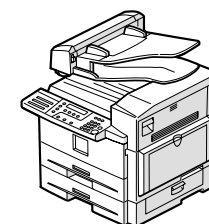

3725
F9103
LF310
3310L

Operating Instructions
<Basic Features>



-
- 1** Getting Started
 - 2** Faxing
 - 3** Registering
 - 4** Troubleshooting

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 Basic Features manual before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

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.

Laser Safety:

CDRH Regulations

This equipment complies with requirements of 21 CFR subchapter J for class 1 laser products. This equipment contains a 5 milliwatt, 760–800 nanometer wavelength, GaAlAs laser diode. This equipment does not emit hazardous light, since the beam is totally enclosed during all customer modes of operation and maintenance.

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.

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.

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.

Power Source:

115V, 60Hz

Please be sure to connect the power cord to a power source as above. For details about power source, see Chapter 10, "Connecting the Power and Switching On" in the Advanced Features manual.

Declaration of Conformity

Product Name: Facsimile

Model Number: 3725/F9103/LF310AG/3310L

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.

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 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) assigned to each terminal device 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 5.

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

- means POWER ON.
- means POWER OFF.

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NOTICE

⚠ CAUTION:

Use of controls, adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

Shielded interconnect cables must be employed with this equipment to ensure compliance with the pertinent RF emission limits governing this device.

Direct (or indirect reflected) eye contact with the laser beam may cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.
--

Note to users in the United States of America

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 **Notice:**

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one more of the following measures:

- Reorient or relocate the receiving antenna.
 - Increase the separation between the equipment and receiver.
 - Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
 - Consult the dealer or an experienced radio /TV technician for help.
-

.....

 **Warning**

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

.....

Note to users in Canada

 **Note:**

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

Remarque concernant les utilisateurs au Canada

 **Avertissement:**

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

 **Notice about the Telephone Consumer Protection Act (Valid in USA only).**

The Telephone Consumer Protection Act of 1991 among other things makes it unlawful for any person to send any message via a telephone fax machine unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business, other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity or individual. This information is transmitted with your document by the TTI (Transmit Terminal Identification) feature. In order for you to meet the requirement, your machine must be programmed by following the instructions in the accompanying Operation Manual. In particular, please refer to the chapter of Installation. Also refer to the TTI (Transmit Terminal Identification) programming procedure to enter the business identification and telephone number of the terminal or business. Do not forget to set the date and time.

Thank you.

For this machine, TTI is called FAX HEADER.

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:

- | |
|--|
| <p>⚠ WARNING:
<i>Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.</i></p> <p>⚠ CAUTION:
<i>Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.</i></p> |
|--|

⚠ 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 cartridge 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 cartridge out of the reach of children.*
- *For environmental reasons, do not dispose of the machine or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer.*
- *The inside of the machine could be very hot. Do not touch the parts with a label indicating the "hot surface". Otherwise an injury might occur.*
- *Our products are engineered to meet high standards of quality and functionality, and we recommend that you use only the expendable supplies available at an authorized dealer.*

Important Safety Instructions

Grounding

In order to prevent potentially hazardous electrical shock, provide means of connecting to the protective grounding conductor in the building, wiring those grounding conductors of power cable and 3 pins plug.

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 bath tub, 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:

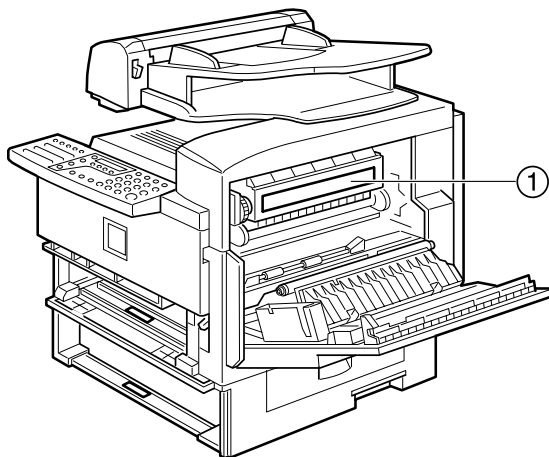
- Ne pas utiliser l'appareil près de l'eau, p.ex., près d'une baignoire, d'un lavabo, d'un évier de cuisine, d'un bac à laver, dans un sous-sol humide ou près d'une piscine.
- Éviter d'utiliser le téléphone (sauf s'il s'agit d'un appareil sans fil) pendant un orage électrique. Ceci peut présenter un 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.

Positions of Labels and Hallmarks for WARNING and CAUTION

This machine has labels and hallmarks for ,  CAUTION at the positions shown below. For safety, please follow the instructions and handle the machine as indicated.

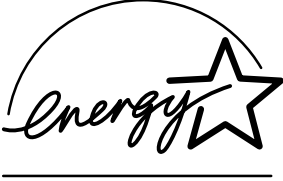
The inside of the machine becomes very hot. Do not touch the inside. Doing so could result in a burn.



①



ENERGY STAR Program

<p>ENERGY STAR®</p> 	<p>As an ENERGY STAR Partner, we have determined that this machine model meets the ENERGY STAR Guidelines for energy efficiency.</p>
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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**

At the factory, this fax machine is set to enter the low power mode after no operation takes place for more than 5 minutes. To exit the low power mode, press the **【Energy Saver/Clear Modes】** key. The machine starts printing in about 40 seconds in the Energy Saving Standby mode, or in about 30 seconds in the Fax Standby Mode.

◆ **Specification**

Low-power mode	Power Consumption	1.2W
	Default Time	5 minutes

Energy Saving Modes

Energy Saving mode enables you to avoid using unnecessary power and economize on electricity. Although we recommend you use this mode from the viewpoint of environmental consciousness, you can also turn it off.

When you install this machines for the first time, Energy Saving mode is turned on by default.

Two types of Energy Saving mode are available:

- Fax Standby: Use when you receive faxes regularly.
- Energy Saving Standby: Use when you wish to economize on power consumption.

Choose the one that best suits your circumstances.

Even though the operation panel display goes out in Energy Saving mode, Indicators that flash or light during communication or reception still work. When the Receive File indicator lights, exit Energy Saving mode and take the appropriate action.

Energy Saving Mode Type	Status	How long before you can print after exiting Energy Saving mode	Power consumption
Fax Standby	Display turns off The machine maintains the heating roller temperature at half the full temperature; warm up takes less time. (Heater half cool)	Within about 30 seconds	40W
Energy Saving Standby	Display turns off The machine lets the heating roller cool to room temperature; warm-up takes longer.(Heater off)	Within about 40 seconds	1.2W

You can turn Energy Saving mode on or off with User Parameter. When the machine is shipped, Energy Saving Standby is selected on.

The machine enters Energy Saving mode when:

- Nobody uses the machine for about 5 minutes (the machine automatically enters Energy Saving mode)
- The user holds down the Energy Saver key for about 2 seconds.

To exit Energy Saving mode:

- In Energy Saving Standby mode, press the Energy Saver key.
- In FAX Standby mode, press any key.
- Set a document.
- Pick up the optional handset or the external telephone handset.

 **Note**

- When you load paper in Energy Saving mode, no error will be displayed even if the cassette is not pushed right in.
- After loading paper, press the Energy Saver key and check that "READY" is shown on the display.

The Manual Receive indicator goes out in Energy Saving mode even if Manual Receive is turned on.

Reception in Energy Saving mode

In Energy Saving mode, documents that have been stored in memory are still sent and the machine can still receive messages.

When a message is received in Energy Saving mode, the machine prints it and returns to Energy Saving mode.

Limitation

It is not possible to enter Energy Saving mode when an original is set.

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.

How to Read this Manual

Symbols

The following set of symbols is used in this manual.

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 described 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 described in the Safety Information section.

* 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 built into the operation panel of the machine.

Manuals for This Machine

Two Facsimile Reference manuals are provided, the Basic Features manual and the Advanced Features manual. Please refer to the manual that suits your needs.

Basic Features (this manual)

The Basic Features manual explains the most frequently used fax functions and operations.

Advanced Features

The Advanced Features manual describes more advanced functions, and also explains settings for key operators.

❖ Chapter 1 Transmission Options

Explains about sending at a specific time without having to be by the machine and also taking advantage of off-peak telephone line charges.

❖ Chapter 2 Job Information

Explains about erasing a fax message stored in memory and checking the contents of any files in memory.

❖ Chapter 3 Other Transmission Features

Explains about useful features for transmission. You can find out about dialing numbers easily.

❖ Chapter 4 Reception Features

Explains about reception features. You can find out about screening out message from anonymous senders.

❖ Chapter 5 Copying

Explains about copying operations and functions.

❖ Chapter 6 Facsimile User Tools

Explains about programming frequently used functions for User Function Key and setting the Date and Time.

❖ Chapter 7 Key Operator Settings

Explains about functions the key operator handles. You can find out how to change the user parameter settings.

❖ Chapter 8 Solving Operation Problems

Explains about things you should do when an Error Report is printed and power is turned off.

❖ **Chapter 9 Maintaining Your Machine**

Explains about changing the paper size in the paper trays, cleaning the scanner and so on.

❖ **Chapter 10 Installation**

Explains about installation considerations, connecting to a telephone line, and connecting the power.

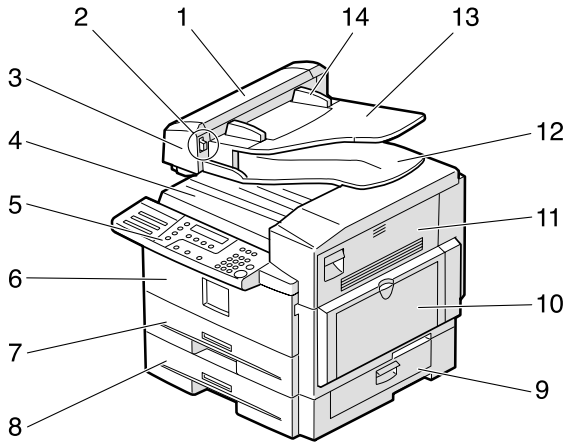
❖ **Chapter 11 Appendix**

You can check the specifications for this machine.

1. Getting Started

Guide to Components

Front View



ZFWH220E

1. ADF Cover

Cover for the document feeder (ADF).

2. Release Button

Push this button to open the document feeder.

3. Document Feeder (ADF)

Originals will be fed automatically.

4. Output Tray

Received fax messages and copies are stacked here.

5. Control Panel

Operate the machine using keys and watching the display on the Control Panel.

6. Front Cover

Open this cover when changing the toner cassette and the photo conductor unit inside the machine.

7. Main Paper Tray

Load paper here.

8. Paper Tray Unit (Option)

You can load more paper here.

9. Lower Right Cover

Open this cover to remove jammed paper fed from the optional paper tray unit.

10. Bypass Tray

A fax message can be printed, and the original is copied on the paper placed here.

11. Right Cover

Open this cover to remove jammed paper fed from the paper tray.

12. Original Output Tray

Scanned originals are stacked here.

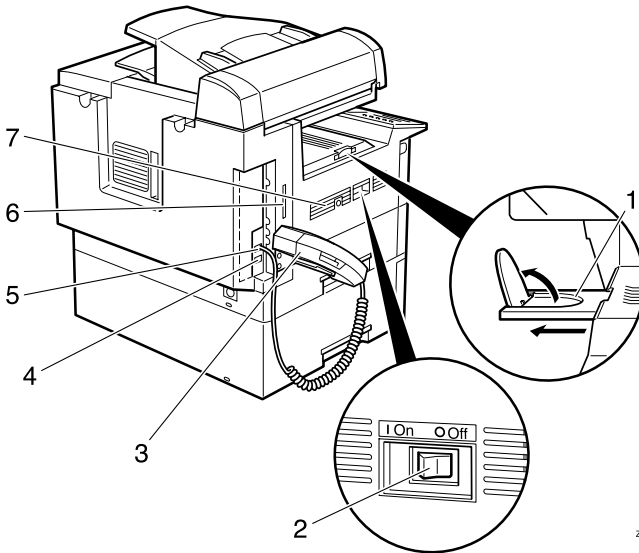
13. Original Tray

Place originals here for sending a fax and copying.

14. Original guide

Adjust the original guide to match the size of the originals.

Side View



ZFWH230N

1. Output tray guide

Pull out and raise the end fence to support large papers.

2. Power Switch

The power switch turns your machine on and off.

3. Handset (Option)

This permits voice communication.

4. G3 Line Connector

5. External Telephone Connector

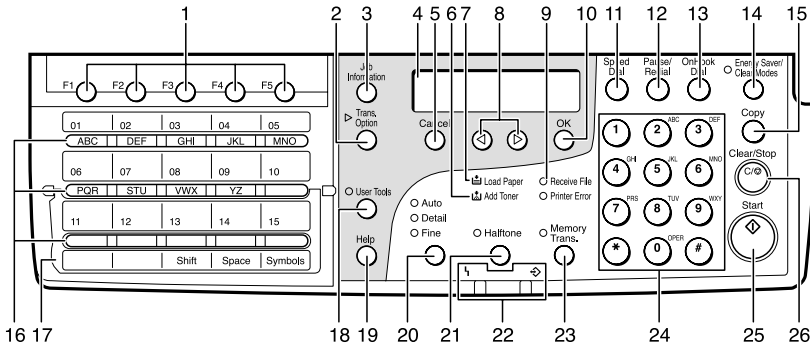
6. Memory Card Slot

Insert an optional memory card here.

7. Ventilation hole

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

Control Panel



ZFWS030N

1. User Function keys

Each of these can be programmed for rapid access to frequently used functions.

◆ Functions Programmed by Default

Key	Function
F1	Print Journal
F2	FAX Header Print
F3	TX Result Report
F4	Group Dial
F5	Dial Option

2. [Trans. Option] key

Press to change the transmission option settings. The indicator lights when option settings are changed.

3. [Job Information] key

Press to search for information on a specific job.

4. LCD display

This guides you through tasks and informs you of the machine status. A message appears here.

5. [Cancel] key

Press to cancel an operation or return to the previous display.

6. Add Toner indicator

Blinks when toner is about to run out and lights continuously when toner has run out.

7. Load Paper indicator

Lights when a paper tray is empty or the paper tray is not fully inserted.

8. ⏪ ⏩ keys

Press to move the cursor or select functions.

9. Receive File indicator

Lights when a message has been received into memory.

10. [OK] key

Press to answer " Yes " to a question displayed on the display.

11. [Speed Dial] key

Press to select a Speed Dial.

12. [Pause/Redial] key

Pause: Inserts 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.

13. [On Hook Dial] key

Use to dial a number from the numeric keypad without having to lift the handset.

14. [Energy Saver/Clear Modes] key

Energy Saver: Hold down 2 seconds to select or deselect energy saver mode. When the machine is not used for a fixed period, the machine goes into energy saver mode automatically.

Clear Modes: Press to clear any selected settings and return the machine to its previous condition.

15. [Copy] key

Press to copy the original currently loaded in the feeder.

16. Quick Dial keys

Use to dial numbers with a single touch or to enter letters and symbols. Also use for the Group Dial function.

17. Quick Dial Key Flip Plate

Flip down to access Quick Dials **[01]** to **[15]**, and flip up to access Quick Dials **[16]** to **[30]**.

Note

☐ Make sure the plate is flat against the control panel.

18. [User Tools] key

Press to enter User Tools mode. These tools allow you to customize the default settings.

19. [Help] key

Press the Help key when you want to print a help list.

20. [Resolution] key



Press to switch between **Standard**, **Auto**, **Detail** and **Fine**. When the indicator is not lit, **Standard** is selected.

21. [Halftone] key

Select halftone when faxing or copying photographs or illustrations with fine gradations. Also can be used for color originals.

22. Status Indicators

These indicators keep you informed about the current status of the unit.

-  Alarm
When the alarm indicator flashes, check the display and read the message to identify the problem (such as a paper jam or open cover).
-  Communicating
Lights during fax transmission or reception.

23. [Memory Trans.] key

Press this key to switch between Memory Transmission and Immediate Transmission modes.

When the indicator is not lit, Immediate Transmission is selected, and when the indicator is lit, Memory Transmission is selected.

24. Number keys

Use to dial fax numbers or enter the number of copies.

25. [Start] key

Press to start all tasks.

26. [Clear/Stop] key

Clear: Deletes one character or digit.

Stop: Interrupts the current operation (transmission, scanning, copying or printing).

Starting the Machine

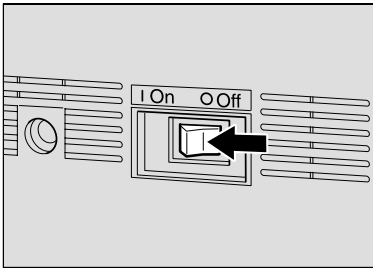
To start the machine, turn on the power switch.

Note

- ❑ This machine automatically enters Energy Saver mode if you do not use the machine for a while.

Turning On the Power

- 1** Confirm that the power cord is plugged into the outlet firmly.
- 2** Turn on the power switch.

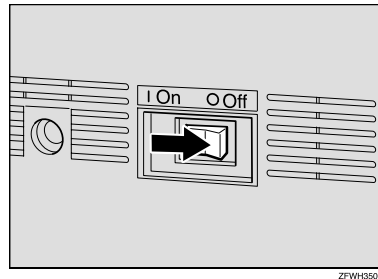


Turning Off the Power

Important

- ❑ Make sure that 100% is shown on the Fax standby display before you turn off the power switch or you unplug the power cord. Fax files programed in memory will be deleted 12 hours or more after you turn off the power switch or you unplug the power cord. The storage time might be shorter if the surrounding temperature is low or the machine has been on for less than a week.
- ❑ Fax files programmed in memory will not be deleted while the optional memory card is installed. When you install the memory card to the machine, make sure that 100% is shown on the display and turn off the power switch.

- 1** Turn off the power switch.



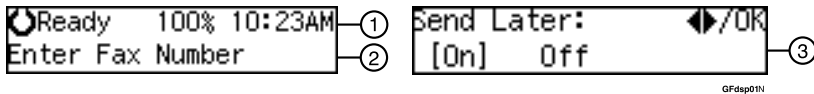
Reading the Display

The machine status and instructions are shown on the display.

Note

- This machine automatically returns to the standby display if you do not use the machine for a certain period of time. You can select the period in Fax Reset Timer. See p.64 “Setting the Fax Reset Timer”, <Advanced Features> .

Reading the Display and Using Keys



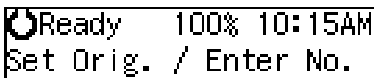
- ① Display for the machine status or currently selected function.
- ② Display for the messages.
Items which can be selected or specified.
- ③ Display for items which can be selected.

Note

- Press ◀ or ▶ to display another function on the LCD display or move the brackets to select another values.
- Press the **[OK]** key to set a selected function or entered value, and return to the previous display.
- Press the **[Cancel]** key to cancel the selected function or entered value, and return to the previous display.

Standby Display

While the machine is in standby display (immediately after it is turned on or after the **[Cancel]** key is pressed), the following display is shown.



Note

- To return the machine to standby display, do one of the following:
 - If you have set the original and have not pressed the **[Start]** key, remove the original.
 - If you have not set an original, press the **[Cancel]** key.
 - If you are in User Tools mode, press the **[User Tools]** key or the **[Cancel]** key.

Communication Display

While the machine is communicating, the status is displayed.

◆ Display during Memory Transmission or Reception:

The destination's name or fax number appears on the top of the LCD display.

```
ABC COMPANY
Set Orig. / Enter No.
```

Note

- Even when the machine is sending or receiving a fax message from/into memory, you can still scan the next original into memory.

◆ Immediate Transmission:

```
ABC COMPANY
Transmitting...
```

Display Prompts

Depending on the situation, the machine will show various prompts on the display.

◆ Instructions and Requests

```
Send Later:   Press OK
Time  [11:30] PM
```

◆ Questions

```
Store as Wildcard?
[Yes]  No
```

◆ Selections

```
Label Insertion:  ◀/OK
[On]  Off
```

◆ Status

```
ABC COMPANY
Dialing...
```


2. Faxing

Transmission Modes

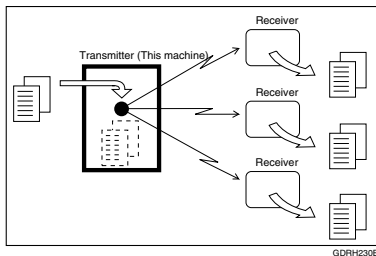
There are two types of transmission.

❖ Memory Transmission

When a fax document is stored in memory, then transmission starts automatically.

This makes it convenient when you would like to take documents back in a hurry.

You can send the same message to more than one destination in a single operation. This technique is referred to as Broadcasting.

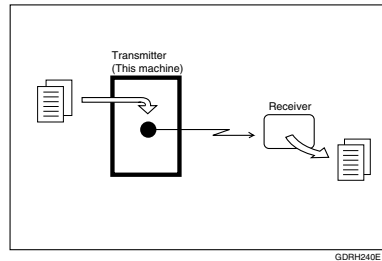


❖ Immediate Transmission

The machine dials immediately, and transmits the fax while scanning.

It is convenient when you would like to send a document immediately, and would like to check whether you have successfully connected with the other party's fax machine.

