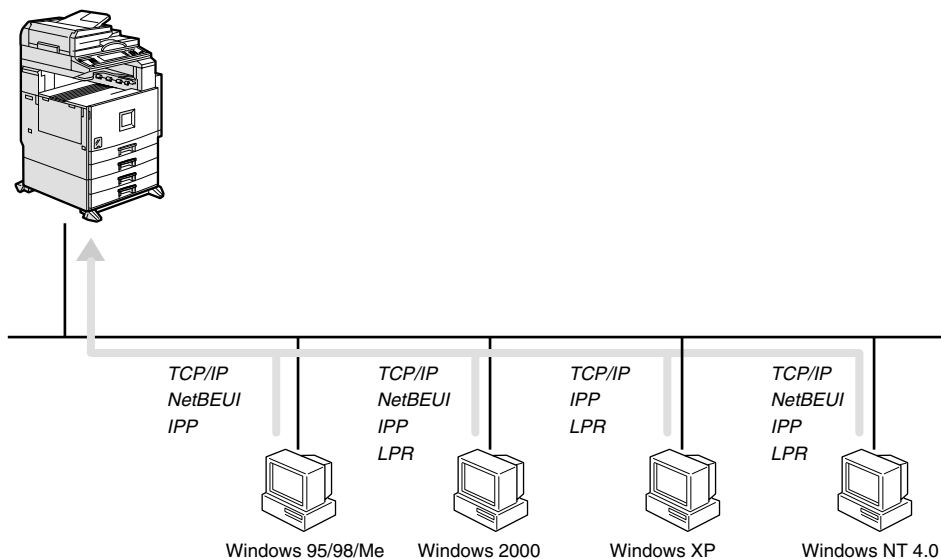
See p.11 “Windows 95/98/Me Configuration”.

See p.23 “Windows 2000 Configuration”.

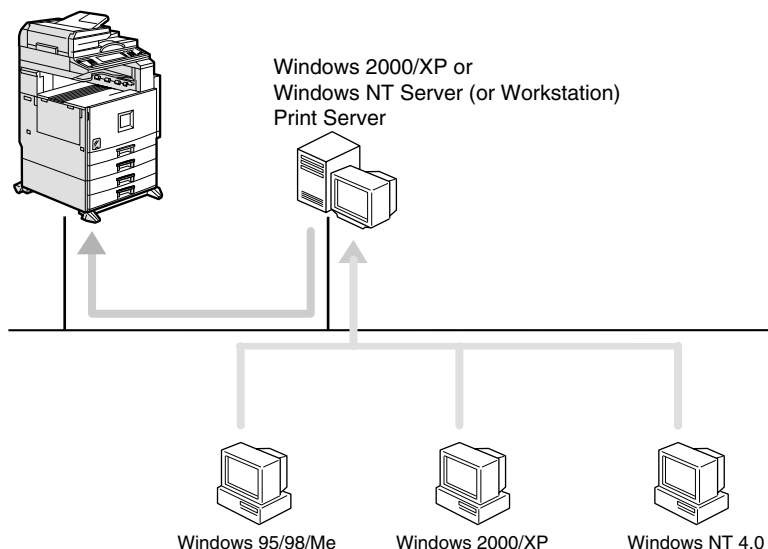
See p.35 “Windows XP Configuration”.

See p.47 “Windows NT 4.0 Configuration”.

❖ Printing Without a Print Server



❖ Printing With a Windows 2000/XP or Windows NT Print Server



NetWare

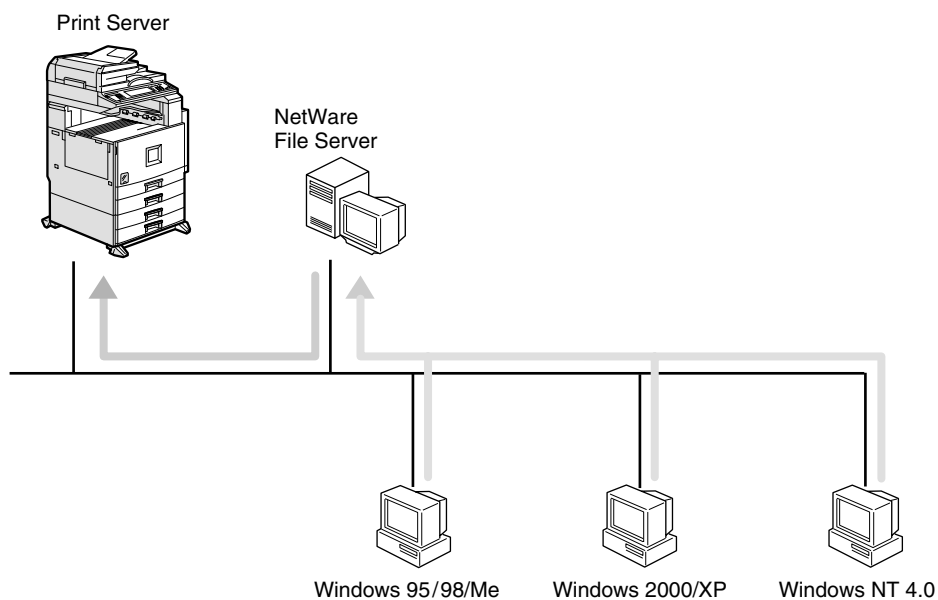
For setting up the machine as a network printer in a NetWare environment, see p.59 “NetWare Configuration”. The Network Interface Board allows you to use the machine as either a print server or a remote printer.

For more information about setting up the clients, see the following pages.

- See p.78 “Windows 95/98/Me” .
- See p.79 “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.

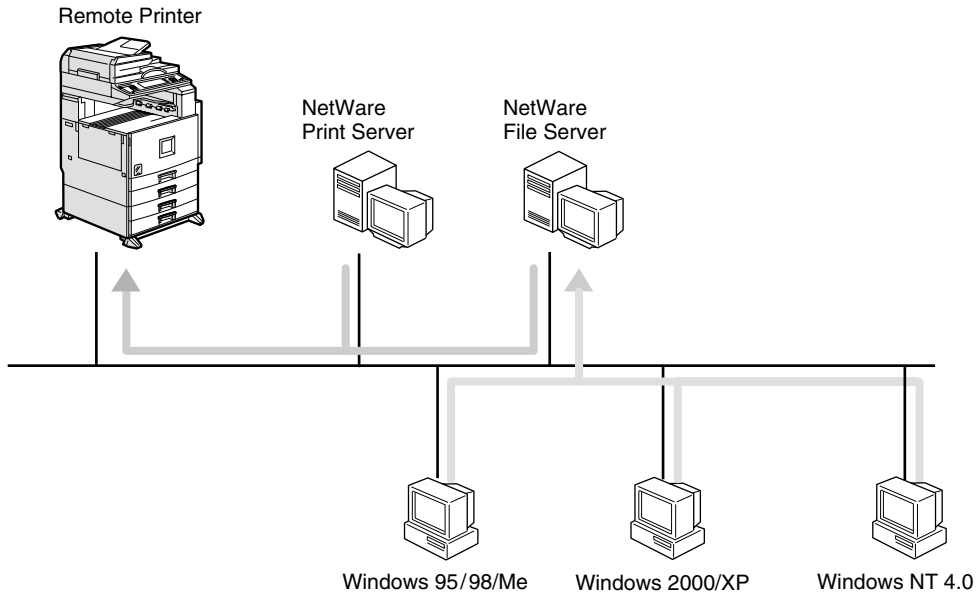


Actual procedures for configuring the machine depend on the NetWare version.

- NetWare 3.x, 4.x, 5/5.1
See p.65 “Setting Up as a Print Server”.

Configuring the machine as a remote printer

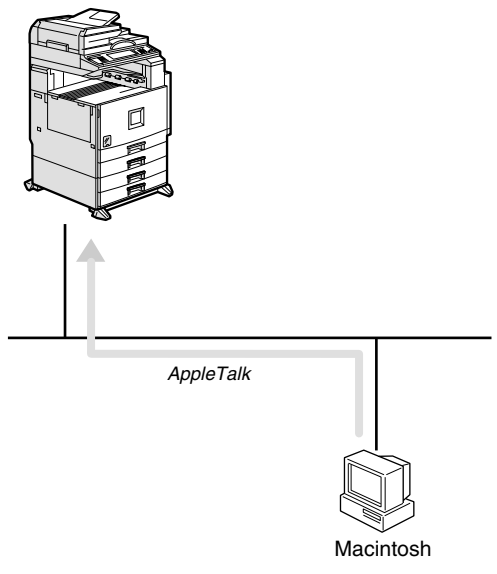
If a dedicated NetWare print server is being used, the machine should be configured as a remote printer.



The actual procedures for configuring the machine depend on the NetWare version, see p.72 "Setting Up as a Remote Printer".

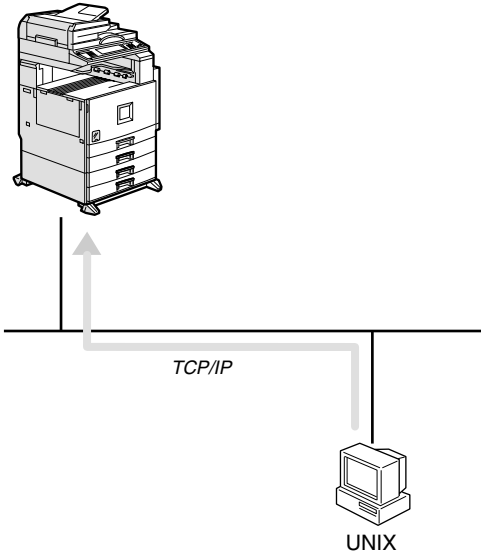
Macintosh

For setting up the machine as a network printer in a Macintosh environment, see p.81 "Macintosh Configuration".



UNIX

For UNIX printing information, please visit our web site or consult your authorized dealer.



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.100 "Using in Ad hoc Mode".

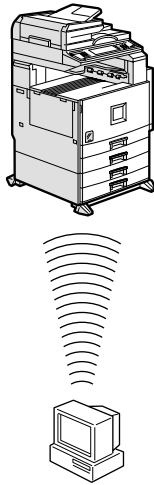
❖ **infrastructure mode**

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.100 “Using in Infrastructure Mode”.

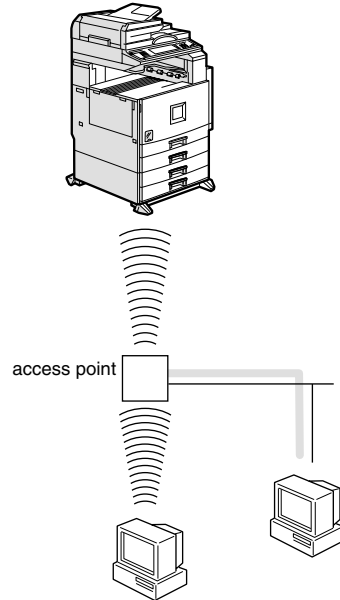
^{*1} This is called a Service Set ID and is used in the connection between the wireless LAN client and the access point. Only a wireless LAN client and an access point that have the same SSID can transmit to each other. (The character strings to be set are in the range ASCII 0x20-0x7e and the SSID is 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



Printing using the IEEE 1394 Interface

This section describes how to print via the IEEE 1394 interface after installing the 1394 Interface Unit.

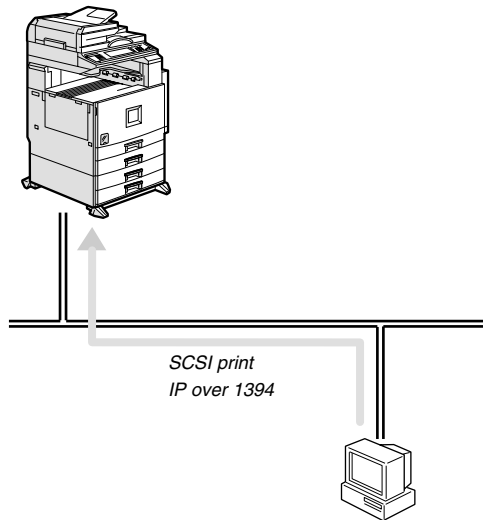
There are two methods of using the machine as a network printer with IEEE 1394.

❖ 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.91 “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.



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 a Windows 2000 Server, Windows 2000 Professional, Windows XP Server, Windows NT Server, Windows NT Workstation, or NetWare based print server.

1 Specify the protocol to use.

Consult your network administrator about which of the three protocols is appropriate.

- TCP/IP
- IPP
- NetBEUI

2 Configure the chosen protocol.

- See p.12 “Configuring TCP/IP and IPP for Printing”.
- See p.13 “Configuring NetBEUI for Printing”.

3 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

1

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.

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.134 "Using DHCP".

Note

- ❑ After setting the IP address, use the ping command to make sure that it has been set correctly.

① 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]**.

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 95/98/Me computer

These steps are for configuring a Windows 95/98/Me computer to use the TCP/IP protocol.

1 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.

2 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.

1 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.

2 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

1 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.

- 1** From the [Printers] window, click the icon of the printer which uses SmartNetMonitor for Client to print. On the [File] menu, click [Properties].
- 2** 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.
- 3** From the [Print to the following port] box, select [FILE].
- 4** Click [Delete Port].
- 5** Click the SmartNetMonitor for Client port name as in step **2**, and then click [OK].
The port is deleted.
- 6** 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.

- 1** Open [Control Panel], and then double-click the [Add/Remove Programs] icon.
- 2** On the [Install/Uninstall] tab, click [SmartNetMonitor for Client], and then click [Add/Remove].
- 3** 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 SmartNetMonitor 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

- 1** 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

1 Click [NetBEUI].

A list of printers that can be printed to by the NetBEUI protocol appears.

2 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

1 Click [IPP].

The IPP setting dialog box appears.

2 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`

3 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.

4 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.

6 Click [OK].

7 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**

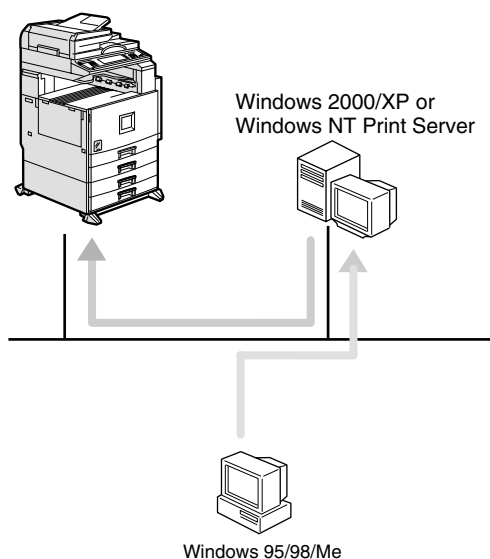
- For more information about these settings, see SmartNetMonitor for Client Help.

Setting Up a Client Computer

1

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.



! 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.

1 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.

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].

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 a Windows 2000 Server, Windows 2000 Professional, Windows XP, Windows NT Server, Windows NT Workstation or NetWare based print server.

1 Specify the protocol to use.

Consult your network administrator about which of the three protocols is appropriate.

- TCP/IP
- IPP
- NetBEUI

2 Configure the chosen protocol.

- See p.25 “Configuring TCP/IP and IPP for Printing”.
- See p.26 “Configuring NetBEUI for Printing”.

3 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.

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.134 "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.

1 Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Network and Dial-up Connections]**.