A fax document is not stored in memory.

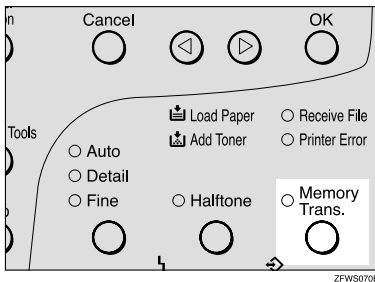


⚠ Important

- ❑ If there is a power failure, the power switch is turned off, or the plug is pulled out for a certain period of time, all documents stored in memory are deleted. As soon as power is restored, the Power Failure Report is printed to help you identify deleted documents. See p.103 "Power Failure Report", <Advanced Features> .

Switching between Memory Transmission and Immediate Transmission

Press the **【Memory Trans.】** key to switch between Memory Transmission and Immediate Transmission. When the indicator of the **【Memory Trans.】** key is not lit, Immediate Transmission is selected. When the indicator of the **【Memory Trans.】** key is lit, Memory Transmission is selected.



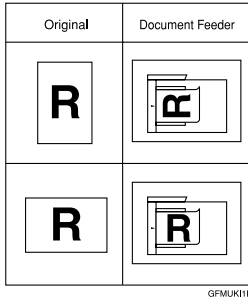
Note

- ❑ You can set whether the machine is in Memory Transmission mode or Immediate Transmission mode right after the power is turned on with the User Parameters (Switch 00 Bit 6). See p.85 “User Parameters”, <Advanced Features> .
- ❑ You can set whether the Transmission mode returns to the default mode after each transmission with the User Parameters (Switch 01 Bit 7). See p.85 “User Parameters”, <Advanced Features> .

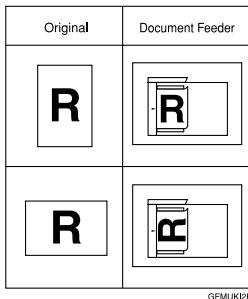
Setting Originals

You can set your originals in the Document Feeder.

◆ How to set A4, B5, A5, 5¹/₂"×8¹/₂", 8¹/₂"×11, 8¹/₂"×14" and 8"×13" size originals



◆ How to set A5 and 8¹/₂"×5¹/₂" size originals



Note

- When sending a fax, the image output at the other end depends on the size and direction of paper used in the receiver's terminal. If the receiver does not use paper of the same size and direction as that of the original, the fax image size may be reduced on output, trimmed at the 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.
- Make sure that all ink, correcting fluid, etc., has completely dried before setting your original. If it is still wet, the scanner will be marked and those marks will appear on the received image.
- You can set the original any time up until you press the **[Start]** key.

Loading Originals in the Document Feeder

Use the Document Feeder to scan in a stack of originals in one operation. The Document Feeder can handle single-sided originals.

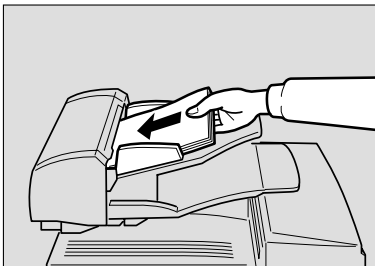
Note

- The maximum document length is 600mm (23.7") with manual assistance.
- Place all the originals to be sent in a single stack.
- Do not open the Document Feeder while it is scanning the originals or your document could be jammed.
- If an original jams, press the **[Clear/Stop]** key, and then remove the original carefully.
- If your original is bent or folded, flatten it before you set it.

Reference

For information about the sizes and number of originals that can be placed in the Document Feeder, see p.127 "Originals", <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 Document Feeder face up. Adjust the document guide to match the size of the originals again.



Note

- Set the originals gently.

Reference

For details about unsuitable originals, see p.127 "Originals unsuitable for the Document Feeder (ADF)", <Advanced Features> .

Original Sizes Difficult to Detect

The machine finds it difficult to detect the size of the following kinds of originals.

- 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

Memory Transmission

Memory Transmission is convenient because:

- Fax documents can be scanned much more quickly. Your scanned document is stored in the memory, and then sent automatically, meaning you do not have to wait for your document to send.
- While your fax document is being sent, another user can operate the machine (people do not have to wait long to use the fax machine).
- You can send the same document to more than one place with the same operation. (Broadcasting)
- There are two kinds of Memory Transmission: Parallel and Normal. See p.31 “Parallel Memory Transmission”, <Advanced Features> .

Important

- ❑ If there is a power failure (power switch is off) or the plug is pulled out for a certain period of time, all the files stored in memory are deleted. As soon as the power switch is turned on, the Power Failure Report is printed to help you identify deleted files. See p.103 “Power Failure Report”, <Advanced Features> .

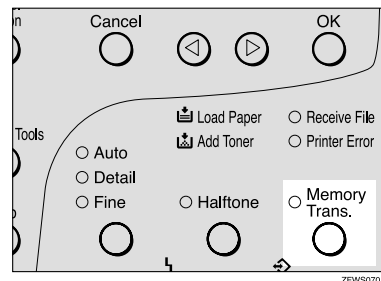
Limitation

- ❑ If memory is full (0% appears on the display), Memory Transmission is disabled. Use Immediate Transmission instead.

Note

- ❑ Maximum number of Memory Transmission files: 140
- ❑ Maximum number of destinations per Memory Transmission: 140
- ❑ Combined total number of destinations that can be stored: 300
- ❑ The theoretical maximum number of destinations you can enter with the number keys is 69, but this will depend on the amount of memory currently available.
- ❑ The number of pages that you can store in memory depends on the original images and the scan settings. You can store up to 240 standard pages (ITU-T #1 chart, Resolution: Standard, Original Type: Text).
- ❑ You can set whether the machine returns to the default transmission mode after every transmission with the User Parameters. See p.85 “User Parameters”, <Advanced Features> (Switch 01, Bit 7) .

1 Make sure that the Memory Transmission indicator is lit.



If it is not lit, press the **[Memory Trans.]** key.

2 Set the original.

 **Note**

- Do not open the Document Feeder while it is scanning in originals.

 **Reference**

p.23 "Setting Originals"

3 Select any scan settings you require. See p.32 "Scan Settings".

4 Dial. If you wish to send the same message to more than one destination, press the **[OK]** key, and then dial another destination. Repeat this step for all destinations.



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

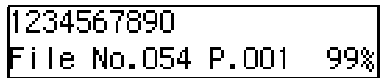
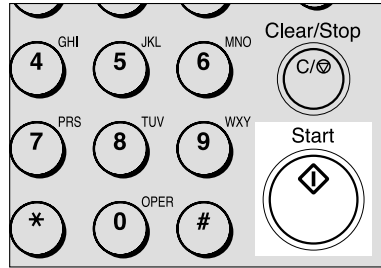
 **Note**

- When specifying a destination using a Quick Dial, the destination is added even if you did not press the **[OK]** key.

 **Reference**

p.34 "Dialing"

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

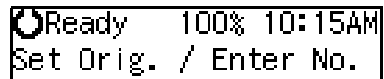


The machine starts scanning the original.

The machine calls the destination. The name or fax number which is programmed as the Own Name or Own Fax Number at the other end is shown on the top of the display.

 **Reference**

p.41 "Own Name/Fax Header/Own Fax Number"

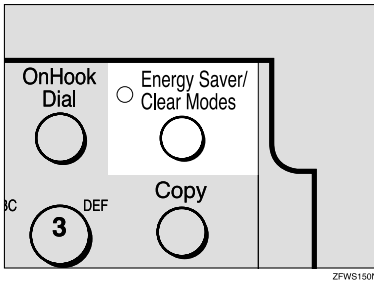


After transmission, the machine will return to standby display.

Canceling a Memory Transmission

Before the Start Key is Pressed

- 1 Press the **[Energy Saver / Clear Modes]** key.

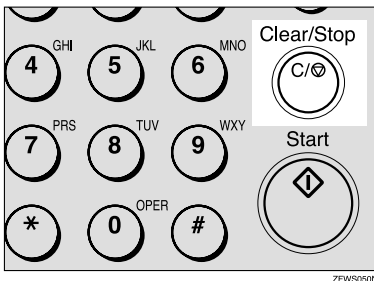


Note

- When you have already set the original, you can also cancel the transmission by removing the original from the machine.

While the Original is Being Scanned

- 1 Press the **[Clear/Stop]** key.



The machine will stop storing the original and the data will not be sent.

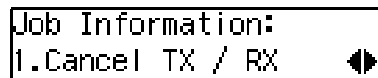
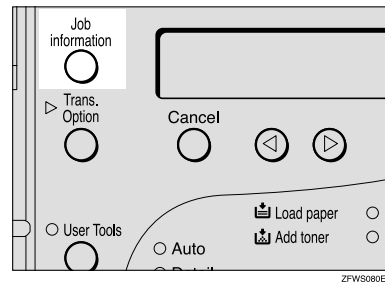
During Transmission

Use this procedure to cancel a transmission after the original has been scanned.

Note

- If transmission finishes while you are carrying out this procedure, it will not be canceled.
- If you cancel a message while it is being sent, transmission is halted as soon as you finish this procedure. However, some pages of your message may have already been sent and will be received at the other end.

- 1 Press the **[Job Information]** key, and confirm that "1. Cancel TX / RX" is displayed.



The Information menu is shown.

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

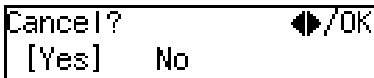
- 3 Display the file you want to delete.

Enter the file number with the number keys, or search using ⏪ or ⏩.



- 4 Press the [OK] key.

- 5 Press ⏪ or ⏩ to select " Yes "



- 6 Press the [OK] key.



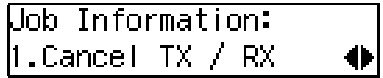
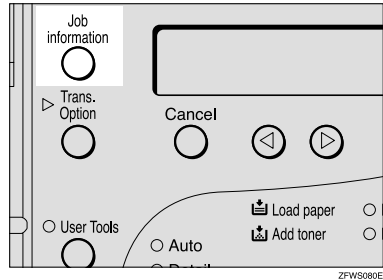
The file is erased, and the machine will return to standby display

While the Original is Awaiting Transmission

Note

- Pages already being sent to the destination cannot be canceled, even if you cancel the transmission. The transmission may be sent before you can cancel it, even if you start canceling the transmission before it is fully sent.

- 1 Press the [Job Information] key, and confirm that "1. Cancel TX / RX" is displayed.



- 2 Press the [OK] key.

- 3 Display the file you want to delete.

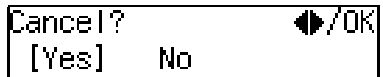
Enter the file number with the number keys, or search using ⏪ or ⏩.



If you are unable to find the file, it has already been sent.

- 4 Press the [OK] key.

- 5 Press ⏪ or ⏩ to select " Yes "



- 6 Press the [OK] key.



The file is erased, and the machine will return to standby display

Immediate Transmission

Immediate Transmission is convenient when:

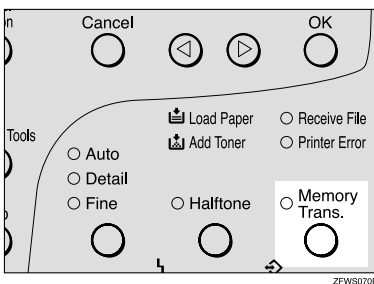
- You wish to send a document immediately as it is scanning.
- You wish to quickly check whether you have successfully connected with the other party's fax machine.
- Your machine's memory is getting full.

The machine dials immediately after you press the **[Start]** key. The message is scanned and transmitted page by page without being stored in memory.

Note

- You can only specify one destination for Immediate Transmission.
- You can set whether the machine is in Memory Transmission mode or Immediate Transmission mode right after the power is turned on with the User Parameters.
- The machine does not redial with immediate transmission.

1 Check that the Memory Transmission indicator is not lit.



If it is lit, press the **[Memory Trans.]** key.

2 Set your original.

Reference
p.23 "Setting Originals"

3 Select any scan settings you require. See p.32 "Scan Settings".

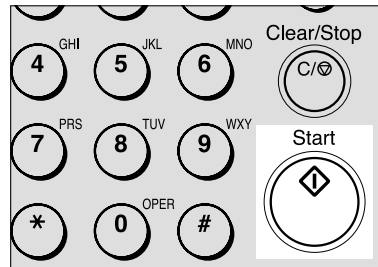
4 Dial.



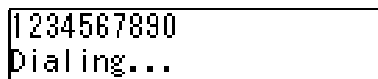
If you make a mistake, press the **[Clear/Stop]** key, and then enter the correct number again.

Reference
p.34 "Dialing"
See p.21 "Chain Dial", <Advanced Features> .

5 Press the [Start] key.




The machine calls the destination. While it is dialing, the number or name which is programmed as the Own Name or Own Fax Number in the machine of the other party is shown on the display. When connected, the machine starts scanning the original.



 **Reference**

p.41 "Own Name/Fax Header/Own Fax Number"



Ready 100% 10:15AM
Set Orig. / Enter No.

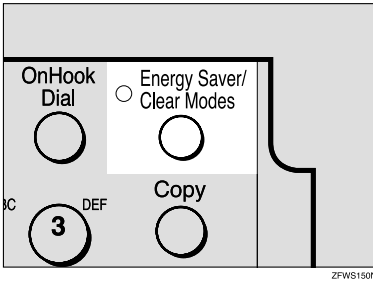
2

After transmission the machine will return to standby display.

Canceling an Immediate Transmission

Before the Start key is Pressed

- 1 Press the **[Energy Saver / Clear Modes]** key.

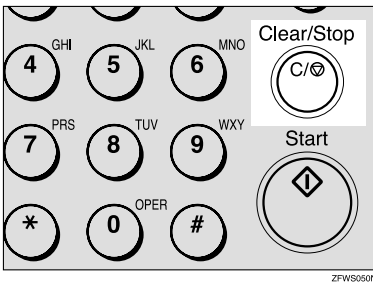


Note

- When you have already set the original, you can also cancel the transmission by removing the original from the machine.

After the Start key is Pressed

- 1 Press the **[Clear/Stop]** key, and then remove the original.



Note

- 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, Fine, Auto
- ❖ **Original Type:**
Halftone

Resolution

Images and text are scanned into the machine by converting them to a sequence 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 (**Fine**) have high quality but transmission takes longer. Conversely, low resolution (**Standard**) scanning results in less quality but your original is sent more quickly. Choose the setting that matches your needs based upon this trade off between speed and image clarity.

- ❖ **Standard (8×3.85 lines/mm, 200×100dpi)**
Select for originals containing normal sized characters.
- ❖ **Detail (8×7.7 lines/mm, 200×200dpi)**
Select for originals containing small characters or when you require greater clarity. This resolution is twice as fine as Standard.
- ❖ **Fine (8×15.4 lines/mm, 200×400dpi)**
Select for originals with very fine details or when you require the best possible image clarity. This resolution is four times as fine as Standard.
- ❖ **Auto (8×3.85 lines/mm, 200×100dpi) and (8×7.7 lines/mm, 200×200dpi)**
Select for originals containing normal size characters and small size characters. The machine will choose either Standard or Detail for originals automatically.

! Limitation

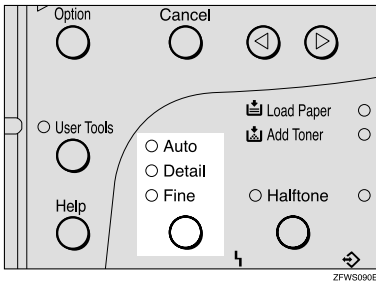
- If the other party's machine does not support the resolution at which you are sending, this machine automatically switches to a resolution which is supported.
- Sending with **Fine** resolution requires that the other party's machine has the capability to receive fax messages at **Fine** resolution.

📝 Note

- The resolution returns to the default setting after every transmission. You can change this with the User Parameters (Switch01, Bit7). See p.85 "User Parameters", <Advanced Features> .
- Auto** resolution can be selected when the machine is in memory transmission mode and it can not be selected when the machine is in immediate transmission mode.
- Standard Memory Transmission is used instead of Parallel Memory Transmission when **Auto** resolution is selected.
- Auto** resolution can not be selected when copying.

- Usually, transmission takes shorter when **Auto** resolution is selected than **Detail** resolution is selected. However, transmission for some originals containing normal size characters and small size characters takes longer because resolution modes are changed.

1 Press the **[Resolution]** key to switch between resolutions. The indicators above the key show the current selection. When none of the indicators are lit, **Standard** is selected.



Original Type

If your original contains photographs or colored illustrations, select **Half-tone** to optimize image clarity.

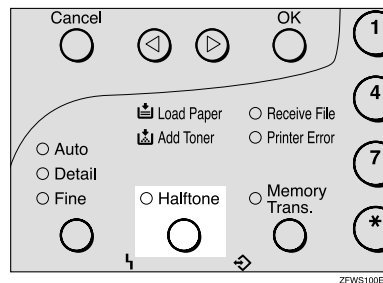
◆ Halftone

Select **Halftone** to send an original containing a halftone image such as a photograph or a color original.

📌 Note

- If you select **Halftone**, resolution is automatically set to **Detail**. Even if you do not select **Halftone** again, the resolution will not return to **Standard**.
- If you select **Halftone**, the transmission will take longer than when it is not selected.
- You can set whether the machine returns to the Original Type default setting after every transmission with the User Parameters (Switch 01 Bit 7). See p.85 "User Parameters", <Advanced Features>.

1 Press the **[Half-tone]** key.



Dialing

There are four main ways to dial a number:

- ◆ **Entering Numbers Directly**
See p.34 “Entering Numbers Directly”
- ◆ **Using Quick Dials:**
See p.35 “Using Quick Dials”
- ◆ **Using Speed Dials:**
See p.36 “Using Speed Dials”
- ◆ **Using Groups**
See p.37 “Using Groups”

Entering Numbers Directly

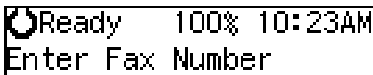
Enter numbers directly using the number keys on the right side of the operation panel.

Note

- Maximum length of a fax number: 254 digits.
- You can insert pauses and tones in a fax number. See p.35 “Pause”, p.35 “Tone”

1 Make sure that the machine is in standby display.

2 Set your original and select any scan settings you require.



Ready 100% 10:23AM
Enter Fax Number

3 Enter the fax number with the number keys.

The digits appear on the display as you enter them.



Dest.1 Press Start
1234567890

Note

- If you make a mistake, press the **[Clear/Stop]** key and enter again.
- If you wish to send this message to more than one destination, press the **[OK]** key, and then enter the next destination.

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

Limitations when dialing with the number keys

Fax numbers entered with the number keys are stored in internal memory (separate from memory for storing original data). Therefore, using the number keys, you cannot program 69 or more numbers for the following:

- Destinations specified in a Memory Transmission (including Polling Reception)
- Destinations specified in a Group

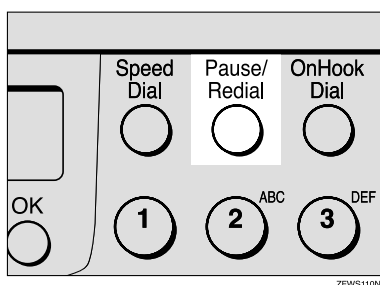
For example, when 60 destinations are registered in a Group with the number keys, only 9 destinations can be dialed for Memory Transmission from the number keys.

Note

- If a memory file is awaiting transmission and the "Exceeded the Max. Cannot Add" message is displayed when dialing with the number keys, you cannot dial any more numbers. That is because the 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 stored 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 about a two-second pause.

**Note**

- You cannot insert a pause before the first digit of a fax number.
- A pause is shown as a "-" on the display.
- You can insert a pause in numbers stored in Quick Dials and Speed Dials.

Tone

This function allows a machine connected to a pulse dialing line to send tone signals (for example if you want to use a special service on a tone dialing line). When you press the **[*]** key, the machine dials the number using tone signals.

Note

- You cannot place a tone before the first digit of a fax number.
- Some services may not be available when using the **[*]** key.
- A tone is shown as a "•" on the display.

Using Quick Dials

You can specify destinations simply by pressing the Quick Dial.

You must program the destination's fax number in a Quick Dial beforehand.

Additionally, you can store a name for the destination in Quick Dials.

Note

- To register, edit, or delete a Quick Dial, see p.46 "Quick Dial"
- To check the contents of all Quick dials, print the quick Dial list. See p.56 "Printing Reports/Lists", <Advanced Features> .
- You can have the label stored with a Quick Dial printed on the first page received at the other end.

Reference

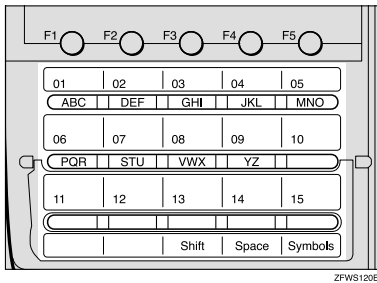
p.34 "Dialing"

1 Make sure that the machine is in standby display.

2 Set your original and select any scan settings you require.



3 Press the Quick Dial key in which the destination's number is programmed.



If the destination's name has been stored, the name is shown on the display. If it is not, the fax number is shown.