2 Double-click **[Local Area Connection]**. On the **[General]** tab, click **[Properties]**.

- 3** 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.

- 4** 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.

- 1** Click [Start] on the taskbar, point to [Settings], and then click [Network and Dial-up Connections].
- 2** Double-click [Local Area Connection]. On the [General] tab, click [Properties].
- 3** 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.

2

❖ 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”.

2

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.

- 1** From the [Printers] window, click the icon of the printer which uses SmartNetMonitor for Client to print. On the [File] menu, click [Properties].
- 2** 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.
- 3** Select the [FILE] check box in the [Port] column.
- 4** Click [OK] to close the Printer Properties.
The port which is currently in use is changed.
- 5** Open the Printer Properties of the same printer.
- 6** Select the [Ports] tab.
- 7** At the [Port] column in the [Print to the following port(s)] box, click the SmartNetMonitor for Client port name as in step **2**.
- 8** Click [Delete Port].
- 9** After the confirmation message appears, click [Yes].
The port is deleted.
- 10** 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 SmartNetMonitor for Client.

- 1** Open [Control Panel], and then double-click the [Add/Remove Programs] icon.
- 2** Click the [Change or Remove Programs] tab, click [SmartNetMonitor for Client], and then click [Change/Remove].
- 3** After the confirmation message appears, click [Yes].
UninstallShield removes all of the components of SmartNetMonitor for Client.
- 4** After the confirmation message appears, click [Yes].
- 5** Acknowledge the [Remove Shared File?] 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 SmartNetMonitor 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 [Ports] tab and click [Add Port].
- 4** 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.

5 Select the printer.

TCP/IP

- 1 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

- 1 Click [NetBEUI].

A list of printers that can be printed by the NetBEUI protocol appears.

- 2 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

- 1 Click [IPP].

The IPP setting dialog box appears.

- 2 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`

- 3 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.

- 4 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.

- 6 Click **[OK]**.

- 7 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.

- 1 From the **[Printers]** window, click the icon of the printer you want to use. On the **[File]** menu, click **[Properties]**.

- 2 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”.

1 Click **[Start]**, point to **[Settings]**, and then click **[Printers]**.

The **[Printers]** window appears.

2 Click the icon of the printer you want to use. On the **[File]** menu, click **[Properties]**.

3 Click the **[Ports]** tab and click **[Add Port]**.

4 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.

5 Type the IP address of the Network Interface Board into the **[Name or address of server providing lpd]** box.

6 Type “lp” into the **[Name of printer or print queue on that server box]**, and then click **[OK]**.

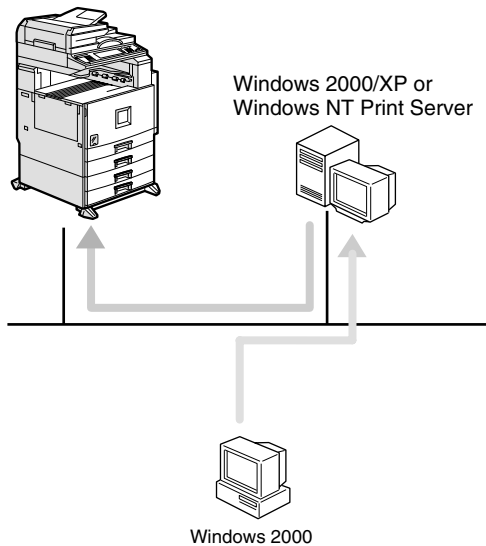
7 Click **[Close]**.

8 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.



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.

1 Click **[Start]**, point to **[Settings]**, and then click **[Printers]**.

2 Double-click the **[Add Printer]** icon.

This launches the Add Printer Wizard.

3 Click **[Next >]**.

4 Click **[Network printer]**, 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.

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 a Windows 2000 Server, Windows 2000 Professional, Windows XP Server, Windows NT Server, Windows NT Workstation or NetWare based print server.

1 Specify the protocol to use.

Consult your network administrator about which of the two protocols is appropriate.

- TCP/IP
- IPP

2 Configure the protocol.

- See p.37 “Configuring TCP/IP and IPP for Printing”.

3 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 XP, enabling 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”.

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.

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.134 "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]**.
- 3** On the **[General]** tab, click **[Properties]**.

 **Note**

- With the IP over 1394, click **[1394 Connection]**.

- 4** 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.

- 5** 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

3

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.

- 1** 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].
- 2** 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.
- 3** Select the [FILE] check box in the [Port] column.
- 4** Click [OK] to close the Printer Properties.
The port which is currently in use is changed.
- 5** Open the Printer Properties of the same printer.
- 6** Select the [Ports] tab.
- 7** At the [Port] column in the [Print to the following port(s)] box, click the SmartNetMonitor for Client port name as in step **2**.
- 8** Click [Delete Port].
- 9** After the confirmation message appears, click [Yes].
The port is deleted.
- 10** 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 SmartNetMonitor for Client.

- 1** Open [Control Panel], and then double-click the [Add or Remove Programs] icon.
- 2** Click the [Change or Remove Programs] category, click [SmartNetMonitor for Client], and then click [Change/Remove].
- 3** After the confirmation message appears, click [Yes].
UninstallShield removes all of the components of SmartNetMonitor for Client.
- 4** After the confirmation message appears, click [Yes].
- 5** Acknowledge the [Remove Shared File?] 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 SmartNetMonitor 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 and Faxes] window, click the icon of the printer. On the [File] menu, click [Properties].
- 3** Click the [Ports] tab and click [Add Port].
- 4** 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.

5 Select the printer.

TCP/IP

- 1 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

- 1 Click **[IPP]**.

The IPP setting dialog box appears.

- 2 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

- 3 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.

- 4 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.

- 6 Click **[OK]**.

- 7 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.

1 Access the **[Printers and Faxes]** window from **[Start]** on the taskbar.

Windows XP Professional

1 Click **[Start]**, and then click **[Printers and Faxes]**.

Windows XP Home Edition

1 Click **[Start]**, and then click **[Control Panel]**.

2 Click **[Printers and Other Hardware]**.

3 Click **[Printers and Faxes]**.

2 Click the icon of the printer. On the **[file]** menu, click **[Properties]**.

3 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”.

1 Access the [Printers and Faxes] window from [Start] on the taskbar.

Windows XP Professional

1 Click [Start], and then click [Printers and Faxes].

Windows XP Home Edition

1 Click [Start], and then click [Control Panel].

2 Click [Printers and Other Hardware].

3 Click [Printers and Faxes].

2 Click the icon of the printer you want to use. On the [File] menu, click [Properties].

3 Click the [Ports] tab and click [Add Port].

4 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.

5 Type the IP address of the Network Interface Board into the [Name or address of server providing lpd] box.

6 Type “lp” into the [Name of printer or print queue on that server] box, and then click [OK].

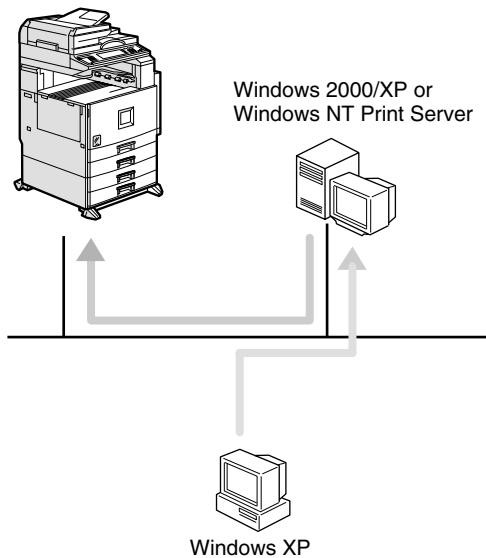
7 Click [Close].

8 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.



3

! 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.

- 1** Access the [Printers and Faxes] window from [Start] on the taskbar.