Note

- If you make a mistake, press the **[Clear/Stop]** key and try again.
- If you wish to dial another destination, press the **[OK]** key and dial another fax number.

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

Using Speed Dials

You can specify destinations simply by pressing the **[Speed Dial]** key and a Speed Dial code (00 to 49).

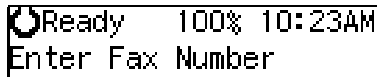
You must store the destination's fax number in a Speed Dial beforehand. Additionally, you can store a name for the destination in Speed Dials.

Note

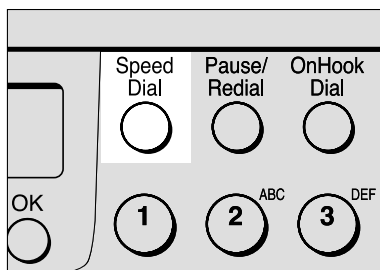
- To register, edit, or delete Speed Dial entries, see p.52 "Speed Dial"
- To check the contents of all Speed Dials, print the Speed Dial list. See p.56 "Printing Reports/Lists", <Advanced Features> .
- You can use codes 00-49 for Speed Dials.
- If a search letter is registered with a Speed Dial, you can find this number quickly using the Telephone Directory function. See p.22 "Telephone Directory", <Advanced Features> .
- You can have the label stored with a Speed Dial printed on the first page received at the other end.

1 Make sure that the machine is in standby display.

2 Set your original and select any scan settings you require.



- 3** Press the **[Speed Dial]** key.



Speed Dial: Enter No.
[] [] []

- 4** Enter the two digit code (00 to 49) for the destination with the number keys.

Dest. 1 OK to Add
☎ 00 DEF COMPANY

Note

- When a name is stored for the destination, the name is displayed, and when no name is stored, the fax number is displayed.
- If you wish to dial another destination, press the **[OK]** key and dial another fax number.
- If you make a mistake, press the **[Clear/Stop]** key, and try again.

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

Using Groups

You can store multiple destinations as a single Group and simply specify a particular Group.

You must store the destinations' fax number in a Group beforehand.

Additionally, you can store destination names and a Group name in Groups.

The method for specifying Groups differs according to the way they were programmed.

- When programmed in a Quick Dial: Press the Quick Dial key.
- When not programmed in a Quick Dial: Use the User Function Key. Group Dial is assigned to **[F4]** as a default setting. If this setting is changed, program the Group function in a User Function key (**[F1]** to **[F5]**). When you want to specify a destination, press the User Function key in which the Group Function is programmed, and then press the Group number with the number keys. See p.53 "User Function Keys", <Advanced Features> .

Limitation

- You cannot use Immediate Transmission to send Groups. You can only use Memory Transmission.

Note

- Quick Dials programmed for Groups cannot be used for any other function.
- To register, edit, or delete Groups, see p.57 "Groups"
- To check the contents of all Groups, print the Group Dial list. See p.56 "Printing Reports/Lists", <Advanced Features> .

When Specifying a Group with a Quick Dial

Make sure that the Memory Transmission indicator is lit, if not, press the **[Memory Trans.]** key to light it.

Note

- You must register Groups to Quick Dials beforehand. See p.57 "Groups"

1 Make sure that the machine is in standby display.

2 Set your original and select any scan settings you require.

```
Ready 100% 10:23AM
Enter Fax Number
```

3 Press the Quick Dial key in which the Group is programmed.

```
Dest.1 Press Start
☎02:Gp.D1 EUROPE1
```

Note

- If you make a mistake, press the **[Clear/Stop]** key and try again.
- If you wish to dial another destination, press the **[OK]** key, and then dial another fax number.

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

When Specifying a Group with the Group key

Make sure that the Memory Transmission indicator is lit, if not, press the **[Memory Trans.]** key to light it.

Note

- Group Dial is assigned to **[F4]** as a default setting. If this setting is changed, you must program the Group function in a User Function key beforehand. See p.53 "User Function Keys", <Advanced Features> .

1 Make sure that the machine is in standby display.

2 Set your original and select any scan settings you require.

```
Ready 100% 10:23AM
Enter Fax Number
```

3 Press the User Function key programmed with the Group function.

```
Group Dial: Enter No.
[Gp.D1]
```

4 Enter the Group number (1 to 5) with the number keys.

```
Dest.1 Press Start
☎Gp.D1 EUROPE1
```

Note

- If you want to specify another Group, press the **[OK]** key, and then repeat step **3** above.
- If you make a mistake, press the **[Clear/Stop]** key, and the display will return to that in step **2**.

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

Reception Modes

The machine can treat incoming fax messages and telephone calls in three ways.

◆ Manual Receive

Use this mode if your line is shared by a fax machine and a telephone but you wish to answer all calls yourself and decide whether they are fax documents or telephone calls. You must manually press the **[Start]** key to receive a fax.

The machine will ring continuously until you answer the call, so you have to be near the machine at all times.

◆ Auto Receive

Use this mode if you have a dedicated fax line. The machine assumes all calls are fax documents. It will ring once to alert you of an incoming call, and then starts receiving.

◆ Auto Select

In this mode, the machine rings a number of times. You can answer the call while the machine is ringing. If you do not answer the call, the machine automatically changes to receive fax messages.

Note

- You can change the number of rings. See p.61 "Setting the Auto Ring Time", <Advanced Features> .
- When the other party send a fax message, the machine changes to receive the fax message automatically.
- You can connect a telephone answering machine with Auto Select.

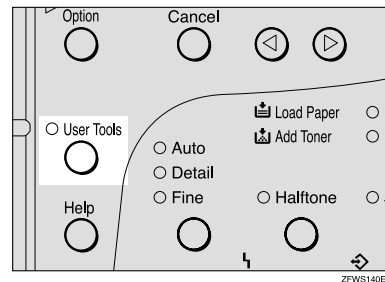
- Set a smaller number of rings for the telephone answering machine than for the fax machine.
- It could not work correctly depends on a telephone answering machine.

2

Selecting the Reception Mode

Select the Reception Mode using the following procedure.

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



User Tools:
1.Counter

2 Press **◀** or **▶** until " 2. Fax Features " is displayed.

User Tools:
2.Fax Features

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

Fax Features:
1.Program / Delete

- 4** Press \leftarrow or \rightarrow until "3. Setup" is displayed.

```
Fax Features:
3. Setup      ◀▶
```

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

```
Setup:
1. Monitor Volume  ◀▶
```

- 6** Press \leftarrow or \rightarrow until "5. Reception Mode" is displayed.

```
Setup:
4. Reception Mode  ◀▶
```

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

```
Reception Mode: ◀▶/OK
[Auto Receive]
```

- 8** Press \leftarrow or \rightarrow to select the reception mode.

```
Reception Mode: ◀▶/OK
Manual Receive
```

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

- 10** Press the **[User Tools]** key to return to the standby display.

```
Ready 100% 10:15AM
Set Orig. / Enter No.
```

3. Registering

Own Name/Fax Header/Own Fax Number

Make sure that all necessary settings are made before connecting your machine to the telephone line.

❖ Own Name

This should be your name or company name, in 20 characters or less. During communication, if the other party's fax machine supports Own Name, this replaces the Own Fax Number that follows. This name will appear on the display of the other party's fax machine, and the name registered on that machine will appear on yours.

! Limitation

- ❑ The registered name will not be used unless the other party has the same machine of the same make that supports the Own Name function.

❖ Fax Header

This is ordinarily your name or company name. Your fax header can be up to 32 characters long, and is printed on the header of every page you send.

❖ Own Fax Number (Required by international law)

This is your fax machine's phone number that must include country and area codes using 20 characters or less. During any communication, your Own Fax Number appears on their display. (Conversely their Own Fax Number appears on your display.)

Note

- ❑ In some areas, the Own Fax Number is preprogrammed by your service representative, and cannot be re-programmed by the user.

Important

- ❑ When sending a fax, your Own Fax Number is required by international law. You cannot legally connect a fax machine to the telephone system if the Own Fax Number is not programmed.

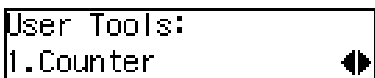
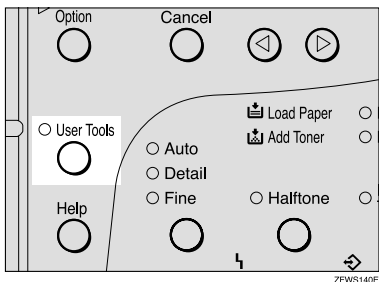
Note

- ❑ You can confirm the Own Name, Fax Header, and Own Fax Number settings in the User Parameters List. See p.90 "Printing the User Parameter List", <Advanced Features> .

Registering

The following procedure describes how to make initial settings.

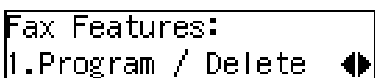
- 1 Press the **[User Tools]** key.



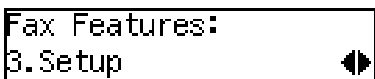
- 2 Press **⏪** or **⏩** until "2. Fax Features" is displayed.



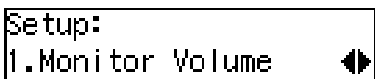
- 3 Press the **[OK]** key.



- 4 Press **⏪** or **⏩** until "3. Setup " is displayed.



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

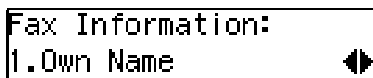


- 6 Press **⏪** or **⏩** until "6. Fax Information" is displayed.



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

Confirm that " 1. Own Name " is displayed.



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



- 9 Enter your Own Name.



Note

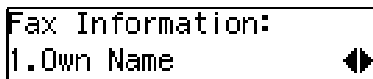
- If you want to erase a character in the name, press the **[Clear/Stop]** key.

Reference

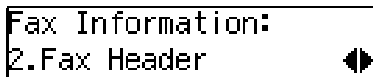
See p.67 "Entering Characters" for how to enter characters.

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

Your Own Name is programmed.



- 11 Press **⏪** or **⏩** until "2. Fax Header " is displayed.



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

The programmed Own Name is displayed.

```
Header: [ABC] /OK
MAIN OFFICE
```

13 Enter your Fax Header.

If your Fax Header is the same as your Own Name, go to step **14**.

```
Header: [ABC] /OK
MAIN OFFICE
```

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

Your Fax Header is programmed.

```
Fax Information:
2. Fax Header
```

15 Press **[Left]** or **[Right]** until "3. Own Fax Number" is displayed.

```
Fax Information:
3. Own Fax Number
```

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

```
Fax Number:

```

17 Enter your Own Fax Number.

```
Fax Number: /OK
+441234567890
```

Note

- The format of the number is normally as follows: International Dial Prefix, Your Country Code, Your Area Code (do not insert a pause after your Area Code), followed by your telephone number. Check the International Dialing Prefix and the Country Code with your local telecommunications operator.

Characters you can enter include numerals 0-9, plus symbols (+), and spaces.

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

Your Own Fax Number is programmed.

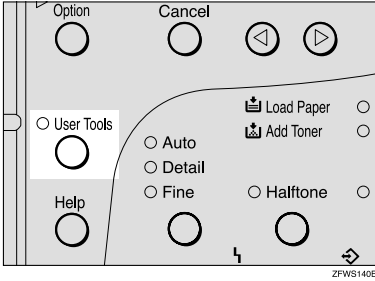
```
Fax Information:
3. Own Fax Number
```

19 Press the **[User Tools]** key to return to standby display.

Editing

The following procedure describes how to edit initial settings.

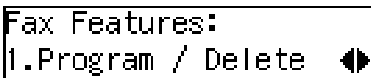
- 1 Press the **[User Tools]** key.



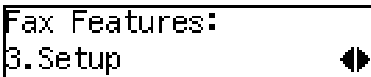
- 2 Press **◀** or **▶** until " 2. Fax Features " is displayed.



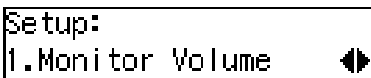
- 3 Press the **[OK]** key.



- 4 Press **◀** or **▶** until " 3. Setup " is displayed.



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



- 6 Press **◀** or **▶** until "6. Fax Information" is displayed.



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



- 8 Press **◀** or **▶** to select the item that you want to edit.

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

- 10 Press the **[Clear/Stop]** key, and then reenter the Number or Name.

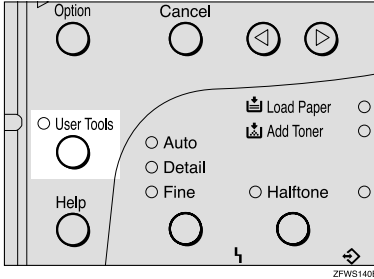
- 11 Press the **[OK]** key.

- 12 Press the **[User Tools]** key to return to standby display.

Deleting

The following procedure describes how to delete initial settings.

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



```
User Tools:
1.Counter
```

- 2 Press **[Left]** or **[Right]** until " 2. Fax Features " is displayed.

```
User Tools:
2.Fax Features
```

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

```
Fax Features:
1.Program / Delete
```

- 4 Press **[Left]** or **[Right]** until " 3. Setup " is displayed.

```
Fax Features:
3.Setup
```

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

```
Setup:
1.Monitor Volume
```

- 6 Press **[Left]** or **[Right]** until "6. Fax Information" is displayed.

```
Setup:
6.Fax Information
```

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

```
Fax Information:
1.Own Name
```

- 8 Press **[Left]** or **[Right]** to select the item that you want to delete.

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

- 10 Press the **[Clear/Stop]** key.

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

- 12 Press the **[User Tools]** key to return to standby display.

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.

3

Registering

The following procedure describes how to register fax numbers in Quick Dial keys. There are 30 Quick Dials available.

You can register the following items in each key:

- Destination fax number (up to 254 digits)
- Destination name (up to 20 characters)
- Label Insertion (whether to print the destination name on faxes sent to this number)

Important

- We recommend that you print the Quick Dial list and keep it when you program or change fax numbers. See p.56 "Printing Reports/Lists", <Advanced Features> .

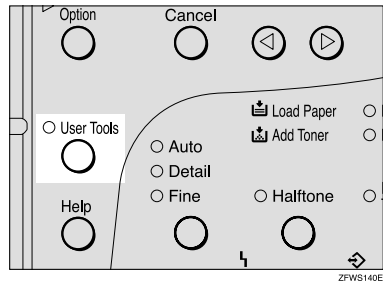
Limitation

- When a registered Quick Dial key is being used for a standby Memory Transmission, the message " This Dial is in Use. Cannot Change. " is shown and you cannot change the destination for this key.

Note

- You can confirm fax numbers stored in Quick Dials on the Quick Dial List. See p.56 "Printing Reports/Lists", <Advanced Features> .

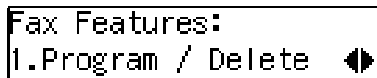
1 Press the **[User Tools]** key.



2 Press **◀** or **▶** until " 2. Fax Features " is displayed.

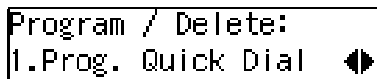


3 Press the **[OK]** key.



Confirm that " 1. Program / Delete " is displayed.

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



Confirm that " 1. Prog. Quick Dial " is displayed.

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

```
Press Key to Program
(Browse) [Left/Right]
```

6 Display the number of the Quick Dial key you want to register.

Press a Quick Dial key, or search using **[Left]** or **[Right]**.

```
001 Fax No.
[Phone Icon] [Bar Graph]
```

Note

- If a Quick Dial has already been registered, the contents are displayed. Press **[Left]** or **[Right]** to select a Quick Dial that is not programmed, and then press the **[OK]** key.

7 Enter a fax number with the number keys.

```
001 Press OK
[Phone Icon] 1234567890 [Bar Graph]
```

Note

- If you make a mistake, press the **[Clear/Stop]** key and try again.
- If you press the **[Pause/Redial]** key, the last 10 fax numbers dialed are displayed. Press **[Left]** or **[Right]** to select the fax number you want to specify, and then press the **[OK]** key.
- Make sure a Dial Option is stored in one of the User Function keys, and then enter the other party's fax number, and then press the User Function key that contains the Dial Option. You can specify SUB or SEP, SID and PWD. See p.25 "SEP Code", <Advanced Features> or p.26 "SUB Code", <Advanced Features>.

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

The fax number is programmed.

```
001 [ABC] Name
[Bar Graph]
```

9 Enter the destination name.

```
001 [ABC] /OK
[ABC COMPANY] [Bar Graph]
```

Note

- Under rare circumstances, garbled characters may appear during name registration if you use the **[Pause/Redial]** key to display the fax number of parties located in other countries. If this happens, simply delete the garbled characters using **[Left]** or **[Right]** and the **[Clear/Stop]** keys, then go on to enter the name.

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

The name is programmed.

```
Label Insertion: [Left/Right]/OK
On [Off]
```

11 Press **[Left]** or **[Right]** to select "On" or "Off".

Note

- Label insertion allows the receiver's name that is programmed in Quick Dial or Speed Dial to be printed on the fax when it is received at the other end. See p.8 "Label Insertion", <Advanced Features>.

```
Label Insertion: [Left/Right]/OK
[On] Off
```

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



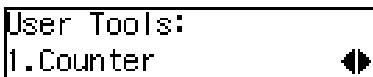
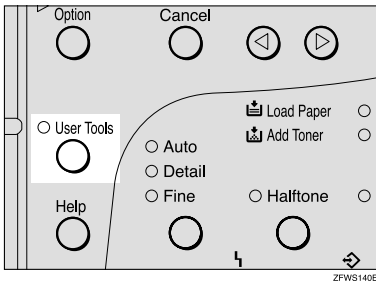
If you want to store another Quick Dial, go to step **8**.

- 13** Press the **[User Tools]** key to return to standby display.

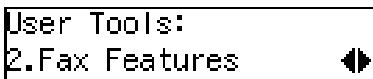
Editing

The following procedure describes how to edit fax numbers registered in Quick Dial keys.

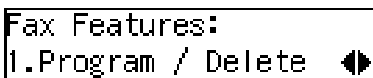
- 1** Press the **[User Tools]** key.



- 2** Press **⏪** or **⏩** until " 2. Fax Features " is displayed.



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



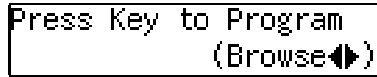
Confirm that " 1. Program / Delete " is displayed.

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



Confirm that " 1. Prog. Quick Dial " is displayed.

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



- 6** Display the number of the Quick Dial key you want to edit.

Press a Quick Dial key, or search using **⏪** or **⏩**.

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

- 8** Press the **[Clear/Stop]** key, and then reenter the fax number with the number keys.

Note

- If you make a mistake, press the **[Clear/Stop]** key and try again.
- If you press the **[Pause/Redial]** key, the last 10 fax numbers dialed are displayed. Press **⏪** or **⏩** to select the fax number you want to specify, and then press the **[OK]** key.
- Make sure a Dial Option is stored in one of the User Function keys, and then enter the other party's fax number and press the User Function key that contains the Dial Option. You can specify SUB or SEP, SID and PWD. See p.25 "SEP Code", <Advanced Features> or p.26 "SUB Code", <Advanced Features> .

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

- 10** Press the **[Clear/Stop]** key, and then reenter the destination name.

Note

- Under rare circumstances, garbled characters may appear during name registration if you use the **[Pause/Redial]** key to display the fax number of parties located in other countries. If this happens, simply delete the garbled characters using **[Left Arrow]** or **[Right Arrow]** and the **[Clear/Stop]** keys, and then go on to enter the name.

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

The name is programmed.

```
Label Insertion: [Left Arrow]/[OK]
On [Off]
```

- 12** Press **[Left Arrow]** or **[Right Arrow]** to select "On" or "Off".

Note

- Label insertion allows the receiver's name that is programmed in Quick Dial or Speed Dial to be printed on the fax when it is received at the other end. See p.8 "Label Insertion", <Advanced Features> .

```
Label Insertion: [Left Arrow]/[OK]
[On] Off
```

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

```
Program / Delete:
1.Prog. Quick Dial [Right Arrow]
```

If you want to store another Quick Dial, go to step **5**.

- 14** Press the **[User Tools]** key to return to standby display.

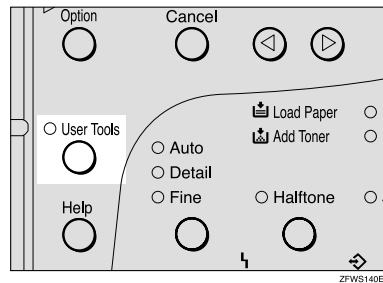
Deleting

The following procedure describes how to delete fax numbers registered in Quick Dial keys.

Limitation

- When a Quick Dial key is being used for a standby Memory Transmission, the message " This Dial is in Use. Cannot Delete. " is shown and you cannot delete the destination for this key.

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



```
User Tools:
1.Counter [Right Arrow]
```

- 2** Press **[Left Arrow]** or **[Right Arrow]** until " 2. Fax Features " is displayed.

```
User Tools:
2.Fax Features [Right Arrow]
```

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

```
Fax Features:
1.Program / Delete [Right Arrow]
```

Confirm that " 1. Program / Delete " is displayed.

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

- 5** Press **⏪** or **⏩** until "2. Del. Quick Dial" is displayed.

```

Program / Delete:
2.Del. Quick Dial
    
```

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

```

Press Key to Delete
(Browse)
    
```

- 7** Display the Quick Dial key that you want to delete.

Press a Quick Dial key or search by pressing **⏪** or **⏩**.

```

Delete?
001 DEF COMPANY
    
```

The number of the Quick Dial key and the fax number or name are displayed.

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

The stored data (fax number and name) is deleted.

```

Program / Delete:
2.Del. Quick Dial
    
```

If you want to delete another Quick Dial key, go to step **6**.

- 9** Press the **[User Tools]** key to return to standby display.

Quick Dial Key Label (Dial label)

You can print a template that can be used to make labels for Quick Dial keys. The template will have destination or Group names programmed in Quick Dial keys.

⚠ Limitation

- Set the label paper to landscape in the Bypass Tray. Portrait position will print the wrong size.

📝 Note

- To print the label template, see p.56 "Printing Reports/Lists", <Advanced Features> .

Label paper

P. 1

* * * QUICK DIAL / USER FUNCTION LABEL (AUG.21.2002 11:22AM) * * *

FAX HEADER: XYZ COMPANY

QUICK DIAL LABEL

ABC COMP	EUROPE					DEF COMP			
NY						NY			

01	ABC CO	02	EUROPE	03		04		05		06		07	DEF CO	08		09		10	
11		12		13		14		15		16		17		18		19		20	
21		22		23		24		25		26		27		28		29		30	

USER FUNCTION LABEL

PRINT	FAX	TX	RESULT	DIAL
JOURNAL	HEADER	REPORT	GROUP	OPTION

CUT ALONG THE DOTTED LINES AND SET THE LABEL(S) TO THE OPERATION PANEL.

GFREPO1E

Speed Dial

Registering

If you register numbers in Speed Dials, you can specify the fax number simply by pressing the **[Speed Dial]** key, and entering a two-digit Speed Dial number.

The following procedure describes how to register fax numbers in Speed Dials.

You can register the following items in a Speed Dial:

- Destination fax number (up to 50 numbers, up to 254 digits for each number)
- Destination name (up to 20 characters)
- A Telephone Directory search letter (A to Z)
- Label Insertion (whether to print the destination name on faxes sent to this number)

Important

- We recommend that you print the Speed Dial list and keep it when you register or change a destination.

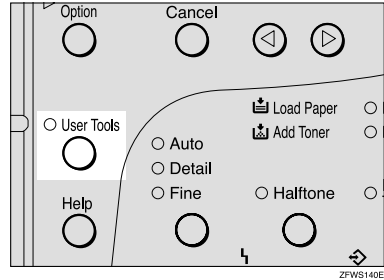
Limitation

- When a registered Speed Dial is being used for a standby Memory Transmission, the message "This Dial is in Use. Cannot Change." is shown and you cannot change the destination for this Quick Dial. .

Note

- You can specify codes 00 to 49.
- You can confirm the contents of Speed Dial numbers in the Speed Dial List. See p.56 "Printing Reports/Lists", <Advanced Features> .

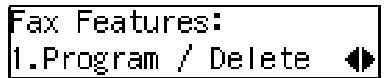
1 Press the **[User Tools]** key.



2 Press **[Left]** or **[Right]** until " 2. Fax Features " is displayed.



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



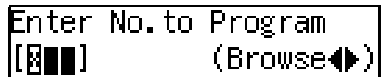
Confirm that " 1. Program / Delete " is displayed.

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

5 Press **[Left]** or **[Right]** until " 3. Prog. Speed Dial " is displayed.



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



- 7** Display the number of the Speed Dial you want to register (00 to 49).

Enter the Speed Dial number with the number keys, or search using ◀ or ▶.



Note

- If you make a mistake, press the **[Clear/Stop]** key and try again.
- If a Speed Dial number has already been stored, the contents are displayed. Press ◀ or ▶ to select an unprogrammed number, then press the **[OK]** key.

- 8** Enter a fax number with the number keys.



Note

- If you make a mistake, press the **[Clear/Stop]** key and try again.
- If you press the **[Pause/Redial]** key, the last 10 fax numbers dialed are displayed. Press ◀ or ▶ to select the fax number you want to specify, and then press the **[OK]** key.

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

The fax number is programmed.



- 10** Enter the Destination name.

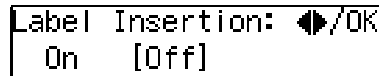


Note

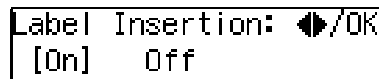
- If a destination name is already registered in the Speed Dial, the name is shown on the display. If you wish to change the destination name, press the **[Clear/Stop]** key, and then enter another name.

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

The search letter is registered.



- 12** Press ◀ or ▶ to select "On" or "Off".



Note

- Label insertion allows the destination name that is programmed in Quick Dial or Speed Dial to be printed on the fax when it is received at the other end. See p.8 "Label Insertion", <Advanced Features> .

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



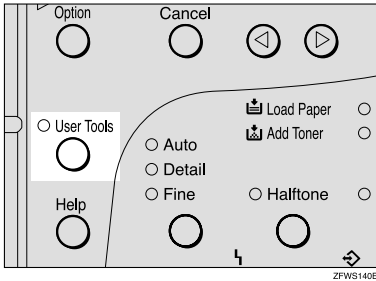
If you want to store another Speed Dial number, go to step **6**.

- 14** Press the **[User Tools]** key to return to standby display.

Editing

The following procedure describes how to edit registered Speed Dial numbers.

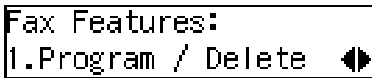
- 1 Press the **[User Tools]** key.



- 2 Press **[Left]** or **[Right]** until " 2. Fax Features " is displayed.



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

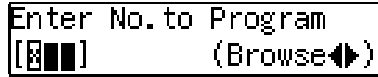


Confirm that " 1. Program / Delete " is displayed.

- 4 Press the **[OK]** key.
- 5 Press **[Left]** or **[Right]** until " 3. Prog. Speed Dial " is displayed.



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



- 7 Display the number of the Speed Dial you want to edit (00 to 49).

Enter the Speed Dial number with the number keys, or search using **[Left]** or **[Right]**.

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

- 9 Press the **[Clear/Stop]** key, and then reenter a fax number with the number keys.



Note

- If you make a mistake, press the **[Clear/Stop]** key and try again.
- If you press the **[Pause/Redial]** key, the last 10 fax numbers dialed are displayed. Press **[Left]** or **[Right]** to select the fax number you want to specify, and then press the **[OK]** key.

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

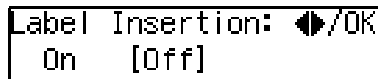
The fax number is programmed.

- 11 Press the **[Clear/Stop]** key, and then reenter the Destination name.



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

The search letter is registered.



- 13** Press **◀** or **▶** to select "On" or "Off".

```
Label Insertion: ◀/OK
[On]   Off
```

Note

- Label insertion allows the destination name that is programmed in Quick Dial or Speed Dial to be printed on the fax when it is received at the other end. See p.8 "Label Insertion", <Advanced Features> .

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

```
Program / Delete:
3.Prog. Speed Dial ▶
```

If you want to edit another Speed Dial number, go to step **13**.

- 15** Press the **[User Tools]** key to return to standby display.

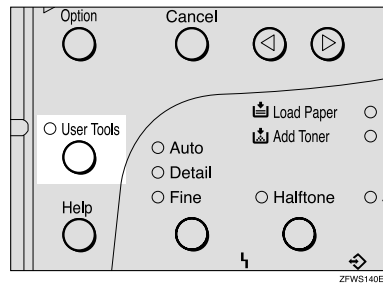
Deleting

The following procedure describes how to delete fax numbers in Speed Dials.

! Limitation

- If a registered Speed Dial is being used for a standby Memory Transmission, the message " This Dial is in Use. Cannot Delete. " is shown and you cannot delete the destination for this Speed Dial.

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



```
User Tools:
1.Counter ▶
```

- 2** Press **◀** or **▶** until " 2. Fax Features " is displayed.

```
User Tools:
2.Fax Features ▶
```

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

```
Fax Features:
1.Program / Delete ▶
```

Confirm that " 1. Program / Delete " is displayed.

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

- 5** Press **◀** or **▶** until "4. Del. Speed Dial" is displayed.

```

Program / Delete:
4. Del. Speed Dial  ◀▶
    
```

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

```

Enter No. to Delete
[8] (Browse▶)
    
```

- 7** Display the Speed Dial number you want to delete (00 to 49).
Enter the Speed Dial number with the number keys or search using **◀** or **▶**.

```

Delete?  ◀▶/OK
01 DEF COMPANY
    
```

The Speed Dial number and the fax number or name are displayed.

- 8** Press the **[OK]** key.
The programmed data (fax number and name) is deleted.

```

Program / Delete:
4. Del. Speed Dial  ◀▶
    
```

If you want to delete another name, go to step **6**.

- 9** Press the **[User Tools]** key to return to standby display.

Groups

If you regularly broadcast documents to the same set of destinations, you can combine these numbers into a group. Then just select the group and each number will be dialed in sequence automatically.

There are two ways of programming Groups:

◆ Registering groups in Quick Dial keys

If you register a group in a Quick Dial key, you can specify that group by pressing a Quick Dial key. However, if you use Quick Dial keys to register groups, you will be able to register fewer Quick Dial keys .

Note

- You cannot register another function (Quick Dials) in a Quick Dial key already used for a group. Also, you cannot register groups in a Quick Dial key already used for another function.

◆ Assigning the Group Functions to the Group key

To assign the Group Function to the Group key, you must first assign the Group function to a User Function key. To send a fax, press the Group key, and then enter the group number (1 to 5). To select a Group using a Group key, one more step is required than when using a Quick Dial key. However, multiple Groups (a maximum of five) can be stored in a Group key, thus leaving the Quick Dial keys to be used more effectively.

Registering

You can register the following items in a Group:

- Destination fax numbers
- Group name (up to 20 characters)

You can enter destination numbers using Quick Dial keys, Speed Dials, or the number keys.

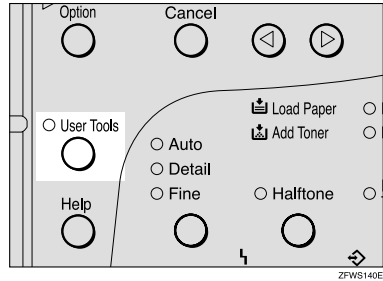
Note

- You can register up to 5 Groups.
- The maximum number of destinations you can register in a Group is 140.
- The combined maximum number of destinations you can register in all Groups is 149. This 149 can be composed of up to 30 Quick Dial numbers, 50 Speed Dial numbers and 69 numbers entered directly with the number keys.
- The number of destinations that can be registered with the number keys depends on how the machine is used. In theory you can register up to a combined maximum of 69 destinations with the number keys for all groups.
- If you register 69 destinations with the number keys, Memory Transmission using the number keys becomes unavailable, and only Immediate Transmission is available.

- ❑ If you register a Group with the number keys when a file is waiting to be transmitted, a message is shown. You sometimes cannot register any more destinations even when the number of specified destination is 68 or less.
- ❑ It is recommended that you print the Group Dial list and keep it when you register or change destinations. See p.56 "Printing Reports/Lists", <Advanced Features> .
- ❑ If you register the same destination in different Groups, it is only counted as one item.
- ❑ The table below shows how to count numbers.

Group1	Group2	Total Number of items
Quick Dial [01]	Quick Dial [01]	9
Quick Dial [03]		
Quick Dial [05]	Quick Dial [05]	
Speed Dial [02]	Speed Dial [02]	
Speed Dial [04]	Speed Dial [04]	
Speed Dial [06]		
	Speed Dial [09]	
Number keys 12345678	Number keys 12345678	
Number keys 87654321		

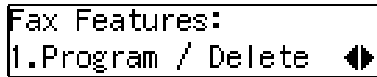
1 Press the **[User Tools]** key.



2 Press **⏪** or **⏩** until " 2. Fax Features " is displayed.



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



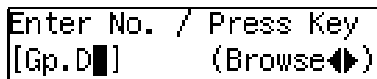
Confirm that " 1. Program / Delete " is displayed.

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

5 Press **⏪** or **⏩** until " 5. Prog. Group Dial " is displayed.



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



7 Display the number of the Group you want to register (1 to 5).

Enter the group number with the number keys, or search using ◂ or ▸.

Note

- If you make a mistake, press the **[Cancel]** key and try again.
- If a group has already been stored, the contents are displayed. Press ◂ or ▸ to select a group number that is not programmed, and then press the **[OK]** key.
- If a group is programmed, but no name is specified, the group number only is displayed on the lower line of the display.

8 Specify the destination using one of the following three methods:

Enter the fax number with the number keys.

Press a Quick Dial key.

Press the **[Speed Dial]** key, and then enter a Speed Dial number.

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

The destination is programmed.

10 Press the ◂ or ▸ to select "Add" or "Exit".

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

If you selected "Exit", go to step 10.

12 Repeat step 7 to 11 for all the destinations you want to register in the Group.

13 Enter the Group name.

Note

- If the Group name is already registered, it is shown on the display. If you wish to change the Group name, press the **[Clear/Stop]** key, and then enter another name.

14 Press the **[OK]** key to register the Group.

15 Press ◂ or ▸ to select "Yes" or "No" to be programmed in the Quick Dial key. Then press the **[OK]** key.

If you selected "No", go to step 10.

16 Press the Quick Dial key you want to register in the Group.

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

- 18 Press the **[User Tools]** key to return to standby display.

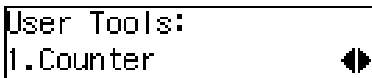
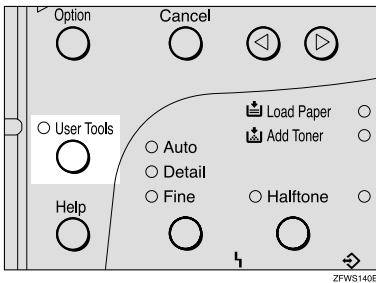
Editing

You can edit the group name or add destinations for programmed groups. To edit a destination:

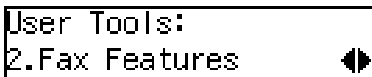
- For destinations programmed in Quick Dial or Speed Dial, edit the contents of the programmed Quick Dial or Speed Dial.
- For destinations programmed with the number keys, delete the destination you want to edit from the group, and then program the new destination.

Editing a Group Name

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



- 2 Press **[Left]** or **[Right]** until " 2. Fax Features " is displayed.



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



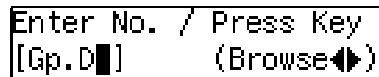
Confirm that " 1. Program / Delete " is displayed.

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

- 5 Press **[Left]** or **[Right]** until " 5. Prog. Group Dial " is displayed.



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

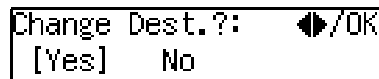


- 7 Display the number of the group you want to edit (1 to 5).

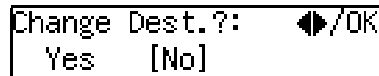
Enter the group number with the number keys, or search using **[Left]** or **[Right]**.



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



- 9 Press **[Left]** or **[Right]** to select "No".



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

- 11** Press the **[Clear/Stop]** key, and then enter the new name.

```
Gp. D1 [ABC] /OK
[Europe1]
```

Note

- If you want to delete a character of the name, press the **[Clear/Stop]** key.
- If you press the **[Cancel]** key, the display will return to that shown for step **8**.

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

The name is changed.

- 13** Press **◀** or **▶** to select "Yes" if the group was programmed in a Quick Dial, or select "No" if it was not.

```
Assign to Key? ◀/OK
[Yes] No
```

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

If you selected "No", go to step **10**.

```
Press Quick Dial Key
[05]
```

Note

- If you want to edit a programmed Quick Dial key, press the Quick Dial key, and then the **[OK]** key.

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

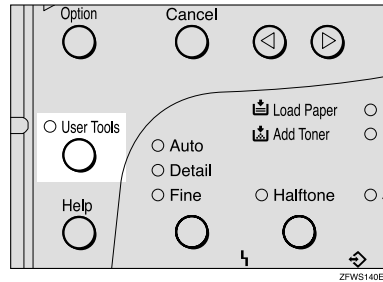
```
Program / Delete:
5.Prog. Group Dial ▶
```

If you want to program another group name, go to step **6**.

- 16** Press the **[User Tools]** key to return to standby display.

Adding a Fax Number to a Group

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



```
User Tools:
1.Counter ▶
```

- 2** Press **◀** or **▶** until " 2. Fax Features " is displayed.

```
User Tools:
2.Fax Features ▶
```

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

```
Fax Features:
1.Program / Delete ▶
```

Confirm that " 1. Program / Delete " is displayed.

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

- 5** Press **◀** or **▶** until " 5. Prog. Group Dial " is displayed.

```
Program / Delete:
5.Prog. Group Dial ▶
```

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

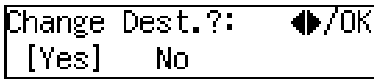
```
Enter No. / Press Key
[Gp.D] (Browse▶)
```

- 7** Display the number of the group to which you want to add a number (1 to 5).

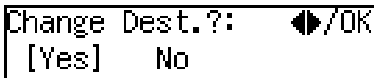
Enter the group number with the number keys, or search using ◀ or ▶.



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



- 9** Press ◀ or ▶ to select "Yes".



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



Note

- If you have finished adding destinations, select "Exit" and go to step 11.

- 11** Press ◀ or ▶ to select "Add".



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



- 13** Specify the destination using one of the following three methods:

Enter the fax number with the number keys.



Press a Quick Dial key.



Press the **[Speed Dial]** key and enter a Speed Dial number.



Note

- If you specify a Quick Dial or Speed Dial that is not programmed, "This key is Not Programmed" is displayed. Respecify the destination.

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

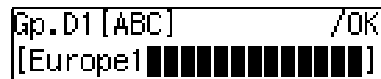
The destination is added.

- 15** To add another destination, repeat steps 11 to 14.

- 16** If you have finished adding destinations, select "Exit".



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



Note

- If you want to change the group name, press the **[Clear/Stop]** key and enter the new name.

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

```
Assign to Key? ◀▶/OK
[Yes] No
```

- 19 Press ◀ or ▶ to select "Yes" if the group was programmed in a Quick Dial, or select "No" if it was not.

```
Assign to Key? ◀▶/OK
[Yes] No
```

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

If you selected "No", go to step 22.

```
Press Quick Dial Key
[005]
```

 **Note**

- If you want to edit a programmed Quick Dial, press the Quick Dial key, and then the **[OK]** key.

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

```
Program / Delete:
5.Prog. Group Dial ▶▶
```

If you want to add another destination to the group, go to step 3.

- 22 Press the **[User Tools]** key to return to standby display.

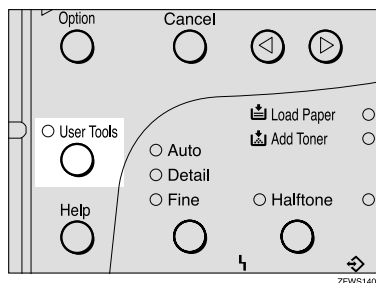
Deleting

The following procedure describes how to delete a destination from a group.

- When you delete a destination from a group programmed in a Quick Dial or a Speed Dial, the contents of the Quick Dial or Speed Dial are not deleted.

To delete a destination from a group

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



```
User Tools:
1.Counter ▶▶
```

- 2 Press ◀ or ▶ until " 2. Fax Features " is displayed.

```
User Tools:
2.Fax Features ▶▶
```

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

```
Fax Features:
1.Program / Delete ▶▶
```

Confirm that " 1. Program / Delete " is displayed.

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

- 5** Press \odot or \ominus until "5. Prog. Group Dial" is displayed.

```
Program / Delete:
5.Prog. Group Dial ◀▶
```

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

```
Enter No. / Press Key
[Gp.D] (Browse◀▶)
```

- 7** Display the group number for the destination you want to delete (1 to 5).

Enter the group number with the number keys, or search using \odot or \ominus .

```
Program? ◀▶/OK
Gp.D1 Europe1
```

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

```
Change Dest.?: ◀▶/OK
[Yes] No
```

- 9** Press \odot or \ominus to select "Yes".

```
Change Dest.?: ◀▶/OK
[Yes] No
```

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

```
Program? ◀▶/OK
[Add] Delete Exit
```

- 11** Press \odot or \ominus to select "Delete".

```
Program? ◀▶/OK
Add [Delete] Exit
```

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

```
Select Destination
with ◀▶
```

- 13** Press \odot or \ominus to display the destination you want to delete.

```
Delete? ◀▶/OK
00 London office
```

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

```
Program? ◀▶/OK
Add [Delete] Exit
```

To delete another destination, repeat steps **12** to **14**.