Windows XP Professional

- 1** Click [Start], and then click [Printers and Faxes].

Windows XP Home Edition

- 1** Click [Start], and then click [Control Panel].

- 2** Click [Printers and Other Hardware].

- 3** 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 a Windows 2000 Server, Windows 2000 Professional, Windows XP Server, Windows NT Server, Windows NT Workstation or NetWare based print server.

1 Specify the protocol to use.

Consult your network administrator about which of the three protocols is appropriate.

- TCP/IP
- IPP
- NetBEUI

2 Configure the chosen protocol.

- See p.48 “Configuring TCP/IP and IPP for Printing”.
- See p.49 “Configuring NetBEUI for Printing”.

3 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.

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.134 "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.

1 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.

2 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.

4

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).

1 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.

4

2 Change the Lana Number. Click the **[Services]** tab, click "NetBIOS Interface" in the **[Services]** tab, and then click **[Properties]**.

3 Click the Lana Number corresponding the Nbf protocol of the **[Network Route]** headline, and then click **[Edit]**.

4 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".

5 Click **[OK]**.

6 Click **[Close]**, and then close the **[Network]** dialog box.

7 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.

- 1** From the [Printers] window, click the icon of the printer which uses SmartNetMonitor for Client to print. On the [File] menu, click [Properties].
- 2** 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.
- 3** From the [Print to the following port] box, select [FILE].
- 4** Click [Apply].
The port which is currently in use is changed.
- 5** Click [Delete Port].
- 6** After the confirmation message appears, click [Yes].
The port is deleted.
- 7** 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.

- 1** Open [Control Panel], and then double-click the [Add/Remove Programs] icon.
- 2** On the [Install/Uninstall] tab, click [SmartNetMonitor for Client], and then click [Add/Remove].
- 3** After the confirmation message appears, click [Yes].
UninstallShield removes all of the components of SmartNetMonitor for Client.
- 4** After a confirmation message appears, click [Yes].
- 5** Acknowledge the [Remove Shared File?] 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 SmartNetMonitor 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 [Ports] tab and click [Add Port].
- 4** 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.

5 Select the printer.

TCP/IP

- 1 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

- 1 Click [NetBEUI].

A list of printers that can be printed by the NetBEUI protocol appears.

- 2 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

- 1 Click [IPP].

The IPP setting dialog box appears.

- 2 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`

- 3 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.

- 4 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.

- 6 Click **[OK]**.

- 7 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.

- 1 From the **[Printers]** window, click the icon of the printer you want to use. On the **[File]** menu, click **[Properties]**.

- 2 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.

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.
- TCP/IP protocols must be installed and configured correctly. After setting (p.48 “Configuring TCP/IP and IPP for Printing”), follow the procedure below.

1 Click the **[Services]** tab, and then make sure that “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.

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 **[Ports]** tab and click **[Add Port]**.

5 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.

6 Type the IP address of the Network Interface Board into the **[Name or address of server providing lpd]** box.

7 Type “lp” into the **[Name of printer or print queue on that server]** box, and then click **[OK]**.

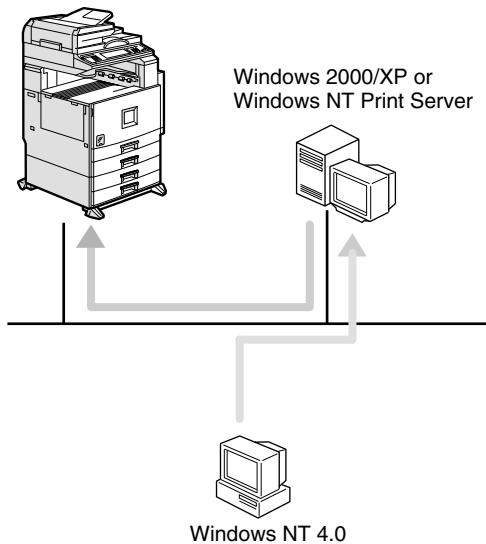
8 Click **[Close]**.

9 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.



4

! 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.

Use the **[Printers]** window to set up the printer.

1 Click **[Start]**, point to **[Settings]**, and then click **[Printers]**.

2 Double-click the **[Add Printer]** icon.

This launches the Add Printer Wizard.

3 Click **[Network printer server]** and click **[Next >]**.

4 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.

- 5** Click the printer you want to use, and then click **[OK]**.
- 6** Select if you want to use this printer as the default printer, and then click **[Next >]**.
- 7** 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 SmartNetMonitor 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 SmartNetMonitor 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

- 1 Click [Start], point to [Programs], and then click [NIB Setup Tool] in the [SmartNetMonitor 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.

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

1 Log on to the Netware file server or the NDS tree as an administrator or administrator equivalent.

2 Run the NIB Setup Tool.

Reference

See p.60 “Running the NIB Setup Tool” .

3 Click [**Wizard**] and click [**OK**].

The [**NIB Setup Tool - Network board list**] dialog box of the Network Interface Board appears.

4 Click [**IPX protocol**].

- 5** 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).

- 6** Make sure that the MAC address and IPX address are correct, and then click [Finish].

- 7** 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.

- 8** In a dialog box for selecting a network environment, click the [NetWare] check box and click to clear the [TCP/IP] check box.

- 9** Click [Next >].

A dialog box for configuring the NetWare environment appears.

- 10** 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].

- 11** 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.

- 12** 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".



- 13** Click [Next >].

- 14** 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.

- 15** 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.

- 16** Click **[Next >]**.

A dialog box to acknowledge the printing environment appears.

- 17** After checking the environment, click **[Next >]**.

If you want to change the settings, click **[< Back]**, and then make the settings again.

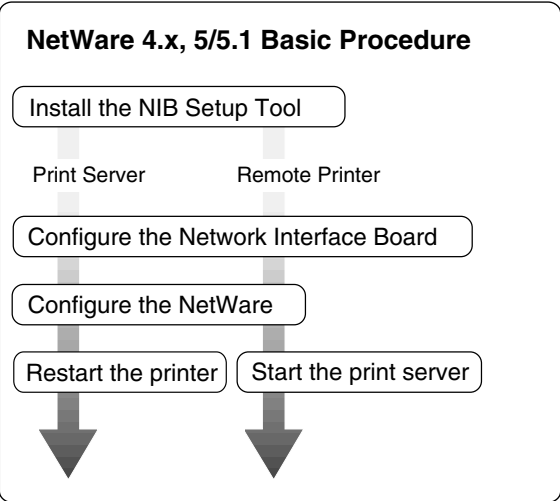
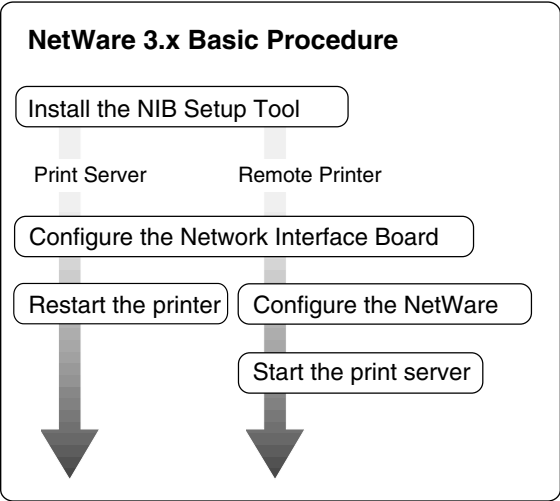
Clicking **[Next >]**, the NIB Setup Tool automatically creates the Print Server, the Printer, and the Print Queue in the NetWare network.

- 18** After the confirmation dialog box appears, select **[Quit]** and click **[Finish]** to exit the NIB Setup Tool.

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.

5



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” .

 **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”.

 **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”.

1 Log on to the file server as a Supervisor or a Supervisor equivalent. **Note**

- When using NetWare 4.x, 5/5.1, log on 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 [NIB Setup Tool - Network board list] dialog box of the Network Interface Board appears.