- 15** If you are finished deleting destinations, press \odot or \ominus to select "Exit".

```
Program? ◀▶/OK
Add Delete [Exit]
```

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

```
Gp.D1 [ABC] /OK
[Europe1 ██████████]
```

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

```
Assign to Key? ◀▶/OK
[Yes] No
```

- 18** Press \odot or \ominus to select "Yes" if the group was programmed in a Quick Dial, or select "No" if it was not.

```
Assign to Key? ◀▶/OK
[Yes] No
```

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

If you selected "No", go to step **4**.

```
Press Quick Dial Key
[005]
```

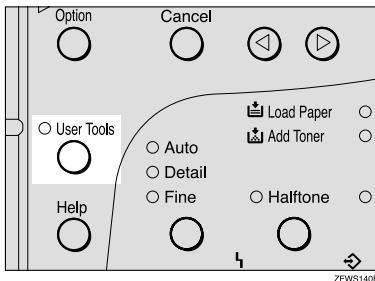
Note

- If you want to edit a programmed Quick Dial key, press the Quick Dial key and then the **[OK]** key.

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

```
Program / Delete:
5.Prog. Group Dial
```

If you want to delete another destination from the group, go to step **6**.

21 Press the **[User Tools]** key to return to standby display.**To delete an entire group****1** Press the **[User Tools]** key.

```
User Tools:
1.Counter
```

2 Press **⏪** or **⏩** until " 2. Fax Features " is displayed.

```
User Tools:
2.Fax Features
```

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

```
Fax Features:
1.Program / Delete
```

Confirm that " 1. Program / Delete " is displayed.

4 Press the **[OK]** key.**5** Press **⏪** or **⏩** until " 6. Del. Group Dial " is displayed.

```
Program / Delete:
6.Del. Group Dial
```

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

```
Enter No. / Press Key
[Gp.D] (Browse)
```

7 Display the number of the group you want to delete (1 to 5).

Enter the group number with the number keys, or search using **⏪** or **⏩**.


```
Delete?
Gp.D1 Europe1
```

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

The entire Group is deleted.

```
Program / Delete:
6.Del. Group Dial
```

9 Press the **[User Tools]** key to return to standby display.



To change and delete Quick Dials programmed as groups:

To store an entire group under a different Quick Dial key, or to delete the group from the Quick Dial key altogether, perform the following procedure:

- ① Press the **[User Tools]** key.
- ② Press **⏪** or **⏩** until " 2. Fax Features " is displayed.
- ③ Press the **[OK]** key.
- ④ Press the **[OK]** key, and then press **⏪** or **⏩** to display "5. Prog. Group Dial".
- ⑤ Press the **[OK]** key.
- ⑥ Enter the group number (1 to 5).
- ⑦ Press the **[OK]** key.
- ⑧ Press **⏪** or **⏩** to select "No", and then press the **[OK]** key.
- ⑨ Press the **[OK]** key.
- ⑩ If you want to change the Quick Dial key, press "Yes", and if you want to delete the Quick Dial key, press "No".
- ⑪ Press the **[OK]** key.
If you selected "No" in step ⑩, the Quick Dial key is deleted. Go to step ⑭.
- ⑫ If you want to change the Quick Dial key, press the new Quick Dial key.
- ⑬ Press the **[OK]** key.
The Quick Dial key is changed.
- ⑭ Press the **[User Tools]** key to return to standby display.

Entering Characters

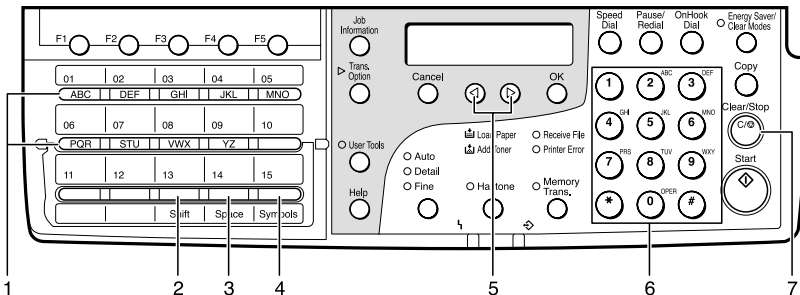
This section describes how to enter characters.

Available Characters

- Letters:
ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz
- Symbols:
_ (space) . , () / @ & \$! ' # * % + : ; < = > ? ^ [] ` { | } ~
- Numbers:
0123456789

3

Keys



ZFWS040N

1. Quick Dial 01 to 09 or Quick Dial 16 to 24 (A to Z)

Press these keys to enter upper and lower case letters.

Every time you press the same Quick Dial key, one of the three letters printed on a Quick Dial key is displayed. For example, when you press Quick Dial 01, the letter displayed changes in the order A → B → C → A as you press the key. Press to move the cursor and enter the next character.

2. **[Shift]** key (Quick Dial 13 or 28)

Use to switch between upper and lower case.

3. **[Space]** key (Quick Dial 14 or 29)

Press to enter a space.

4. **[Symbols]** key (Quick Dial 15 or 30)

Press to enter symbols.

5. or

Use to move the cursor left or right and to select a symbol.

6. **Number keys**

Use to enter numbers.

7. **[Clear/Stop]** key

Deletes the character at the cursor position. If the cursor is placed to the right of the last character at the right end of a line, that character will be deleted.

How to Enter Characters

The following procedure describes how to enter characters.




3

Note

- When you enter a character, it is shown at the position of the cursor. If there is a character at the cursor position, the entered character is shown before the character.

1 Enter letters, symbols or numbers.

Characters are entered and the cursor moves.

- For letters, press the Quick Dial keys (01 to 09 or 16 to 24). When the desired letter is displayed, press .
- For symbols, press the **[Symbols]** key and  or  to select the symbol, and then press the **[OK]** key.
- For numbers, press the number key.

Note

- When you make a mistake, press the **[Clear/Stop]** key.
- When you want to insert a character, move the cursor to the character right of the position you want to enter the character. Now the inserted character is shown left of the cursor position.

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

Wild Cards

When you register other parties' Own Name or Own Fax Numbers for multiple destinations, you can register a sequence of characters common to these identifications as a wild card instead of registering every identification.

If a destination has an Own Name or Own Fax Number containing a wild card, the machine determines that the destination matches the registered destination.

Not using a wild card

Destination to be registered (Own Name)	Number of registered identifications
NEW YORK BRANCH HONG KONG BRANCH SYDNEY BRANCH	3

Using a wild card


Destination to be registered (Own Name)	Number of registered identifications
BRANCH	1

Note

- You can register up to 30 wild cards.
- Compare identifications by neglecting spaces.
- You can use wild cards for the following functions:
 - Memory Lock
See p.72 "Memory Lock", <Advanced Features> .
 - Forwarding
See p.76 "Forwarding", <Advanced Features> .

4. Troubleshooting

Loading Paper in the Main Paper Tray

If there is no paper in the main paper tray, the  indicator on the control panel lights.

Use the following procedure to load the paper.

Important

- When loading paper, be careful not to pinch your fingers inside the machine.
- Before loading paper, make sure that the machine is not outputting a copy or received document.

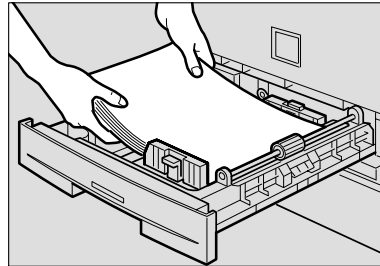
Note

- Regarding paper types and sizes that can be used, see p.128 "Paper", <Advanced Features> .
- If you want to change the paper size, see p.62 "Changing the Paper Size Setting", <Advanced Features> .

1 Make sure that the main paper tray is not being used.

2 Pull out the main paper tray until it stops.

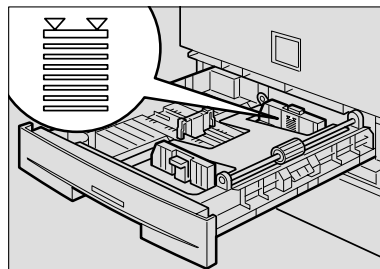
3 Push the metal plate down, and then square the paper and load it in the tray.



ZFOY280E

Important

- Do not stack paper over the limit mark.



ZFOY300E

- If paper is left in the main paper tray and you add paper, a mis-feed might occur.

Note

- Shuffle the paper before setting it in the tray.

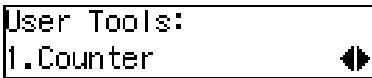
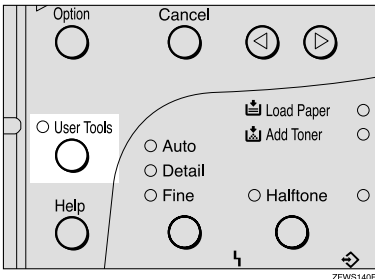
4 Push the main paper tray in until it stops.

Adjusting Volume

You can change the volume of the following sounds the machine makes.

- ◆ **On Hook**
Sounds when you press the **[On Hook Dial]** key.
- ◆ **Transmission**
Sounds when the machine send a message.
- ◆ **Reception**
Sounds when the machine receives a message.
- ◆ **Dialing**
After pressing the **[Start]** key, this sound is made until the line connects to the destination.
- ◆ **Key Tone**
Sounds when keys on the Control panel are pressed.
- ◆ **Alarm**
The sound to signal something going amiss.

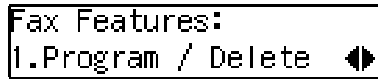
1 Press the **[User Tools]** key.



2 Press **⏪** or **⏩** until " 2. Fax Features " is displayed.

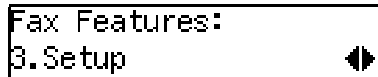


3 Press the **[OK]** key.



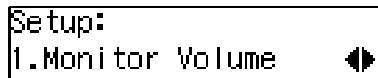
Confirm that " 1. Program / Delete " is displayed.

4 Press **⏪** or **⏩** until " 3. Setup " is displayed.

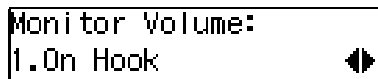


5 Press the **[OK]** key.

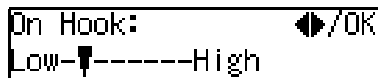
Confirm that " 1. Monitor Volume " is displayed.



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



7 Press **⏪** or **⏩** to select the item you want to adjust, and then press the **[OK]** key.

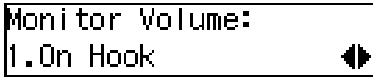


- 8** Press ◀ or ▶ to adjust the volume.



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


The volume is adjusted.



If you want to adjust another item, repeat steps **7** to **9**.

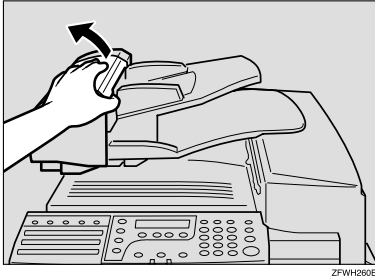
- 10** Press the **[User Tools]** key to return to standby display.

Clearing Original Jams

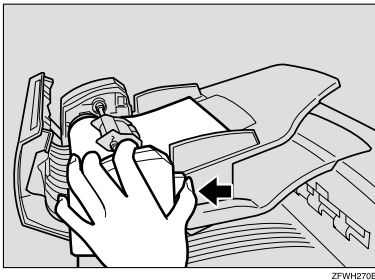
If an original is jammed, the  indicator on the Control Panel blinks and “Clear Misfed Original (S)” is displayed.

Perform the following procedure to clear the jammed original.

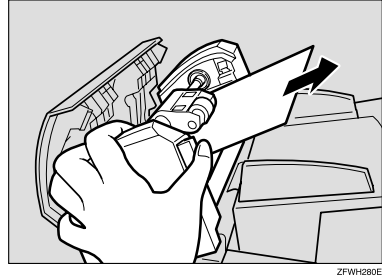
- 1** Open the ADF cover.



- 2** While pushing the release button, lift the ADF unit.



- 3** Remove the original.



- 4** Close the ADF unit and ADF cover making sure it clicks firmly into place.

Clearing a Copy, Fax, or Print Jam

If a copy, fax, or printed paper is jammed, the **H** indicator on the Control Panel blinks and “Clear Misfed Paper” is displayed.

Perform the following procedure to clear the jammed paper.

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.

Important

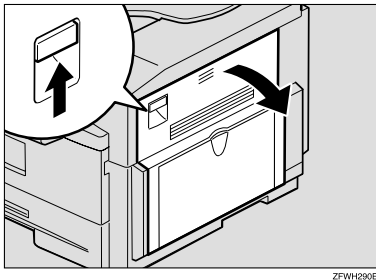
- ❑ The fusing unit and surrounding area inside the machine becomes hot during printing. To avoid injury when removing paper jams, do not touch any parts other than those specified in this manual.

Note

- ❑ If paper jams occur in the optional paper tray unit, see p.102 “Clearing a Copy, Fax or Print Jam”, <Advanced Features> .

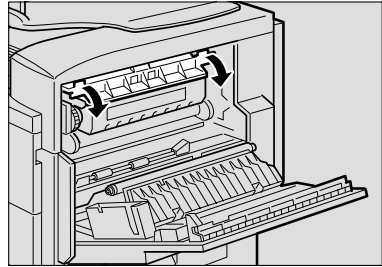
Inside the Machine

- 1** Open the right cover.



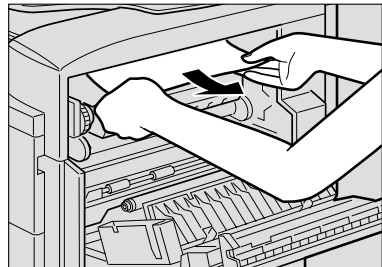
ZFWH290E

- 2** Open the blue cover.



ZFWH300E

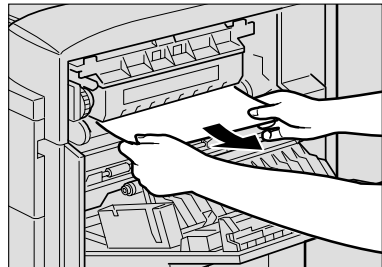
- 3** Pull out the jammed paper.



ZFWH310E

When paper is caught in the lower unit

- 1** Pull out the jammed paper.



ZFWH320E

- 4** Close the right cover making sure it clicks firmly into place.

Error Messages





The following messages may appear while you are operating or programming the machine.

Message	Problem/Solution
No Files Exist	No polling reception operations have been programmed. There are no documents in memory waiting for transmission. Incorrect file number. Check the file number and try again.
Cannot Combine : (currently selected function)	Appears when you attempt to select a function that cannot be used in combination with another currently selected function.
This Key is in Use as a Group Dial	This Quick Dial Key has a Group stored in it.
This Key is in Use as a Program	This Quick Dial Key has a Keystroke Program stored in it.
This Key is in Use as a Quick Dial	This Quick Dial Key has a Quick Dial stored in it.
This Key is Not Programmed	Either: <ul style="list-style-type: none"> • This Quick Dial Key does not contain a number. • This Quick Dial Key does not contain a Keystroke Program.
This Speed Dial No. is Not Programmed	This Speed Dial number does not contain a number.
This Dest. is Already Selected	Either: <ul style="list-style-type: none"> • This number is already included in this Group. • The same destination was specified more than once.
Insert Pause “-” After Area Code	You must add a pause after your area code when you input your fax terminal's own telephone number.
Replace Toner	The toner cassette is empty. Install a new cassette.
Clear Misfed Original(s)	A document is jammed in the feeder.
Clear Misfed Paper	Paper is jammed in the printer.
Close Front/Right Cover	A cover is not closed properly. Check that all covers are closed.
Machine is in Use. Please Wait	Machine cannot print a list/file, because the plotter is not ready.
Call Service	Machine is out of order. Contact your service representative.
Check Paper Size. Press OK to Correct.	The size of the installed paper does not match the currently selected paper size. Press the [OK] key, and then set the paper size or install the appropriate paper.

Message	Problem/Solution
This Dial is in Use. Cannot Delete. This Dial is in Use. Cannot Change.	This Quick Dial is being used (such as for a Send Later Transmission).
Some Page(s) are Blank	An almost entirely blank document was scanned. Check your document.
Reset Toner Correctly	The toner cassette is not set correctly.
Toner is Almost Empty	The toner cassette is nearly empty.
Copy Mode Locked	Copy mode is disabled. Enable it with the User Parameters.
Change ADF Maintenance Kit	Replace the ADF Maintenance Kit.
Scanner Needs Cleaning	Wipe the exposure glass and the white strip.










When the Receive File Indicator is Lit

If the **Receive File** indicator is lit, a message has been received but could not be printed for some reason. The message was stored in memory (Substitute Reception). When you solve the problem, the message will be automatically printed out. The table below lists some problems that could have caused Substitute Reception to take place and their solutions.

Why Substitute Reception Occurred	Indication/Status	Solution
Paper has run out	 is lit red.	Load paper. See p.69 "Loading Paper in the Main Paper Tray".
Toner is empty	 is lit red.	Replace the toner cassette. See Cp.117 "Replacing the Toner Cassette", <Advanced Features> . Note <input type="checkbox"/> Even if there is no toner left, you can still send fax messages.
Paper is jammed	 is lit red.	Remove the jammed paper. p.73 "Clearing a Copy, Fax, or Print Jam"
Cover is open	 is lit red.	Close the cover.

Solving Problems

This table lists some common problems and their solutions.

Problem	Required Action
Printed or sent image contains spots.	<p>The Document Feeder (ADF) or scanner is dirty. Clean them.</p> <p>Make sure that ink or correction fluid is dry before setting the original.</p> <p> Reference See p.112 "Cleaning the Scanner", <Advanced Features> .</p>
Received image is too light.	<p>Request the sender to increase the image density.</p> <p>When using moist, rough or processed paper, the printed image may be hard to see. Only use recommended paper.</p> <p> Reference See p.127 "Originals", <Advanced Features> .</p> <p>When  appears on the display, toner is beginning to run out. Replace the toner cassette soon.</p> <p> Reference See p.117 "Replacing the Toner Cassette", <Advanced Features> .</p>
Message appears blank at the other end.	<p>The original was set upside down. Set it properly.</p> <p> Reference See p.23 "Setting Originals".</p>
You want to cancel a Memory Transmission.	<p>If the original is being stored, press the [Clear/Stop] key.</p> <p> Reference See p.27 "Canceling a Memory Transmission".</p> <p>If the original is being sent, use "Cancel TX/RX" in the Job Information menu.</p> <p> Reference See p.13 "Canceling Transmission or Reception", <Advanced Features> .</p>
You want to cancel an Immediate Transmission.	<p>Press the [Clear/Stop] key.</p> <p> Reference See p.31 "Canceling an Immediate Transmission".</p>
You cannot add any destinations to a Group, even though the maximum number of destinations has not been reached.	<p>69 destinations have been programmed with the number keys. Program more numbers with Quick Dials or Speed Dials.</p> <p> Reference See p.57 "Groups"</p>

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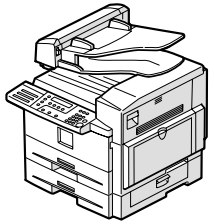
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Operating Instructions
<Advanced Features>



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 - 6** Facsimile User Tools
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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 Basic Features manual before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

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.

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.

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.

Power Source:

115V, 60Hz

Please be sure to connect the power cord to a power source as above. For details about power source, see Chapter 10, "Connecting the Power and Switching On" in the Advanced Features manual.

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

I means POWER ON.

O means POWER OFF.

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How to Read this Manual

Symbols

The following set of symbols is used in this manual.

 **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 described 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 described in the Safety Information section.

* 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 built into the operation panel of the machine.

Manuals for This Machine

Two Facsimile Reference manuals are provided, the Basic Features manual and the Advanced Features manual. Please refer to the manual that suits your needs.

Advanced Features (this manual)

The Advanced Features manual describes more advanced functions and also explains settings for key operators.

Basic Features

The Basic Features manual explains the most frequently used fax functions and operations.

❖ **Chapter 1 Getting Started**

Names and describes the parts of the control panel and machine.

❖ **Chapter 2 Faxing**

Explains basic transmission. You can also learn about other types of transmissions.

❖ **Chapter 3 Registering**

Explains how to make initial settings, such as the Own Name and Own Fax Number settings. Also explains the Quick Dial, Speed Dial and Group keys. These keys allow you to store numbers and save time when dialing. This chapter also explains how to enter letters and symbols.

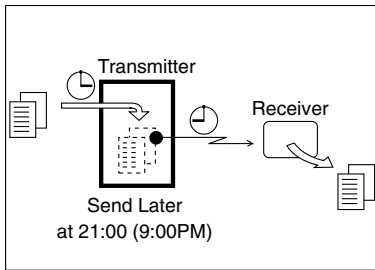
❖ **Chapter 4 Troubleshooting**

Explains clearing original jams, loading paper, changing the volume of audible signals by the machine, and how to interpret error messages. When the display or indicator show unusual information, check the list and take appropriate action.

1. Transmission Options

Sending at a Specific Time (Send Later)

Using the Send Later function, you can delay transmission of your fax message until a specified time. This allows you to take advantage of off-peak telephone line charges without having to be by the machine at the time of transmission.



Note

- You can not specify a time more than 24 hours later.