4 Click [IPX protocol].**5 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).

- 6** Make sure that the MAC address and IPX 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.

NetWare 3.x

- 1** Select **[Bindery]**.
- 2** 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.
- 3** Click **[OK]** to close the property sheet.
- 4** After the confirmation dialog box appears, click **[OK]**.

NetWare 4.1

- 1** In the **[Print Server Name]** box, type the name of the print server.
- 2** 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.
- 3** 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".



- 4** Click **[OK]** to close the property sheet.
- 5** After the confirmation dialog box appears, click **[OK]**.

- 10** On the [NIB] menu, click [Exit] to exit the NIB Setup Tool.

NetWare 3.x

- 1** Type "PCONSOLE" from the command prompt.

F : > PCONSOLE

NetWare 4.1

- 1** From Windows, run NWAdmin.

 **Reference**

For more information about NWAdmin, see the documentation that comes with the NetWare.

- 11** Create a print queue as follows:

 **Note**

- If you use a currently defined print queue, go to step **12**.
-

NetWare 3.x

- 1** From the [Available Options] menu, select [Print Queue Information], and then press the [ENTER] key.
 - 2** Press the [INSERT] key, and then type a print queue name.
 - 3** Press the [ESC] key to return to the [Available Options] menu.
-

NetWare 4.1

- 1** Select the container object the print queue is located in among those in the directory tree, and then click [Create] on the [Object] menu.
- 2** In the [Class of new object] box, click "Print Queue", and then click [OK].
- 3** In the [Print Queue name] box, type the name of the print queue.
- 4** In the [Print Queue volume] box, click [Browse].
- 5** In the [Available objects] box, click the volume in which the print queue is created, and then click [OK].
- 6** After checking the settings, click [Create].

12 Create a printer as follows:

NetWare 3.x

- 1 From the [Available Options] menu, select [Print Server Information] , and then press the [ENTER] key.
- 2 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 3).

- 3 From the [Print Server Information] menu, select [Print Server Configuration].
- 4 From the [Print Server Configuration] menu, select [Printer Configuration].
- 5 Select the printer which is indicated as "Not Installed".
- 6 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.
- 7 For type, select [Remote Other/Unknown].
The IRQ, Buffer size, Starting form, and Queue service mode are automatically configured.
- 8 Press the [ESC] key, and then click [Yes] in the confirmation dialog box.
- 9 Press the [ESC] key to return to the [Print Server Configuration] menu.

NetWare 4.1

- 1 Select the container object the printer is located in, and then click [Create] on the [Object] menu.
- 2 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)".
- 3 In the [Printer name] box, type the name of the printer.
- 4 Select the [Define additional properties] check box, and then click [Create].

13 Assign print queues to the created printer as follows:

NetWare 3.x

- 1 From the [Print Server Configuration] menu, select [Queues Serviced By Printer].
- 2 Select the printer created in step 12.
- 3 Press the [INSERT] key to select a queue serviced by the printer.

 **Note**

- You can select more than one queue at a time.

- 4 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.
- 5 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

- 1 Click [Assignments], and then click [Add] in the [Assignments] group.
- 2 In the [Available objects] box, click the queue created in step 11, and then click [OK].
- 3 Click [Configuration], and in the [Printer type] box, select [Parallel] using the drop-down menu, and then click [Communication].
- 4 Click [Manual load] in the [Communication type] group, and then click [OK].
- 5 After checking the settings, click [OK].

14 Create a print server as follows:

- 1 Select the context specified using the NIB Setup Tool (step 9-1), and on the [Object] menu, click [Create].
- 2 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)".
- 3 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 3)
- 4 Select the [Define additional properties] check box, and then click [Create].

15 Assign the printer to the created print server as follows.

- 1** Click **[Assignments]**, and then click **[Add]** in the **[Assignments]** group.
- 2** In the **[Available objects]** box, click the printer created in step **10**, and then click **[OK]**.
- 3** 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.
- 1** In the [Print Server Name] box, type the name of the print server.
 - 2** 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.
 - 3** 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".



- 4** In the [Print Server Operation Mode] group, click [As Print Server].
 - 5** Click [OK] to close the property sheet.
 - 6** After the confirmation dialog box appears, click [OK].
- 10** On the [NIB] menu, click [Exit] to exit the NIB Setup Tool.
After this step, go to step 10 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

1 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.

2 Run the NIB Setup Tool.

 **Reference**

See p.60 “Running the NIB Setup Tool” .

3 Click [Property Sheet] and click [OK].

The [NIB Setup Tool - Network board list] dialog box of the Network Interface Board appears.

5

4 Click [IPX protocol].

5 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).

6 Make sure that the MAC address and IPX 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.

NetWare 3.x

1 In the [Print Server Name] box, type the name of the print server.

2 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.

- ③ In the [Print Server Operation Mode] group, click [As Remote Printer].
- ④ 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.

- ⑤ Click [OK] to close the property sheet.
- ⑥ After the confirmation dialog box appears, click [OK].

NetWare 4.x, 5/5.1

- ① In the [Print Server Name] box, type the name of the print server.
- ② 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.

- ③ 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".



- ④ In the [Print Server Operation Mode] group, click [As Remote Printer].
- ⑤ 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.

- ⑥ Click [OK] to close the property sheet.
- ⑦ After the confirmation dialog box appears, click [OK].

- 10** On the [NIB] menu, click [Exit] to exit the NIB Setup Tool.

NetWare 3.x

- 1** Type “PCONSOLE” from the command prompt.

F : > PCONSOLE

NetWare 4.x, 5/5.1

- 1** From Windows, run NWAdmin.

 **Reference**

For more information about NWAdmin, see the documentation that comes with the NetWare.

- 11** Create a print queue as follows:

 **Note**

- If you use a currently defined print queue, go to step **12**.
-

NetWare 3.x

- 1** From the [Available Options] menu, select [Print Queue Information], and then press the [ENTER] key.
 - 2** Press the [INSERT] key, and then type a print queue name.
 - 3** Press the [ESC] key to return to the [Available Options] menu.
-

NetWare 4.x, 5/5.1

- 1** Select the container object the print queue is located in among those in the directory tree, and then click [Create] on the [Object] menu.
- 2** In the [Class of new object] box, click “Print Queue”, and then click [OK].
- 3** In the [Print Queue name] box, type the name of the print queue.
- 4** In the [Print Queue Volume] box, click [Browse].
- 5** In the [Available objects] box, click the volume in which the print queue is created, and then click [OK].
- 6** After checking the settings, click [Create].

12 Create a printer as follows:

NetWare 3.x

- ① From the [Available Options] menu, select [Print Server Information], and then press the [ENTER] key.
- ② 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 ③).

- ③ From the [Print Server Information] menu, select [Print Server Configuration].
- ④ From the [Print Server Configuration] menu, select [Printer Configuration].
- ⑤ 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 ⑤-④).


- ⑥ 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.
- ⑦ Select [Remote Parallel, LPT1] as printer type.
The IRQ, Buffer size, Starting form, and Queue service mode are automatically configured.
- ⑧ Press the [ESC] key, and then click [Yes] in the confirmation dialog box.
- ⑨ Press the [ESC] key to return to [Print Server Configuration Menu].

NetWare 4.x, 5/5.1

- ① Select the container object the printer is located in, and then click [Create] in the [Object] menu.
- ② 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)".
- ③ In the [Printer name] box, type the name of the printer.
- ④ Select the [Define additional properties] check box, and then click [Create].