- 1** Make sure that the machine is in Facsimile mode and the standby display is shown.

```
Ready 100% 10:15AM
Set Orig. / Enter No.
```

- 2** Place your original and select any scan settings you require.

- 3** Press the **[Trans. Option]** key.

```
Trans. Option:
1. Send Later
```

- 4** Confirm that "1. Send Later" is displayed.

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

- 6** Press **[Left]** or **[Right]** to select "On".

```
Send Later: [On] Off
```

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

- 8** Press **[Left]** or **[Right]** to select "AM" or "PM".

```
Send Later: Time AM [PM]
```

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

- 10** Enter the time that you want to send the fax message with the number key.

```
Send Later: Press OK
Time [11:30] PM
```

Enter the hour setting (1 to 12). Then press **[Left]** or **[Right]**.

Then enter a 2-digit number for the minute setting (00 to 59).

Note

- If you make a mistake, press the **[Clear/Stop]** key and try again.
- If the current time shown on the display is not correct, change it. See p.60 "Setting the Date and Time".

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

The specified time is set.

12 Specify the destination.

If you want to specify another destination, press the **[OK]** key and repeat step 12.

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

 **Note**

- You can cancel a message transmission set for Send Later. See p.13 “Canceling Transmission or Reception”.

Fax Header Print

Normally, the Fax Header programmed in your machine is printed at the top of each of the pages you transmit when they are received at the other end. The top of the image will be overprinted if there is no margin at the top of the transmitted page.

Note

- You can switch this function off with the User Parameters. See p.85 "User Parameters" (Switch06, Bit0).

- 1** Make sure that the machine is in Facsimile mode and the standby display is shown.

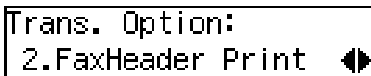


- 2** Place your original, and then select any scan settings you require.

- 3** Press the **[Trans. Option]** key.

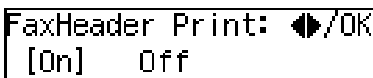
The Transmission Option menu appears.

- 4** Press **⏪** or **⏩** until "2. Fax Header Print" is displayed.



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

- 6** Press **⏪** or **⏩** to select "On".



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

- 8** Press the **[Trans. Option]** key.



- 9** Specify the destination.

If you want to specify another destination, press the **[OK]** key and repeat step **9**.

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

Sending Confidential Messages

1

This feature is called Confidential Transmission. Use this feature if you do not want your message to be picked up casually by anybody at the other end. The message will be stored in the memory at the other end. It will not be printed until the Confidential ID is entered.

There are two types of Confidential Transmission.

◆ Normal Confidential Transmission

The other party can print the message by entering the ID that was previously stored in the other party's terminal using the Confidential ID feature.

◆ Confidential ID Override

If 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. Anybody entering the machine's Confidential ID will not be able to see the message. Before you send the message, do not forget to tell the intended receiver what code must be entered to print the message.

To set up a confidential transmission, do the following:

! Limitation

- The machine at the other end must have memory space available and it must have the Confidential Reception feature.
- This is a proprietary function, and as such it only functions with machines produced by the same manufacturer that have this function.

✎ Note

- A Confidential ID can be any 4-digit number except 0000.
- Before sending a confidential message, it is recommended that you call the receiver and advise them that you are sending a fax message in this manner.

1 Place your original and select any scan settings you require.

2 Press the **[Trans. Option]** key.

3 Press **⏪** or **⏩** until "3. Confidential TX" is displayed.

```
Trans. Option:
3. Confidential TX  ⏪
```

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

5 Press **⏪** or **⏩** to select "On".

```
Conf. TX:  ⏪/OK
[On]  Off
```

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

7 Select the type of Confidential Transmission.

Normal Confidential Transmission:

1 Press **⏪** or **⏩** to select "Default".

```
Conf. TX:  ⏪/OK
[Default] Override
```

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

Normal Confidential Transmission is set.

3 Specify the other party's fax number.

Confidential ID Override Option:

- 1 Press **◀** or **▶** to select "Override".

```
Conf. TX:          ◀/OK
Default [Override]
```

- 2 Press the **[OK]** key.
Confidential ID Override is set.
- 3 Enter the Confidential ID (4-digits) with the number keys.

```
Conf. TX:          Press OK
ID [1234]
```

- 4 Press the **[OK]** key.
- 5 Specify the other party's fax number.

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

 **When sending messages to fax machines produced by other manufacturers**

Normally you can only send and receive confidential faxes between machines of the same make which support confidential sending and receiving. However, if the other party's fax is not the same as your own, you can still send and receive confidential fax messages if the other party's fax machine supports the SUB/SID function. See p.26 "SUB Code".

Label Insertion

1

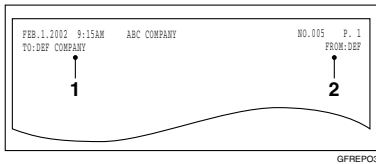
With this function, you can have the receiver's name programmed in Quick Dial or Speed Dial printed on the message when it is received at the other end. The name will be printed at the top of the page and will be preceded by "To".

If you program the Label Insertion function in a Quick Dial or Speed Dial, the function is enabled when you select "On". This function cannot be used if the other party's name is not programmed.

If you select the Label Insertion function and then enter your personal code, your personal code will also appear on the page. "From" is automatically inserted before your personal code. This function is available when personal code is registered and the Restricted Access is turned on.

Note

- You can set this function for each destination.



1. Name that is registered in the Quick Dial or Speed Dial key.

2. Name that is assigned to the Personal Code.

Reference

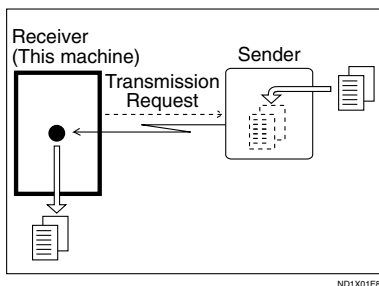
To program the Label Insertion function in a Quick Dial, see p.46 "Quick Dial", <Basic Features>.

To program the Label Insertion function in a Speed Dial, see p.52 "Speed Dial", <Basic Features>.

For details about personal codes, see p.91 "Personal Codes".

Calling to Request a Message (Polling Reception)

Use this function if you want to poll a message from another terminal. You can also poll documents from many terminals.



There are two types of Polling Reception:

◆ Secured Polling Reception

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 an ID are received (Free Polling).

◆ Stored ID Override Polling Reception

You must enter an Override Polling ID unique to this transmission. This ID overrides 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 does not require an ID are received (Free Polling).

● Limitation

- ❑ Polling Reception requires that the other machine can perform Polling Transmission.
- ❑ To receive a message sent by any Secured Polling Transmission or Stored ID Override Polling Transmission, it is necessary to specify the same Polling ID as the sender's.
- ❑ To receive a message sent by Secured Polling Transmission or Stored ID Override Polling Transmission, the sender must be a machine of the same manufacturer and equipped with the Polling Reception function.

📝 Note

- ❑ The communication fee is charged to the receiver.

- 1** Make sure that the machine is in Facsimile mode and the standby display is shown.

```
Ready 100% 10:15AM
Set Orig. / Enter No.
```

- 2** Press the **[Trans. Option]** key.

- 3** Press **⏪** or **⏩** until "4. Polling RX" is displayed.

```
Trans. Option:
4.Polling RX
```

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

- 5** Press **⏪** or **⏩** to select "On".

```
Polling RX: [On] Off
```

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

7 Select the type of Polling Reception.

Secured Polling Reception

1 Press **[Left]** or **[Right]** to select "Default".

```

Polling RX:  ◀/OK
[Default] Override
  
```

Stored ID Override Polling Reception

1 Press **[Left]** or **[Right]** to select "Override".

```

Polling RX:  ◀/OK
Default [Override]
  
```

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

```

Polling RX:
Override ID [■■■■]
  
```

3 Enter the Polling ID (4 digits) with the number keys or Quick Dial keys.

```

Polling RX:  Press OK
Override ID [1234]
  
```

 **Note**

- You can enter A to F by the Quick Dial keys.
- You can enter 0 to 9 by the number keys.
- 0000 and FFFF can not be entered.

If you make a mistake, press the **[Clear/Stop]** key and try again.

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

9 Specify the other party's fax number.

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

 **Polling Documents from Other Manufacturer's Fax Machines:**

Standard Polling Reception only works with machines of the same manufacturer that have the Polling Reception function. However, if the other party's fax machine supports SEP Code Polling Reception, you can receive documents from them using SEP Code. (See p.25 "SEP Code".)

File Reserve Report (Polling RX)

This report is printed after Polling Reception has been set up.

You can check the date and time, Fax Header, File No., Transmission condition and the Other party's name with this report.

 **Note**

- You can turn this function on or off with the User Parameters. See p.85 "User Parameters" (Switch03, Bit3).

Communication Result Report (Polling RX)

This report is printed after a Polling Reception has been completed and shows the result of the Polling Reception.

You can check the date and time, Other party's name and result with this report.

 **Note**

- You can also check the result of a Polling Reception with the Journal.
- You can turn this function on or off with the User Parameters. See p.85 "User Parameters" (Switch03, Bit4).

2. Job Information

Canceling Transmission or Reception

Transmission files are originals that have been stored in memory and are awaiting transmission. The functions that produce transmission files are Memory Transmission and Polling Reception.

If you notice an error in the destination specified or the document content after scanning a document into memory, you can cancel transmission of that document. This is done by searching for the document in the fax machine's memory and deleting it.

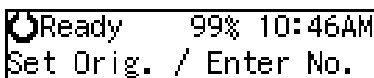
Note

- You can cancel Memory Transmission even while files are being sent. However, any pages that have already been sent cannot be canceled.
- To cancel transmission in progress, press the **[Clear/Stop]** key.
- You can print out a File List to confirm the transmission files stored in memory.

Reference

For details about Memory Transmission and Polling Reception, see p.25 "Memory Transmission", <Basic Features>, and p.9 "Calling to Request a Message (Polling Reception)".

- 1** Make sure that the machine is in Facsimile mode and the standby display is shown.



```
Ready 99% 10:46AM
Set Orig. / Enter No.
```

- 2** Press the **[Job Information]** key.



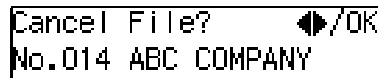
```
Job Information:
1.Cancel TX / RX
```

Confirm that " 1. Cancel TX / RX " is displayed.

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

- 4** Display the file you want to cancel.

To display the file, enter the file number with the number keys or press $\text{\textcircled{4}}$ or $\text{\textcircled{5}}$ until the file number is displayed.

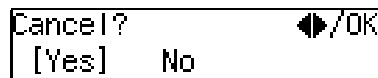


```
Cancel File?
No.014 ABC COMPANY
```

Note

- If you make a mistake, press the **[Cancel]** key and try again.
- If you cannot find the file you want to cancel, the document has already been sent.

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



```
Cancel?
[Yes] No
```

- 6** Confirm that you have selected the correct file, and press the **[OK]** key.

" Trans. Cancelled File Deleted " is displayed, and the machine returns to the standby display.

Printing a List of Files in Memory (Print File List)

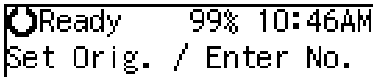
Print this list if you wish to find out which files are stored in memory and what their file numbers are. Knowing the file number can be useful (for example when erasing files).

2

Note

- The contents of an original stored in memory can also be printed. See p.15 "Printing a Stored Message (Print TX File)".

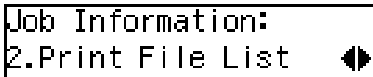
- 1** Make sure that the machine is in Facsimile mode and the standby display is shown.



Ready 99% 10:46AM
Set Orig. / Enter No.

- 2** Press the **[Job Information]** key.

- 3** Press **⏪** or **⏩** until " 2. Print File List " is displayed.



Job Information:
2.Print File List **▶**

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

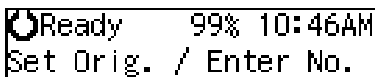
- 5** Press the **[Start]** key.

The File List is printed out and the machine returns to the standby display.

Printing a Stored Message (Print TX File)

If you wish to check the contents of a fax that is stored in memory and has not been sent yet, use this procedure to print it out.

- 1 Make sure that the machine is in Facsimile mode and the standby display is shown.

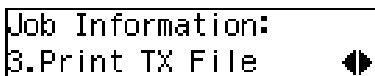


Ready 99% 10:46AM
Set Orig. / Enter No.

- 2 Press the **[Job Information]** key.

The Information menu is shown.

- 3 Press **[Left]** or **[Right]** until "3. Print TX File" is displayed.



Job Information:
3. Print TX File 

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

- 5 Display the file you want to print.

The registered name or fax number appears on the lower line.

Note

- Enter the file number with the number keys or search using **[Left]** or **[Right]**.
- If you make a mistake, press the **[Cancel]** key and try again.

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

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

The document is printed and the machine returns to the standby display.

Printing a Confidential Fax Message

This feature is designed to prevent messages from being picked up casually by anyone when they are received. 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 "Receive File" indicator flashes.

Note

- Before using this function, program your Confidential ID. (See p.94 "ID Code" .)
- If you receive a fax by Confidential ID Override Reception, enter the override Confidential ID.
- When the other party send fax messages with SUB code, perform the following steps for printing a confidential fax message. Tell the other party that SUB code is 8 digits or less. This function is not available in Germany and some areas.

Important

- If the power switch is off for a certain period of time, all Confidential Messages are deleted. If this happens, use the Power Failure Report to identify which messages have been lost. (See p.103 "Power Failure Report".)

1 Press the **[Job Information]** key.

2 Press **⏪** or **⏩** until "4. Print Conf. RX" is displayed.

```
Job Information:
4.Print Conf. RX  ⏪
```

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

```
Conf. RX:
ID [■■■■■■■■]
```

4 Enter the Confidential ID (4 digits) with the number keys.

The Confidential ID you entered is not displayed.

Note

- If the other party send fax messages with SUB code, enter SUB code (8 digits or less).

```
Conf. RX:          Press OK
ID [****■■■■]
```

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

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

The document is printed and the machine returns to standby display.

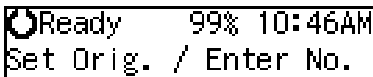
Printing a Memory-locked Message

This is a security function that prevents unauthorized individuals from reading printed 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 "Receive File" indicator flashes. See p.72 "Memory Lock".

Note

- Before you start, register your Memory Lock ID. (See p.94 "ID Code".)
- Messages received by Polling Reception are automatically printed even if this function is switched on.
- If the power switch is turned off for a certain period of time, all messages protected by Memory Lock are deleted. If this happens, use the Power Failure Report to identify which messages have been lost. (See p.103 "Power Failure Report".)

- 1** Make sure that the machine is in Facsimile mode and the standby display is shown.

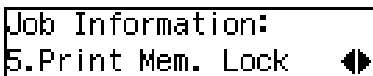


```

Ready 99% 10:46AM
Set Orig. / Enter No.
  
```

- 2** Press the **[Job Information]** key.

- 3** Press **⏪** or **⏩** until "5. Print Mem. Lock" is displayed.

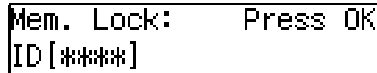


```

Job Information:
5. Print Mem. Lock  ⏩
  
```

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

- 5** Enter the Memory Lock ID (4 digits) with the number keys.



```

Mem. Lock: Press OK
ID [****]
  
```

The Memory Lock ID you entered is not displayed.

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

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

The document is printed out and the machine returns to standby display.

Printing the Journal

When automatic communication report printing is turned on, the Journal is printed automatically after every 50 communications (receptions + transmissions). You can also print a copy of the Journal at any time by following the procedure below.

2

Note

- The sender's name column of the Journal is useful when you need to register a Specified Sender.
- If you do not want the Journal to be printed automatically, you can turn automatic printing off. See p.85 "User Parameters" (switch 03, bit 7).

1 Make sure that the machine is in Facsimile mode and the standby display is shown.

```

Ready 100% 10:15AM
Set Orig. / Enter No.
  
```

2 Press the **[Job Information]** key.

3 Press **◀** or **▶** until "6. Print Journal" is displayed.

```

Job Information:
6.Print Journal  ◀▶
  
```

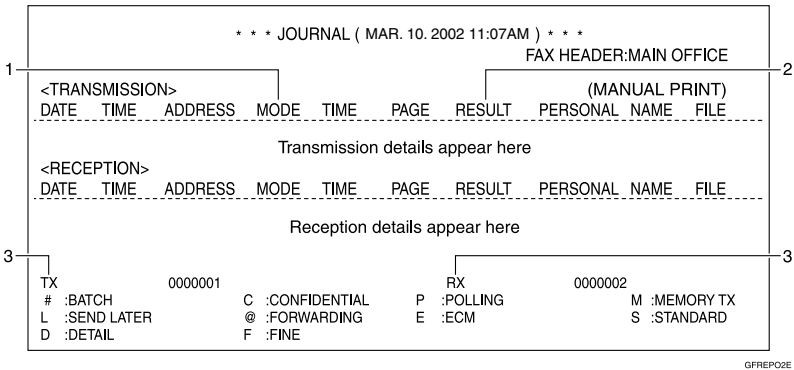
4 Press the **[OK]** key.

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

The report is printed and the machine returns to the standby display.

Report Formats

2



1. The Mode Column

Codes and alphabet on this column inform the type of communication. These codes are explained on the bottom of the report.

2. The Result Column

- OK: Successful communication
- E: An error occurred
- D: Power Failure

3. The Footnote on the Journal

- Transmission counter: Total number of transmitted pages
- Reception counter: Total number of received pages

3. Other Transmission Features

Handy Dialing Functions

Chain Dial

This function allows you to compose a telephone number from various parts, some of which may be registered in Quick Dials or Speed Dials and some of which may be entered using the number keys.

You can program commonly used area or country codes into Speed Dials or Quick Dial keys.

Example: 01133-1-5551234 (From the United States to Paris).

Assume that the following Quick Dial and Speed Dial numbers have already been programmed.

- Quick Dial **[03]** = 01133 (Overseas to France)
- Quick Dial **[02]** = 1 (Paris)
- Speed Dial **[0][1]** = 5551234

Note

- For Memory Transmission and Immediate Transmission, insert a pause between numbers. For On Hook Dial and Manual Dial, no pause is needed.
- Maximum length of telephone or fax number: 254 digits

Reference

For registering fax numbers to Speed Dials or Quick Dial keys, See p.52 "Speed Dial", <Basic Features> or p.46 "Quick Dial", <Basic Features>.

- 1** Set your original and select any scan settings you require.

- 2** Press Quick Dial key **[03]**.



```
Dest.1   Press Start
☎03 FRANCE
```

- 3** Press the **[Pause/Redial]** key.




```
Dest.1   Press Start
☎01133- ████████████████████
```

- 4** Press Quick Dial key **[02]**.



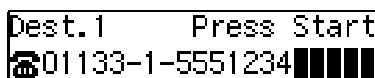
```
Dest.1   Press Start
☎01133-1 ████████████████████
```

- 5** Press the **[Pause/Redial]** key.



```
Dest.1   OK to Add
☎01133-1- ████████████████████
```

- 6** Press the **[Speed Dial]** key, and then press **[0][1]**.



```
Dest.1   Press Start
☎01133-1-5551234 ████████
```

If you want to send the same fax to another party, press the **[OK]** key and repeat the above steps from step **2**.

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

Telephone Directory

This function lets you find a registered Speed Dial quickly by just entering a single letter, for example, the first letter of the name registered for that number.

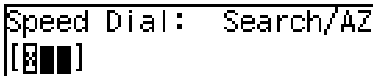
Note

- Speed Dial codes cannot be searched for by symbol or number.
- Names enclosed within brackets are not searched.

1 Set your original, and then select any scan settings you require.

2 Press the **[Speed Dial]** key.

3 Enter the search letter by pressing one of the Quick Dial keys (A to Z).



Note

- The names or fax numbers registered in Speed Dials are shown in numerical order on the display.

4 Press **[Left]** or **[Right]** until the destination you are searching for is displayed, and then press the **[OK]** key.



Note

- If you make a mistake, press the **[Cancel]** key and try again.
- If you wish to dial another destination, press the **[OK]** key and dial another fax number.

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

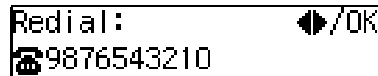
Redial

The machine can recall the last 10 destinations that have been dialed. If you wish to send a message to a destination which you faxed recently, the Redial function saves you from finding and entering the number again.

1 Place your original and select any scan settings you require.

2 Press the **[Pause/Redial]** key.

3 Press **[Left]** or **[Right]** until the destination you want to redial is displayed.



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

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

Note

- The following kinds of destinations can not be recalled.
 - Quick Dials
 - Speed Dials
 - Group Dials
 - Any destinations if multiple destinations were dialed
 - Destinations dialed by Redial (regarded as already memorized)

On Hook Dial

You can send a fax message without lifting the receiver, while still listening to the dial tone.

If the other party has a telephone fax machine, you can talk by lifting the receiver after your machine has connected to theirs.

Reference

See p.70 “Adjusting Volume”, <Basic Features>.

1 Place your original, and then select any scan settings you require.

2 Press the **[On Hook Dial]** key.



You will hear a 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. If you make a mistake, press the **[On Hook Dial]** key and return to step **2**.

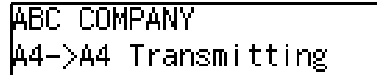
Note

- You can change the volume of sound with  or .

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).



The originals are transmitted.



After transmission, the machine will return to standby display.

Manual Dial

The external telephone is required.

You can send a fax message using an external telephone.

Note

- The result of transmission with manual dial is not mentioned in the Transmission Result Report (Immediate Transmission).

3

1 Place your original, and then select any scan settings you require.

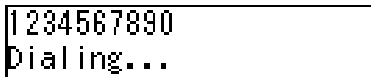
2 Pick up the external telephone.

You will hear a tone.

3 Dial.

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.




```
1234567890
Dialing...
```

Note

- If the other party answers the phone, inform them that you are sending a fax.

5 Replace the handset of the external telephone.

After transmission the machine will return to standby display.



```
Ready 100% 10:15AM
Set Orig. / Enter No.
```

Transmission Features

SEP Code

If you want to receive a message stored in the memory of another party's fax machine, use this function. The machine will receive the message with the SEP and PWD code that matches the SEP and PWD code you enter in the following procedure.

Preparation

You need to assign the Dial Option function to a User Function key beforehand. See p.53 "User Function Keys".

Note

- The ID can be up to 20 digits long and consist of numbers, spaces, **【#】** and **【*】**.
- Make sure the ID matches the other terminal of the fax you are receiving from.
- You can store IDs in Quick Dials, Speed Dials, and Groups.
- Messages you receive using this function are marked "SEP" on all reports.
- When you send a fax message with SEP Code to other makers' machines, sometimes a password (PWD) is necessary. Use PWD when it is necessary.

- 1** Dial the destination fax number using the number keys.



- 2** Press the **【User Function】** key assigned with the Dial Option function.

- 3** Press **⏪** or **⏩** until " 2. SEP " is displayed.



- 4** Press the **【OK】** key.

- 5** Enter the SEP code with the number keys.

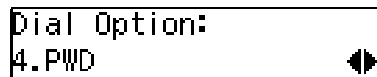


- 6** Press the **【OK】** key.

When a password (PWD) is necessary

- 1** Press the **【User Function】** key assigned with the Dial Option function.

- 2** Press **⏪** or **⏩** until " 4. PWD " is displayed.



- 3** Press the **【OK】** key.

- 4** Enter the PWD code with the number keys.



- 5** Press the **【OK】** key

- 7** Press the **【Trans. Option】** key.

- 8** Press **◀** or **▶** until "4. Polling RX" is displayed.

```
Trans. Option:
4. Polling RX
```

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

- 10** Press **◀** or **▶** to select "On".

```
Polling RX:
[On] Off
```

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

- 12** Press **◀** or **▶** to select "Default".

```
Polling RX:
[Default] Override
```

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

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

SUB Code

If the other party's machine has functions like Transfer Request and Confidential Transmission with SUB/SID Code, you can use those functions with SUB/SID Code.

Preparation

You need to assign the Dial Option function to a User Function key beforehand. See p.53 "User Function Keys".

Note

- The ID can be up to 20 digits long and consist of numbers, spaces, **[#]** and **[*]**.
- Make sure the ID matches the specification of the fax you are sending to.

- You can store IDs in Quick Dials, Speed Dials, and Groups.

- Messages you send using this function are marked "SUB" on all reports.

- When you send fax message with SUB Code to other makers' machines, sometimes a password (SID) is necessary. Use SID when it is necessary.

- 1** Place your original and make any changes to the scan settings if necessary.

- 2** Dial the destination fax number using the number keys.

```
Dest.1      OK to Add
☎9876543210
```

- 3** Press the **[User Function]** key assigned with the Dial Option function.

- 4** Confirm that "1. SUB" is displayed.

```
Dial Option:
1.SUB
```

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

- 6** Enter the SUB code with the number keys.

```
SUB:      Press OK
[1234
```

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

When a password (SID) is necessary

- 1** Press the **[User Function]** key assigned with the Dial Option function.

- ② Press **◀** or **▶** until "3. SID" is displayed.



- ③ Press the **[OK]** key
 ④ Enter the SID code with the number keys.



- ⑤ Press the **[OK]** key
 ⑧ Press the **[Start]** key.



 **Note**

- If you use Immediate Transmission and the destination fax machine does not support the Dial Option function, a message will appear on the display to inform you of this. In this case, press the **[OK]** key to cancel the transmission.

Closed Network Transmission

This function ensures that you do not send confidential messages to the wrong machine. The ID Codes of the communicating machines are checked. If they are not the same, the communication is stopped.

 **Note**

- Program the same ID Code in the receiver's fax machine beforehand. See p.94 "ID Code".
- You can specify whether you want to send a fax by Closed Network Reception with the User Parameters. See p.85 "User Parameters" (switch 06, bit 2).

Blank Sheet Detect

This function is designed to help you avoid making mistakes while scanning in originals.

If you try and scan in an almost completely blank original, an alarm sounds and "Some Page (s) are Blank" appears on the display. Make sure the original is not blank.

 **Note**

- Transmission is not cancelled even if the original is blank.
- With Memory Transmission, the alarm sounds as soon as the original has been scanned. If you press the **[Clear/Stop]** key while the "Some Page(s) are Blank" is shown on the display, "Storing Cancelled" appears on the display.
- You can turn the Blank Sheet Detect function on or off with the User Parameters. See p.85 "User Parameters" (switch 11, bit 2).
- This function is not supported in Copy mode.

Scanner Cleaning Message

If dirt is stuck to the scanner, the other party receives fax messages with black lines. When the scanner is dirty, the warning message "Scanner Needs Cleaning" is displayed. If this message is displayed, wipe the exposure glass and white strip to remove the dirt, and then press the **[OK]** key. You can choose whether this message is displayed with User Parameters. See p.85 "User Parameters" (switch 20, bit 7). For cleaning the scanner, see p.112 "Cleaning the Scanner".

Note

- If the dirty part of the scanner is small, the machine corrects the black line made when scanning originals. The black line does not appear on the received message. However, sometimes very small parts of the image might be missing on the received message. You can turn this function on or off with User Parameters. See p.85 "User Parameters"(switch 20, bit 4).

More Transmission Functions

If Memory Runs Out While Storing an Original

- 1 If you run out of memory while storing an original (free space reaches 0%), "Memory is Full. Storing Stopped." is displayed.

```
Memory is Full.
Storing Stopped, /OK
```

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

```
Stored Pages      ◀/OK
[Transmit] Delete
```

When transmitting the stored pages

- 1 Press **◀** or **▶** to select "Transmit" and press the **[OK]** key.

 **Note**

- Successfully scanned pages are sent. Check the number of transmitted pages on Communication Result Report.

When deleting the stored pages

- 1 Press **◀** or **▶** to select "Delete" and press the **[OK]** key.

```
Trans. Cancelled.
File Deleted.
```

Checking the Transmission Result

- Turn on the printing of the Communication Result Report if you want a report to be printed after every successful transmission. See p.32 "Printed Reports".

If you leave off the printing of the Communication Result Report, the report will not be printed after every transmission. However, should a transmission fail, a Communication Failure Report will be printed instead.

- If you turn off the printing of the Transmission Result Report (Immediate Transmission), the Error Report will be printed when the communication on fails.
- You can also check the transmission result by examining the Journal. See p.18 "Printing the Journal".
- You can assign the function of printing Transmission Result Report to User Function Keys.

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 to a destination, 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.

Sending a Fax Message Immediately

To send a fax message immediately, use Immediate Transmission. If you have just set up an original for broadcasting, Immediate Transmission will interrupt the current communication.

Your message will not be sent until previously queued files have been sent.

Broadcasting : Checking Progress

To check which destinations the fax message has been sent to so far, print the TX file list.

Automatic Redial

If a fax message could not be transmitted because the line was busy or an error occurred during transmission, redialing is done 4 times at 5 minutes intervals (these figures vary according to which country you are in).

If redialing fails after four redials, the machine cancels the transmission and prints the Communication 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 message. Several fax messages can be sent with a single call, thus eliminating the need for several separate calls. This helps save communication costs and reduces 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 switch this function on or off with the User Parameters. See p.85 "User Parameters" (Switch06, Bit4).

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 that during Immediate Transmission or when in User Tools mode, the machine cannot scan an original.

ECM (Error Correction Mode)

This function automatically resends data that was not transmitted successfully using a system that complies with international standards.

ECM requires that the receiver has the same function.

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 and is useful when you are in a hurry and need to use the original for another purpose.

Note

- You can switch this function on or off with the User Parameters. See p.85 "User Parameters" (Switch07, Bit2).

- 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 **Auto** resolution is selected
- If you press the **[Clear/Stop]** key, the original jams, or memory becomes full during Parallel Memory Transmission, the machine stops transmitting and prints the Communication Result Report. The file is erased.
- Total stored page numbers are not printed in the Parallel Memory Transmission. Only the page numbers are printed, such as P.1, P.2 not 1/2, 2/2.
- If you run out of memory, normal Memory Transmission takes place.
- File Reserve Report will not be printed with Parallel Memory Transmission.

Printed Reports

You can obtain reports from your machine either by having your machine print them out automatically, or by printing them out yourself.

Note

- You can switch on or off the printing of the various reports with the User Parameters. See p.85 "User Parameters" (switch 03, bits 7-0).
- For reference purposes, the machine prints part of the original image on the File Reserve Report, Communication Result Report and Communication Failure Report. You can choose whether to include part of the original image on reports with User Parameters (Switch 04, Bit 7).

File Reserve Report (Switch 03, Bit 2)

This report is printed after an original is stored in memory. Use it to review the contents and 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

- File Reserve Report will not be printed with Parallel Memory Transmission.

Communication Result Report (Switch 03, Bit 0)

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, the Communication Failure Report is printed. See p.32 "Communication Failure Report (Switch 03, Bit 0)".

Communication Failure Report (Switch 03, Bit 0)

This report is only printed if the Communication 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

- 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) (Switch 03, Bit 5)

If you turn on the printing of this report, a report will be printed after every Immediate Transmission so you have a record of whether the transmission was successful or not. If the machine is set up not to print this report and the fax message could not be successfully transmitted, the error report is printed instead.

Note

- If the page was sent successfully, the "Page" column gives the total number of pages that were sent successfully. The "Not Sent" column gives the number of pages that could not be sent successfully.

Confidential File Report (Switch 04, Bit 0)

This report is printed whenever your machine receives a Confidential Message.

Note

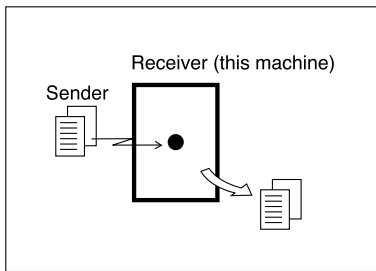
- You can turn this report on or off with the User Parameters. See p.85 "User Parameters"(switch 04, bit 0)

4. Reception Features

General

Immediate Reception

Each page of a received fax message is printed as soon as it is received. This method is used for standard fax messages.



ND1X00E2

❖ Display during reception

The sender's name or fax number appears on the upper line.

```
ABC COMPANY
Set Orig. / Enter No.
```

❖ Reception resolution

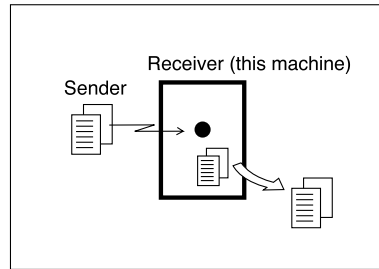
This machine supports **Standard** and **Detail** resolutions for reception. A fax message may be printed in a resolution different from the one specified by the sender.

📌 Note

- ❑ 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.



ND1X00E3

This method is used with Substitute Reception. See p.36 "Printing Documents that have been Received into Memory (Substitute Reception)".

⚠ Important

- ❑ All the messages stored in memory are deleted if the power is switched off for a certain period of time. See p.17 "Turning Off the Power", <Basic Features>.
- ❑ 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.

💡 Limitation

- ❑ The machine may not be able to receive fax messages when the free memory space is low.

 **Note**

- If the memory free space reaches 0% during Memory Reception, the machine can no longer receive the current fax message and stops communicating.

Printing Documents that have been Received into Memory (Substitute Reception)

If any of the conditions listed below are met, the machine automatically switches to Memory Reception mode and stores messages in memory instead of printing them. This reception mode, in which a received fax message is stored in memory unprinted, is called Substitute Reception. Messages received using Substitute Reception are automatically printed when the condition which caused the machine to use Substitute Reception is rectified. Substitute Reception takes place when:

- Paper runs out
- Toner runs out
- Paper is jammed
- A cover is open
- A fax is received during a copy or print run
- Memory Lock
- Confidential Reception

 **Limitation**

- Reception may not take place if there is not enough free memory left.

 **Note**

- The **Receive File** indicator lights to let you know when message(s) have been received using Substitute Reception.

- If free memory reaches 0% during Substitute Reception, any further reception becomes impossible and the current communication is terminated.

Screening Out Messages from Anonymous Senders

To help you screen out unwanted messages that may fill up your memory, the machine can be programmed to only use Substitute Reception for messages that arrive with name or fax number identification.

Two settings are available:

- When a name or fax number is received
- Free

 **Note**

- When "When a name or fax number is received" is selected, the machine only stores messages when the name or fax number is present. You can change this with User Parameters. See p.85 "User Parameters" (switch 05, bit 1).

◆ **When a name or fax number is received**

The machine switches to Substitute Reception only when the sender programs their name or fax number. If the power is switched off for a certain period of time, all the messages received into memory are deleted. If this occurs, the Power Failure Report or Journal can be used to identify which messages were lost so you can ask the senders to transmit them again. See p.103 "Power Failure Report"

Important

- If a sender does not program their name or fax number, the machine may reject an important fax message. We recommend that you ask important senders to register their name or fax number in advance.

◆ Free

The machine switches to Substitute Reception regardless of whether or not the sender has programmed their name or fax number.

Receiving Messages in Telephone Mode

In this mode you have to answer the call yourself and decide whether it is a fax or a telephone call.

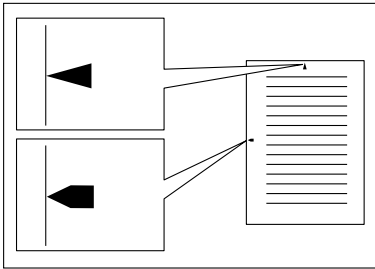
The procedure for answering a call is as follows:

- 1** Pick up the handset of the external telephone and listen to the other end.
- 2** If you hear a voice, continue your conversation as you would normally.
- 3** If you hear a fax tone, remove any originals from the feeder.
- 4** Make sure that the machine is in Facsimile mode and the standby display is shown.
- 5** Press the **[Start]** key.
- 6** Replace the handset.

Printing Options

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.



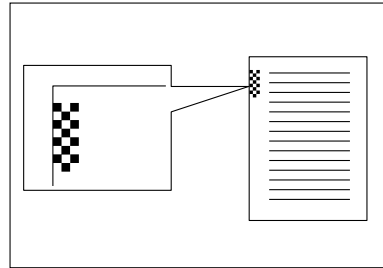
ZFKH240E

Note

- The center marks may deviate a little from the exact center of the edge.
- You can turn this function on or off with the User Parameters (Switch 02 Bit 1). See p.85 "User Parameters".

Checked Mark

When this function is turned on, a checkered mark is printed on the first page of fax messages to help you separate them.



ND1X00E5

Note

- You can turn this function on or off with the User Parameters (Switch 02 Bit 4) See p.85 "User Parameters".

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 function on, the sender's Name or Fax Number is printed instead so you can find out where the message came from. See p.85 "User Parameters" (Switch 02 Bit 3)

Reception Time

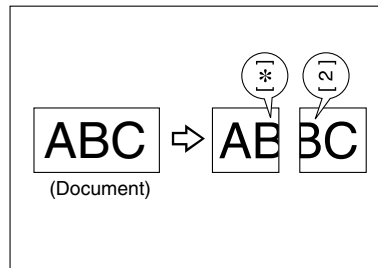
When this function is turned on, you can have the date and time when a message was received printed at the bottom of the received image. Turn it on or off with the User Parameters (Switch 02 Bit 2). See p.85 "User Parameters".

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.

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, when the paper size is A4 , this function splits the message if the message length is 92mm (3.7") or longer than the paper used. The message is reduced if it is less than 92mm (3.7"). When the paper size is 8¹/₂"×11" , this function splits the message if the message length is 85mm(3.4") or longer than the paper used. The message is reduced if it is less than 85mm(3.4"). When a message is split, the split mark (*) is inserted at the split position and about 10mm (0.4") of the split area is duplicated on the top of the second sheet.



ND1X01E1

Note

- This function is not available in some countries.
- Your service representative can customize this function with the following settings.
 - Reduction
 - Print split mark
 - Overprinting
 - Guideline for split

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 A4 and 8 1/2"×11" installed and you receive a A5 size message, check the A5 column of the table below. The paper size at the top has the highest priority. In this case, since 8 1/2"×11" is a higher priority than A4, the message is printed on 8 1/2"×11".

◆ Priority Table

		Received Image Size					
		8 1/2" x 14" 8 1/4" x 14" 	8 1/2" x 13" 8 1/4" x 13" 8" x 13" 	A4 	8 1/2" x 11" 	A5 	5 1/2" x 8 1/2"
Paper Select Priorities	1	8 1/2" x 14" 8 1/4" x 14" 	8 1/2" x 13" 8 1/4" x 13" 8" x 13" 	A4 	8 1/2" x 11" 	A5 	5 1/2" x 8 1/2"
	2	8 1/2" x 13" 8 1/4" x 13" 8" x 13" 	A4 	8 1/2" x 11" 	A4 	5 1/2" x 8 1/2" 	A5
	3	A4 	8 1/2" x 11" 	8 1/2" x 13" 8 1/4" x 13" 8" x 13" 	8 1/2" x 13" 8 1/4" x 13" 8" x 13" 	8 1/2" x 11" 	8 1/2" x 11"
	4	8 1/2" x 11" 	8 1/2" x 14" 8 1/4" x 14" 	8 1/2" x 14" 8 1/4" x 14" 	8 1/2" x 14" 8 1/4" x 14" 	A4 	A4
	5	A5 	A5 	A5 	A5 	8 1/2" x 13" 8 1/4" x 13" 8" x 13" 	8 1/2" x 13" 8 1/4" x 13" 8" x 13"
	6	5 1/2" x 8 1/2" 	5 1/2" x 8 1/2" 	5 1/2" x 8 1/2" 	5 1/2" x 8 1/2" 	8 1/2" x 14" 8 1/4" x 14" 	8 1/2" x 14" 8 1/4" x 14"

- Portrait
- Landscape
- Reduction

ZFKH250E

- and indicate that the message is split over two pages of paper with the orientation and size shown.

Page Reduction	Disabled
Reduction in Sub-scan Direction	Enabled
Width or Length Priority	Width

 **Note**

- The paper size used to print a received message may be different from the size of the sent original.

 **Reference**

p.39 "Page Separation and Length Reduction"

5. Copying

Copying

If you need to make a copy and there is no copier available, use your fax machine. Just place your original in the feeder, and press the **[Copy]** key.

Important

- When making multiple copy sets, copying starts once all originals have been scanned into memory. If memory runs out (free memory reaches 0%) while scanning in, the copy job is canceled and originals that have been scanned in so far are deleted from memory.

Note

- If you frequently use the fax machine to make copies and do not want to wait 40 seconds for the machine to warm up after it has entered the Energy Saving mode, you can change the setting of the Energy Saving feature so that the heater cools only halfway. See p.85 "User Parameters" (switch 05, bit 6).
- Place your original and select any scan settings in the same way as for fax transmission.
- Multiple copy sets are sorted and delivered in page order.
- If you wish to prevent passersby from freely making copies, you can disable the copy feature with the User Parameters. See p.85 "User Parameters" (switch 12, bit 7).
- You can specify between 1 and 99 copies.



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

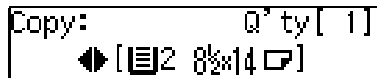


Note

- Pressing the **[Copy]** key again returns the machine to standby display.

- 2** Place your original in the document feeder face up.

If you have the optional paper tray or bypass tray, you can select the paper tray by pressing  or .



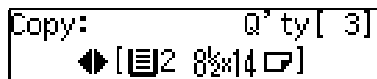
- 3** Adjust any scan settings as necessary.

Note

- If your original is longer than the copy paper you choose, only the length of the copy paper will be copied.

- 4** Enter the number of copies you need with the number keys.

If you make a mistake, press the **[Clear/Stop]** key and try again.



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

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

Copying starts.

When copying has finished, the machine returns to standby display.

 **Note**

- To stop copying while it is in progress, press the **[Stop]** key. Then open the right cover and remove any paper left.

Copying on special paper

You can copy the original on special paper using the bypass tray. Place the paper face down on the bypass tray.

 **Important**

- When the paper is curved, flatten the paper to avoid a paper jam.