13 Assign print queues to the created printer as follows:

NetWare 3.x

- 1 From [Print Server Configuration Menu], select [Queues Serviced By Printer].
 - 2 Select the printer created in step 12.
 - 3 Press the [INSERT] key to select a queue serviced by the printer.
-  **Note**
- You can select more than one queue at a time.
- 4 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.
 - 5 Press the [ESC] key until "Exit?" appears, and then select [Yes] to exit PCONSOLE.
 - 6 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

- 1 Click [Assignments], and then click [Add] in the [Assignments] group.
- 2 In the [Available objects] box, click the queue created in step 11, and then click [OK].
- 3 Click [Configuration], and in the [Printer type] box, select [Parallel] using the drop-down menu, and then click [Communication].
- 4 Click [Manual load] in the [Communication type] group, and then click [OK].
- 5 After checking the settings, click [OK].

14 Create a print server as follows:

- ❶ Select the context specified using the NIB Setup Tool (Step 9-❶), and on the [Object] menu, click [Create].
- ❷ 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)".
- ❸ 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 9).

- ❹ 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 queue created in the step 14, and then click [OK].
- ❸ In the [Printers] group, click the printer assigned in step 2, and then click [Printer Number].
- ❹ Type the printer number and click [OK].

❗ Important

- Specify the same printer No. as used with the NIB Setup Tool. (Step 9-5).

- ❺ After checking the settings, click [OK].

16 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.

1 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.

2 Click [Start], point to [Settings], and then click [Printers].

3 In the [Printers] window, click the icon of the printer you want to use.

4 On the [File] menu, click [Properties].

5 Click the [Details] tab, and then click [Add Port].

6 Click [Network] and click [Browse].

7 On the network tree, double-click the name of the file server.

The queues are displayed.

8 Click the queue you want to print, and then click [OK].

9 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.

- 1** Click the [PostScript] tab.
 - 2** Click [Advanced].
 - 3** 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.

5

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.

- 1** 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**

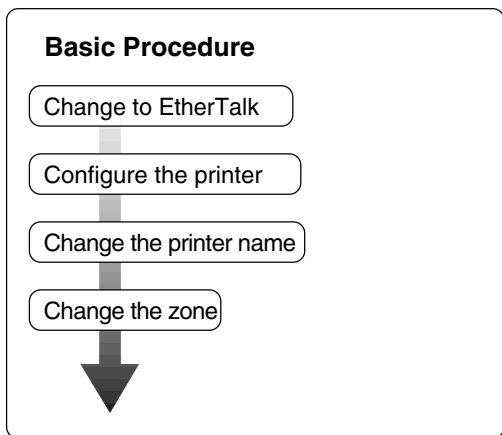
- When using Windows NT 4.0, the [Network Neighborhood] icon appears on the desktop instead of the [My Network Places] icon.

- 2** Click [No].
- 3** Close all the applications that are currently running.
- 4** 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*.
- 5** The [Printer Installation] dialog box appears.
- 6** From the [Port] list, select the queue you selected in step **1**, and then click [Next >].
- 7** Follow the instructions on the screen to complete the installation of the printer driver.

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.



! Limitation

- The required version of Mac OS is 8.6 or later. (Mac OS X Classic environment is supported.)

✎ 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.

Reference

For more information about installing the software required for EtherTalk, see the Macintosh manuals.

- 1** Open [Control Panel], and then double-click the [AppleTalk] icon.
- 2** From the [Connect via] pop-up menu, select “Ethernet”.
- 3** If you change zones, select a name from the [Current zone] pop-up menu.
- 4** Close the [AppleTalk] control panels.
- 5** Restart the Macintosh.

Configuring the Printer

Use the control panel to activate the EtherTalk protocol. (The default is active.)

Reference

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”.

Reference

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”.

Using SmartNetMonitor for Admin

Using SmartNetMonitor for Admin, you can not only monitor the status of network printers, but also change the configurations 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.

1 Run SmartNetMonitor for Admin.

2 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.

3 On the list, Select a printer you want to change its configuration.

4 From the [Tools] menu, select [NIB Setup Tool].

The NIB Setup Tool starts up.

5 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]

- 1** Fill in the necessary items, and then click [Next].

Selecting [Property Sheet]

- 1** 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).

1 Run SmartNetMonitor for Admin.

2 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.

3 On the list, select a printer whose statistics information you want to manage.

4 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.

5 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).

1 Run SmartNetMonitor for Admin.

2 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.

3 On the list, select a printer whose statistics information you want to manage.

4 From the [Tools] menu, point to [Device Settings], and then click [Select Paper Type].

The screen that prompts you to type a password appears.

5 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).

1 Run SmartNetMonitor for Admin.

2 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.

3 On the list, Select a printer whose statistics information you want to manage.

4 From the [Tools] menu, select [User Management Tool].

The screen that prompts you to type a password appears.

5 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 SmartNet-Monitor for Admin Help.

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).

1 Run SmartNetMonitor for Admin.

2 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.

3 On the list, select a printer whose statistics information you want to manage.

4 From the [Tools] menu, select [E-mail Management Tool].

The screen that prompts you to type a password appears.

5 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

1 Run SmartNetMonitor for Admin.

2 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.

3 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.

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

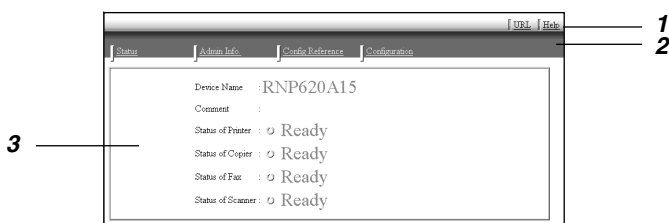
After launching the Web Browser, type the IP address of the machine. See the example below. This example is for the English version.

`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.

Verifying the Network Interface Board Settings

1 Start the Web Browser.

2 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.

3 Click **[Config. Reference]**.

The dialog box for entering the password and user name is displayed.

4 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.

❖ **[TCP/IP]**

Shows TCP/IP-related settings for Network Interface Board, 802.11b Interface Kit, and 1394 Interface Unit.

❖ **[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 Unit settings related to IP over 1394 and SCSI print (SBP-2).

❖ **[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

- 1** Start the Web Browser.
 - 2** 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.
 - 3** Click **[Configuration]**.
The dialog box for entering the password and user name is displayed.
 - 4** 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.
 - 5** 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.

- ❖ **[TCP/IP]**
Configure TCP/IP-related settings for Network Interface Board, 802.11b Interface Kit, and 1394 Interface Unit.
- ❖ **[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 Unit settings related to IP over 1394 and SCSI print (SBP-2).
 - ! **Limitation**
 - This page is displayed when 1394 Interface Unit 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

1 Run SmartNetMonitor for Admin.

2 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.

3 On the list, Select a printer whose Network Interface Board you want to change its configuration.

4 From the [Tools] menu, select [NIB Setup Tool].

The NIB Setup Tool starts up.

5 Select [Property Sheet], and then click [OK].

TCP/IP

1 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

1 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.

2 Click the [NetBEUI] tab.

3 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.

6 When the configuration message appears, click [OK].

The NIB Setup Tool exits, and the setting is transmitted to the printer.

7 Exit SmartNetMonitor for Admin.

Web Browser

- 1** Run the Web Browser.
- 2** 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.
- 3** Click **[Configuration]**.
A dialog box that prompts you to type the user name and a password appears.
- 4** 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”.
- 5** Change names and comments.

TCP/IP

- 1** 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.
- 2** 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”.

NetBEUI

- ❶ Click **[NetBEUI]**.
- ❷ 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.

❸ Click **[Apply]**.

The setting is transmitted to the printer.

❹ Exit the Web Browser.

7


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

- ❶ Run SmartNetMonitor for Admin.
- ❷ 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.
- ❸ 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

1 Run SmartNetMonitor for Client.

The SmartNetMonitor for Client icon appears at the right end of the taskbar.

2 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.

3 If the desired printer is not configured, click [Options] on the pop-up menu.

The [SmartNetMonitor for Client - Options] dialog box appears.

4 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.

5 Click [OK].

The dialog box closes and the configured printer is monitored.

Displaying the Status of Printers

1 Run SmartNetMonitor for Client.

2 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.

3 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.

Web Browser

- 1** Run the Web Browser.
- 2** 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.
- 3** 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)

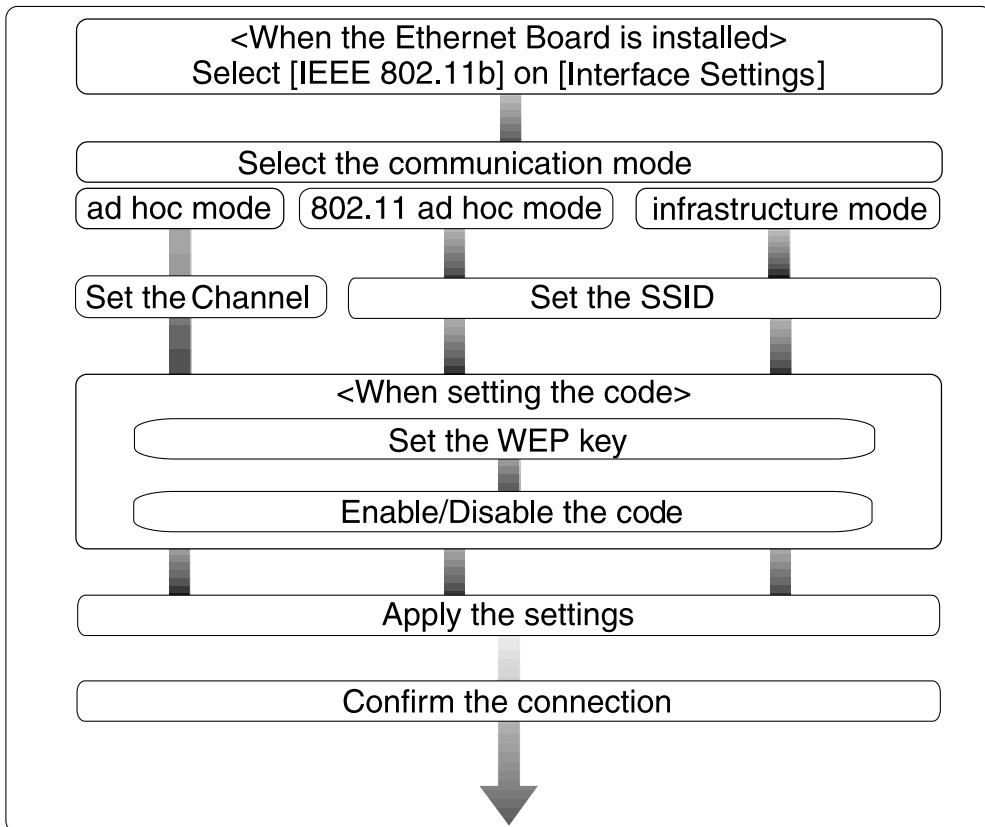
Preparation

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



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.88 “Configuring the Network Interface Board with a Web Browser” or p.102 “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.88 “Configuring the Network Interface Board with a Web Browser” or p.102 “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.

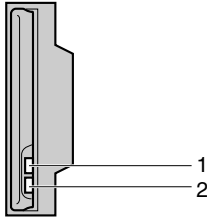
Note

- 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

- 1 Make sure the LED of the IEEE 802.11b card is lit.

❖ When using in Infrastructure Mode

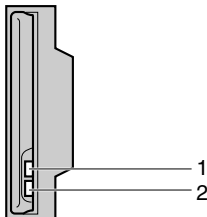


ZGDH600J

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 in 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.

- 2 Use a Web Browser to check the printer is connected properly. See p.88 "Configuring the Network Interface Board with a Web Browser".

- 3 Print the configuration page to verify settings.

For information about how to print the configuration page, see the *Printer Reference 2*.

Infrastructure Mode

You can check the Wireless LAN Signal using the machine's control panel.

- 1 Press the **[User Tools/Counter/Inquiry]** key.

- 2 Press **[System Settings]**.

- 3 Press **[Interface Settings]**.

- 4 Press **[IEEE 802.11b]**.

- 5 Press **[Wireless LAN Signal]**.

- 6 Make sure that settings are complete, and then press **[Exit]**.

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.

1 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.

2 Type the password.

Note

- The default is "password".

3 Type a command.

Reference

For more information about telnet commands, see p.103 "Commands List".

4 Exit telnet.

```
msh> logout
```

When the configuration is changed, a message requests whether the changes should be saved or not.

5 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

^{*1} If you did not enter the interface name, it will be automatically set to the Ethernet interface.

^{*2} Available when the 1394 Interface Unit 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 Unit (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.112 "Setting IEEE 802.11b" for settings.

7

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 Unit, 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 tcpip netware netbeui scsiprint *1 ip1394 *1 lpr ftp rsh diprint web snmp ipp	"up" means active and "down" means inactive.

*1 Available when the 1394 Interface Unit 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.121 “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.122 “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.125 “System Log Information”.

SNMP

Use the snmp command to display and edit SNMP configuration settings such as the community name.

 **Note**

- The 1394 Interface Unit 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.

❖ 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
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 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 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 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 <i>ID value</i>	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 <i>channel no.</i>	You can set the channel. You can specify from following channel. <ul style="list-style-type: none"> • 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.
key [<i>key value</i>]	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.

Parameter	Value to be configured
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.103 “TCP/IP address”
- When configuring the IEEE 802.11b TCP/IP, see p.103 “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
```

 **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 Unit, 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.135 “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.134 “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”.

1 Type “passwd”.

```
msh> passwd
```

2 Type the current password.

```
Old password:
```

3 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.

4 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

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
```

Note

- You can configure the SMTP 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 SMTP port number.

```
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 address
```

- 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
```

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 unit is installed.

^{*2} Available when the optional 802.11b interface kit is installed.

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.

Reference

You can configure SNMP from the command line using telnet. See p.107 “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 Unit 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.106 “Printer status” .

Item name	Meaning
Rank	Print job status. <ul style="list-style-type: none"> • 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.106 “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.

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.107 “Network Interface Board configuration settings information” .

Item name	Meaning
Common Mode Protocol Up/Down AppleTalk TCP/IP NetWare NetBEUI IP over 1394 *1 SCSI print *1 Ethernet interface Syslog priority NVRAM version Device name Comment Location Contact Soft switch	Up means active, Down means inactive. Internal version number. Internal version number.
AppleTalk Mode Net Object Type Zone	AppleTalk protocol in selection. Network number. Macintosh printer name. The type of printer. Name of the zone that the printer belongs to.

Item name	Meaning
TCP/IP Mode ftp lpr rsh telnet diprint web ftpc snmp ipp wins autonet EncapType Network boot Address Netmask Broadcast Gateway Access Range[☆] *2 Primary WINS Secondary WINS Time server Time Zone Time server polling time SYSLOG server Home page URL Home page link name Help page URL SNMP protocol	Up means active, Down means inactive. Frame type. Network boot. IP address. Subnet mask. Broadcast address. Default gateway address. Access Control Range. Primary WINS server address. Secondary WINS server address. NTP server address. NTP server time difference. Synchronizes interval. URL of homepage. URL name of homepage. URL of help page. Protocol used with SNMP.
NetWare EncapType RPRINTER number Print server name File server name Context name Switch Mode NDS/Bindery Packet negotiation Print job timeout	Frame type. Remote printer number. Print server name. Name of the connect file server. Context of print server. Active mode. (this value is fixed) Time of the job timeout.

Item name	Meaning
NetBEUI Switch Mode Direct print Notification Workgroup name Computer name Comment Share name[1]	(this value is fixed) (this value is fixed) Notification of print job completion. Name of the workgroup. Name of the computer. Comment. Share name (name of the printer type).
IEEE 802.11b ^{*3} SSID Channel range Channel Communication mode Rate WEP encryption Auth Encryption key	SSID being used. Channels available for use. Channel being used. IEEE 802.11b interface transmitting mode. IEEE 802.11b interface speed. Whether WEP is enabled or disabled. Validity or invalidity of the authorized mode setting when using WEP. 64-bit WEP key/128-bit WEP key.
IP over 1394 ^{*4} Device name Address Netmask Broadcast	Name of the machine. IP address. Subnet mask. Broadcast address.
SCSI print ^{*4} Bidi.	Bidirectional setting (on/off).
SMTP Server name Port number	SMTP server name. SMTP port number.
DNS Server [☆] ^{*5} Dhcp	DNS server address.
Domain name ether wlan ^{*3} ip1394 ^{*4}	Ethernet interface domain name. IEEE 802.11b interface domain name. 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.107 “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.

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.

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)
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

Message	Description and Solutions
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), Renew-Time=<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.
nbttd start.	A nbttd (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.
nprinter start. (NetWare)	(In remote printer mode) NetWare service has started.
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.

Message	Description and Solutions
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.
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.

Message	Description and Solutions
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 CAPPEXIT) 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.
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.

Message	Description and Solutions
failed to get smtp server ip-address.	<p>Failed to get SMTP server IP address. This is caused by the following.</p> <ul style="list-style-type: none"> • 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.	<p>Failed to connect the SMTP server because of timeout. This is caused by the following.</p> <ul style="list-style-type: none"> • 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.	<p>The connection to the SMTP server is denied. This is caused by the following.</p> <ul style="list-style-type: none"> • Another server other than the SMTP server has been designated. • The SMTP server port number is incorrect.
no smtp server. connection close.	<p>No response from the SMTP protocol. Cannot connect to the SMTP server. This is caused by the following.</p> <ul style="list-style-type: none"> • Another server other than the SMTP server has been designated. • The SMTP server port number is incorrect.
failed to connect smtp server.	<p>Failed to connect the SMTP server. This is caused by the following.</p> <ul style="list-style-type: none"> • 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.

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

- 1** Following the setup method in this manual, configure the file server.
- 2** 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

- 1** 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.103 “TCP/IP address”.
 - See p.91 “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.115 “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.

7

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

1 Start the Web Browser.

2 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.

3 Click [Network Config].

The dialog box for entering the password and user name is displayed.

4 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.

5 Click [TCP/IP].

6 Set WINS to active and enter the IP address of the WINS server in Primary WINS Server and Secondary WINS Server.

7 Click [Refresh].

8 Exit the Web Browser.

Using telnet

1 Connect to the remote printer using telnet.

2 Use the “set” command to make WINS active.

```
msh> set wins on
```

3 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.

4 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.

7

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	<ul style="list-style-type: none"> • 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 Unit supports TCP/IP only.

^{*2} To use NetBEUI, use the SmartNetMonitor for Client port.

INDEX

A

Access Control, 105
access type, 108
Ad hoc mode, 100
AutoNet, 116, 134

B

Boot, 105
broadcast address, 104

C

Changing Names and Comments
SmartNetMonitor for Admin, 93
Web Browser, 95
client computer, setup
Windows 2000, 33
Windows 95/98/Me, 20
Windows NT 4.0, 57
Windows XP, 45
community name, 108
configuration
access type, 108
community name, 108
LPR port printing, Windows 2000, 32
LPR port printing, Windows NT 4.0, 56
LPR port printing, Windows XP, 44
Macintosh, 81
NetWare, 59
NetWare 3.x, 64
NetWare 4.x, 5/5.1, 64
Network Interface Board, 122
Web Browser, 88
Windows 2000, 23
Windows 95/98/Me, 11
Windows NT 4.0, 47
Windows XP, 35
WINS server, 135

D

DHCP, 105, 134
dial-up router, 132
Direct Printing Port, 110
Displaying the Status of Printer
SmartNetMonitor for Admin, 96
DNS, 119
Domainname, 119

E

Energy save mode, 87
EtherTalk
Macintosh, 82

H

Host Name, 115

I

IEEE 802.11b, 112
setting, 99
using, 99
information
Network Interface Board configuration, 107
print job, 121
print log, 121
system log, 107, 125
Infrastructure mode, 100
install
NIB Setup Tool, 59
SmartNetMonitor for Client, Windows 2000, 28
SmartNetMonitor for Client, Windows 95/98/Me, 16
SmartNetMonitor for Client, Windows NT 4.0, 52
SmartNetMonitor for Client, Windows XP, 40
IPP, 109, 136

J

Job Spool, 114

L

LAN adapter number (Lana Number), 50
LPR port printing, 32, 44, 56

M

Macintosh
configuration, 81
EtherTalk, 82
printer name, 82
zone, 82
message, 125
MIB, 120

N

- NetWare
 - configuration*, 59
- NetWare 3.x
 - configuration*, 64
- NetWare 4.x, 5/5.1
 - configuration*, 64
- network boot, 105
- NIB Setup Tool, 61
 - install*, 59
 - install, SmartNetMonitor for Admin*, 60
 - precautions*, 136
 - Run NIB Setup Tool*, 60

P

- password, 89, 116
- precautions, 132
- printer name
 - Macintosh*, 82
- printer status, 106
- Pure IP
 - NetWare 5/5.1*, 70

R

- remote maintenance
 - telnet*, 102
- remote printer, setup
 - NetWare 3.x*, 72
 - NetWare 4.x, 5/5.1*, 72
- ROUTE, 112

S

- setup
 - client computer, Windows 2000*, 33
 - client computer, Windows 95/98/Me*, 20
 - client computer, Windows NT 4.0*, 57
 - client computer, Windows XP*, 45
- SLP, 112
- SmartNetMonitor for Admin, 83
- SmartNetMonitor for Client, 136
 - Windows 2000*, 27
 - Windows 95/98/Me*, 15
 - Windows NT 4.0*, 51
 - Windows XP*, 39
- SmartNetMonitor for Client, *delete the port*
 - Windows 2000*, 28
 - Windows 95/98/Me*, 16
 - Windows NT 4.0*, 52
 - Windows XP*, 40

- SmartNetMonitor for Client, *install*
 - Windows 2000*, 28
 - Windows 95/98/Me*, 16
 - Windows NT 4.0*, 52
 - Windows XP*, 40
- SmartNetMonitor for Client, *printer port*
 - Windows 2000*, 29
 - Windows 95/98/Me*, 17
 - Windows NT 4.0*, 53
 - Windows XP*, 41
- SmartNetMonitor for Client, *uninstall*
 - Windows 2000*, 29
 - Windows 95/98/Me*, 16
 - Windows NT 4.0*, 53
 - Windows XP*, 41
- SMB, 111
- SMTP, 118
- SNMP, 107, 120
- sntp, 117
- specifications, 137
- SPRINT, 111
- Status of Printer, displaying
 - SmartNetMonitor for Client*, 97
 - Web Browser*, 98
- subnet mask, 104
- system Log, 125
- system log information, 107

T

- TCP/IP address, 103
- telnet
 - remote maintenance*, 102
 - using*, 102

U

- uninstall
 - SmartNetMonitor for Client, Windows 2000*, 29
 - SmartNetMonitor for Client, Windows 95/98/Me*, 16
 - SmartNetMonitor for Client, Windows NT 4.0*, 53
 - SmartNetMonitor for Client, Windows XP*, 41

W

Web Browser, 88

Windows 2000

configuration, 23

Windows 95/98/Me

configuration, 11

Windows NT 4.0

configuration, 47

Windows XP

configuration, 35

WINS, 115

WINS server

configuration, 135

Z

zone

Macintosh, 82



Network Printing Guide