 **Note**

- Do not place more than one sheet of special paper on the bypass tray.

❖ **The following special paper can be used for copying:**

- Envelopes
- Transparent paper
- OHP transparencies
- Post cards
- Adhesive labels

See p.63 “Changing the Paper Type for Bypass Tray”

6. Facsimile User Tools

Counters

This function allows you to check the total number of transmitted, received, scanned, and printed pages on the display.

◆ TX Pages

Total number of transmitted pages.

◆ RX Pages

Total number of received pages.

◆ Scan Pages

The combined total number of pages that have been scanned in when copying and sending faxes.

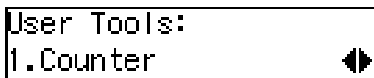
◆ Print Pages

The combined total number of pages that have been printed through fax reception, copying.

1 Make sure that the machine is in standby display.

2 Press the **[User Tools]** key.

Confirm that " 1. Counter " is displayed.



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

The number of pages transmitted is displayed. You can display the number of pages received, scanned, or printed by pressing ⏪ or ⏩.

4 Once you have confirmed the number of pages, press the **[OK]** key.

5 Press the **[User Tools]** key.

The machine returns to standby display.

Programs

If you regularly send messages to particular destinations using the same features, you can save a lot of repetitive keypad operation by storing these settings in a Keystroke Program.

Keystroke Programs are stored as Quick Dial keys.

Keystroke programs can then be recalled by just pressing a Quick Dial key.

 **Note**

- You cannot register a program in a Quick Dial already used for another function.

Example: Assume that you normally send a daily report to locations A, B, and C at 11:00 (using Sending at a Specific Time). Store these instructions as a Keystroke Program. Then every day, you will only have to place the report in the document feeder, and then press that key to set up the transmission.

 **Reference**

See p.3 "Sending at a Specific Time (Send Later)".

See p.56 "Printing Reports/Lists".

Storing a Program

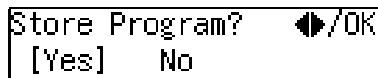
You can register the following items in Keystroke Programs:

- Memory Transmission, Immediate Transmission, Confidential Transmission, Free Polling, Polling Reception, Printing reports or lists, destinations, Personal Codes, Confidential ID codes, Polling ID codes, SUB Code Transmission, and SEP Code Polling Reception. Simply perform the usual procedure, and then instead of pressing the **[Start]** key or the **[OK]** key, press the Quick Dial you want to register the program in.

1 Place your original and select any scan settings you require.

2 Specify the destination and press the Quick Dial you want to register the program in.

3 Press **[Left]** or **[Right]** to select "Yes".



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



5 Register the program name.

If you make a mistake, press the **[Clear/Stop]** key and try again.



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

"Programmed" is displayed on the screen and the original is scanned in.

If you only want to register the program and do not want to send a fax, press the **[Clear/Stop]** key right after scanning.

Using a Program

To use a program, perform the following procedure.

Example: When using a program stored in Quick Dial 07.

1 Place your original and select any scan settings you require.**2** Specify Quick Dial 07.

The machine starts scanning the original and the program stored in the Quick Dial begins. Once scanning has finished, the original is sent.

Changing a Program

You can change a program registered in a Quick Dial by deleting the program, and then registering a new program. See p.48 "Deleting a Program" and p.46 "Storing a Program".

Editing the Program Name

To edit the program name, perform the following procedure.

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

```
User Tools:
1.Counter
```

2 Press **[Left]** or **[Right]** until "2. Fax Features" is displayed.

```
User Tools:
2.Fax Features
```

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

```
Fax Features:
1.Program / Delete
```

Confirm that "1. Program / Delete" is displayed.

4 Press the **[OK]** key.**5** Press **[Left]** or **[Right]** until "7. Change Prog. Name" is displayed.

```
Program / Delete:
7.Change Prog.Name
```

6 Press the **[OK]** key.**7** Press the Quick Dial that contains the program whose name you want to edit.

Scroll using **[Left]** or **[Right]**.

```
Change? /OK
07 ABC COMPANY
```

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

- 9** Press the **[Clear/Stop]** key, and then enter the program's name.



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

- 11** Press the **[User Tools]** key.

The machine returns to standby display.

Deleting a Program

To delete a program, perform the following procedure.

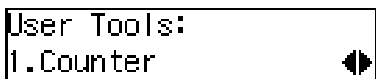
! **Limitation**

- You cannot delete a program if a file using that program (destination) is stored in memory.
- You cannot delete a program if a group using that program (destination) is stored in memory.

✎ **Note**

- If you delete a program, the registered program name is also deleted.

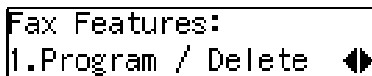
- 1** Press the **[User Tools]** key.



- 2** Press **⏪** or **⏩** until "2. Fax Features" is displayed.



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



Confirm that "1. Program / Delete" is displayed.

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

- 5** Press **⏪** or **⏩** until "8. Delete Program" is displayed.



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

- 7** Press the **Quick Dial** that contains the program you want to delete.

Press the **Quick Dial**, or scroll using **⏪** or **⏩**.



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

The program is deleted.

- 9** Press the **[User Tools]** key.

The machine returns to standby display.

Storing an Often Used Document (Auto Document)

If you find that you often have to send a particular page to people (for example, a map, a standard attachment, or a set of instructions), store that page in the memory as an Auto Document, using a Quick Dial key. This saves re-scanning the document every time you want to send it.

When you need to send that page to somebody, press the Quick Dial key that you stored it in, place any other pages that you wish to send into the feeder, dial, and press the **[Start]** key. At the destination, the Auto Document will be printed first. You can also program a destination for each Auto Document into the same Quick Dial key.

Storing an Auto Document

Important

- If the Power switch is turned off for a certain period of time, the contents of all Auto Documents are deleted. If this happens, use the Power Failure Report to identify which messages have been lost. (See p.103 "Power Failure Report")

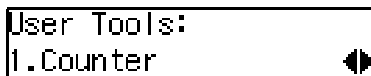
Note

- The maximum number of Auto Documents you can register is 30.
- You can only send one Auto Document per transmission.
- You cannot register Auto Documents in Quick Dials that are already programmed.
- If you register Auto Documents, the amount of memory reserved for Memory Transmission decreases.

To register a document in a Quick Dial, perform the following procedure.

- 1** Set your document and select any scan settings you require.

- 2** Press the **[User Tools]** key.



User Tools:
1. Counter

- 3** Press **[Left]** or **[Right]** until "2. Fax Features" is displayed.



User Tools:
2. Fax Features

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

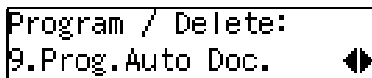


Fax Features:
1. Program / Delete

Confirm that "1. Program / Delete" is displayed.

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

- 6** Press **[Left]** or **[Right]** until "9. Prog. Auto Doc." is displayed.



Program / Delete:
9. Prog. Auto Doc.

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

8 Display the number of the Quick Dial where you want to register the document.

Press the Quick Dial, or scroll using ⏪ or ⏩ and press the **[OK]** key.

- If you select a Quick Dial that is programmed with a destination, "This key is in Use as a Quick Dial" is displayed, and you can proceed to step 9. If you select the wrong Quick Dial, press the **[Cancel]** key, and then go back to step 7.
- If you specify a Quick Dial that is used as a Group or Program, "This key is in Use as a Group Dial" or "This key is in Use as a Program" is displayed, and you cannot program that Quick Dial. Select a Quick Dial that is not programmed.



9 Enter the name of the Auto Document.

- If you make a mistake, press the **[Clear/Stop]** key and try again.
- If you do not enter a name and press the **[OK]** key, the name is not programmed.



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

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

The document is stored in memory and registered as an Auto Document.

12 Press the **[User Tools]** key.

The machine returns to standby display.

Sending an Auto Document as an Attachment

To send an Auto Document as an attachment, perform the following procedure. (To send an Auto Document only, perform the following procedure from step 2.)

Note

- ❑ Although you can specify scan settings when sending an Auto Document, these settings will only apply to the document you send along with the Auto Document. The settings used when you scanned in and stored the Auto Document will apply to the Auto Document itself.
- ❑ If you send another document with an Auto Document, the Auto Document is sent first.

1 Place your document and select any scan settings you require.

2 Press the Quick Dial where the Auto Document is registered.

3 Specify the destination and press the **[OK]** key.

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

Changing an Auto Document

You can change an Auto Document registered in Quick Dial by deleting the Auto Document, and then registering a new Auto Document. See p.52 "Deleting an Auto Document" and p.51 "Editing an Auto Document Name"

Editing an Auto Document Name

To edit an Auto Document's name, perform the following procedure.

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

User Tools:
1.Counter

- 2 Press **[Left]** or **[Right]** until "2. Fax Features" is displayed.

User Tools:
2.Fax Features

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

Fax Features:
1.Program / Delete

Confirm that "1. Program / Delete" is displayed.

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

- 5 Press **[Left]** or **[Right]** until the "9. Prog. Auto Doc." is displayed.

Program / Delete:
9.Prog.Auto Doc.

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

- 7 Display the number of the Quick Dial whose name you want to edit.

Press the Quick Dial, or scroll using **[Left]** or **[Right]** and press the **[OK]** key.

010[abc] /OK
[Map]

- 8 Press the **[Clear/Stop]** key, and then enter the Auto Document's name.

If you do not want to change the name, go to step 9.

010[abc] /OK
[Cover letter]

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

The name is changed.

If you want to change another Auto Document's name, repeat the above steps from step 8.

- 10 Press the **[User Tools]** key.

The machine returns to standby display.

Deleting an Auto Document

To delete an Auto Document, perform the following procedure.

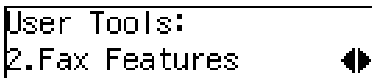
Limitation

- ❑ You cannot delete an Auto Document if a file containing that document is stored in memory.

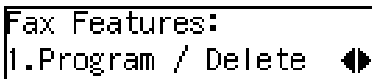
1 Press the **[User Tools]** key.



2 Press **⏪** or **⏩** until "2. Fax Features" is displayed.



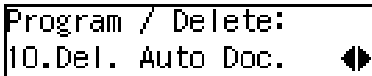
3 Press the **[OK]** key.



Confirm that "1. Program / Delete" is displayed.

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

5 Press **⏪** or **⏩** until "10. Del. Auto Doc." is displayed.



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

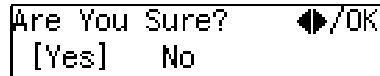
7 Display the number of the Quick Dial where the document you want to delete is registered.

Press the Quick Dial, or scroll using **⏪** or **⏩**.



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

9 Press **⏪** or **⏩** to select **[Yes (Delete)]**.



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

If you want to delete another Auto Document, repeat the above steps from step **6**.

11 Press the **[User Tools]** key.

The machine returns to standby display.

User Function Keys

You can program each of the User Function keys (**[F1]** to **[F5]**) with a function that you use frequently. When you wish to use that function, instead of having to search through several menus to find it, just press the appropriate User Function key.

Important

- When registering and editing User Function keys, we recommend that you print out a User Function List for reference. (See p.56 “Printing Reports/Lists”.)

Functions You Can Assign to User Function Keys

You can program each of the User Function keys with one of the following functions.

Function Name	Function Contents	Condition	Reference
Reception Mode	Use this mode to switch Reception modes.	-	See p.39 “Reception Modes”, <Basic Features>.
Print Journal	Use when you want to print out a Journal.	-	See p.18 “Printing the Journal”
TX Result Report	Use this to have a result report printed after every transmission.	○	See p.32 “Communication Result Report (Switch 03, Bit 0)” and p.33 “Transmission Result Report (Immediate Transmission) (Switch 03, Bit 5)”
Fax Header Print	You can turn this function on or off.	○	See p.5 “Fax Header Print”
Group	Use when you want to specify a group of destinations.	-	See p.37 “Using Groups”, <Basic Features>.
Tone	Use when you want to enter a tone signal.	-	See p.35 “Tone”, <Basic Features>.
Dial Option	Use this function to attach various information to a fax message.	-	See p.25 “SEP Code”, p.26 “SUB Code”
Batch Trans.	You can turn this function on or off.	○	p.30 “Batch Transmission”
Forwarding	You can turn this function on or off.	○	p.76 “Forwarding”
Prog. Quick Dial	Use when you want to register the other party's number as a Quick Dial destination.	-	See p.46 “Quick Dial”, <Basic Features>.
Monitor volume	Use this to adjust the volume for the monitor and buzzer.	-	See p.70 “Adjusting Volume”, <Basic Features>.

- The “○” notation indicates that the User Function key lights when that function is selected “On”.

To assign a function to a User Function key, perform the following procedure.

Making a User Function Key Assignment

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

User Tools:
1.Counter

- 2** Press **⏪** or **⏩** until "2. Fax Features" is displayed.

User Tools:
2.Fax Features

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

Confirm that "1. Program / Delete" is displayed

Fax Features:
1.Program / Delete

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

- 5** Press **⏪** or **⏩** to scroll and display "11. User Functions".

Program / Delete:
11.User Functions

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

Press Key to Program
(F1-F5)

- 7** Press the User Function key (**[F1]** to **[F5]**) you want to assign.

User Functions
[Print Journal]

- 8** Press **⏪** or **⏩** to display the function name you want to assign.

User Functions
Forwarding

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

If you want to register another User Function key, repeat the above steps from step **8**.

- 10** Press the **[User Tools]** key.

The machine returns to standby display.

Using a User Function Key

To use a User Function key (**[F1]** to **[F5]**), press the User Function key that contains the desired registered function.

Group Dial: Enter No.
[Gp.D]

The display for Group function is registered.

The display changes for each assigned function.

Deleting a User Function Key

To delete a User Function key, perform the following procedure.

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

```
User Tools:
1.Counter
```

- 2** Press **⏪** or **⏩** until "2. Fax Features" is displayed.

```
User Tools:
2.Fax Features
```

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

- 4** Confirm that "1. Program / Delete" is displayed.

```
Fax Features:
1.Program / Delete
```

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

- 6** Press **⏪** or **⏩** until "11. User Functions" is displayed.

```
Program / Delete:
11.User Functions
```

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

```
Press Key to Program
(F1-F5)
```

- 8** Press the User Function key you want to delete.

```
User Functions
[Group]
```

- 9** Press **⏪** or **⏩** to display "None".

```
User Functions
** None **
```

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

If you want to delete another User Function key, repeat the above steps from step **1**.

- 11** Press the **[User Tools]** key.

The machine returns to standby display.

Printing Reports/Lists

This function allows you to print the following reports and lists manually. Select a report or list as needed.

- Journal
See p.18 "Printing the Journal".
- TX File List
See p.15 "Printing a Stored Message (Print TX File)".
- Quick Dial List
See p.46 "Quick Dial", <Basic Features>.
- Speed Dial List
See p.52 "Speed Dial", <Basic Features>.
- Group Dial List
See p.57 "Groups", <Basic Features>.
- All Lists
You can print all Dial lists (Quick Dial List, Speed Dial List and Group Dial List).
- Quick Dial Label
See p.46 "Quick Dial", <Basic Features>.
- Program List
See p.46 "Programs".
- Auto Document Original
See p.49 "Storing an Often Used Document (Auto Document)".
- User Function List
See p.53 "User Function Keys"

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

```
User Tools:
1.Counter
```

2 Press **⏪** or **⏩** until " 2. Fax Features " is displayed.

```
User Tools:
2.Fax Features
```

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

4 Press **⏪** or **⏩** until " 2. Reports / Lists " is displayed.

```
Fax Features:
2.Reports / Lists
```

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

Printing the Journal

1 Confirm that " 1. Journal " is displayed and press the **[OK]** key.

```
Reports / Lists:
1.Journal
```

 **Note**

- If you make a mistake, press the **[Cancel]** key and try again.

Printing a TX File List

1 Press **⏪** or **⏩** until " 2. TX File List " is displayed.

```
Reports / Lists:
2.TX File List
```

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

 **Note**

- If you make a mistake, press the **[Cancel]** key and try again.


Printing the Quick Dial List

- 1 Press **◀** or **▶** until "3. Dial List" is displayed.

```
Reports / Lists:
3.Dial List
```

- 2 Press the **[OK]** key.
Confirm that "1. Quick Dial List" is displayed.

```
Dial List:
1.Quick Dial List
```

- 3 Press the **[OK]** key.
 -  **Note**
 - If you make a mistake, press the **[Cancel]** key and try again.


Printing the Speed Dial List

- 1 Press **◀** or **▶** until "3. Dial List" is displayed.

```
Reports / Lists:
3.Dial List
```

- 2 Press the **[OK]** key
- 3 Press **◀** or **▶** until "2. Speed Dial List" is displayed.

```
Dial List:
2.Speed Dial List
```

- 4 Press the **[OK]** key
 -  **Note**
 - If you make a mistake, press the **[Cancel]** key and try again.


Printing the Group Dial List

- 1 Press **◀** or **▶** until "3. Dial List" is displayed.

```
Reports / Lists:
3.Dial List
```

- 2 Press the **[OK]** key
- 3 Press **◀** or **▶** until "3. Group Dial List" is displayed.

```
Dial List:
3.Group Dial List
```

- 4 Press the **[OK]** key
 -  **Note**
 - If you make a mistake, press the **[Cancel]** key and try again.

Printing the All Lists


You can print all Dial Lists (Quick Dial List, Speed Dial List and Group Dial List) by the following operation.

- 1 Press **◀** or **▶** until "3. Dial List" is displayed.

```
Reports / Lists:
3.Dial List
```

- 2 Press the **[OK]** key.
- 3 Press **◀** or **▶** until "4. All Lists" is displayed.

```
Dial List:
4.All Lists
```

- 4 Press the **[OK]** key.
 -  **Note**
 - If you make a mistake, press the **[Cancel]** key and try again.

Printing the Quick Dial Label

- 1 Press **⏪** or **⏩** until " 4. Quick Dial Label " is displayed.

```

Reports / Lists:
4.Quick Dial Label  ⏪
    
```

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

 **Note**

- If you make a mistake, press the **[Cancel]** key and try again.

Printing the Program List

- 1 Press **⏪** or **⏩** until " 5. Program List" is displayed.

```

Reports / Lists:
5.Program List  ⏪
    
```

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

 **Note**

- If you make a mistake, press the **[Cancel]** key and tray again.

Printing the Auto Document Original

- 1 Press **⏪** or **⏩** until " 6. Auto Doc. Orig." is displayed.

```

Reports / Lists:
6.Auto Doc.Orig.  ⏪
    
```

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

 **Note**

- If you make a mistake, press the **[Cancel]** key and tray again.

- 3 Scroll **⏪** or **⏩**, or press the Quick Dial key that contains the Auto Document Original you want to print.

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

Printing the User Function List

- 1 Press **⏪** or **⏩** until " 7. U Function List " is displayed.

```

Reports / Lists:
7.U. Function List  ⏪
    
```

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

 **Note**

- If you make a mistake, press the **[Cancel]** key and try again.

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

- 7 Press the **[User Tools]** key.

The machine returns to the stand-by display.

Adjusting the Display Contrast

Use this function to adjust the brightness of the display.

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

```
User Tools:
1.Counter
```

- 2 Press **◀** or **▶** until " 2. Fax Features " is displayed.

```
User Tools:
2.Fax Features
```

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

- 4 Press **◀** or **▶** until " 3. Setup " is displayed.

```
Fax Features:
3.Setup
```

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

- 6 Press **◀** or **▶** until " 2. Display Contrast " is displayed.

```
Setup:
2.Display Contrast
```

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

- 8 Press **◀** or **▶** to adjust the brightness of the display.

```
Display Contrast: ◀/OK
◀□□□□□□▶
```

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

- 10 Press the **[User Tools]** key to return to the standby display.

Setting the Date and Time

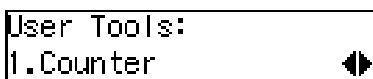
Use this function to set your machine's internal clock to the current time and date.

If the current date and time are wrong, use this procedure to correct them.

Note


- ❑ If you make a mistake when entering numbers, press the **[Clear/Stop]** key and try again.
- ❑ The machine automatically sets the internal clock one hour ahead when daylight saving time begins, and one hour back when it ends.

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



User Tools:
1. Counter

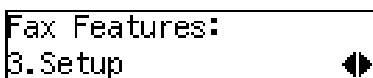
- 2** Press **[Left]** or **[Right]** until "2. Fax Features" is displayed.



User Tools:
2. Fax Features

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

- 4** Press **[Left]** or **[Right]** until "3. Setup" is displayed.



Fax Features:
3. Setup

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

- 6** Press **[Left]** or **[Right]** until "3. Date/Time" is displayed.



Setup:
3. Date/Time

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


- 8** Use the number keys to enter the year.



Year: Press OK
[2002]

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

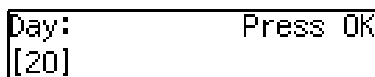
- 10** Press **[Left]** or **[Right]** to select the correct month.



Month: /OK
[May]

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

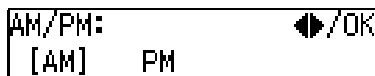
- 12** Use the number keys to enter the correct number for the date (1 to 31).



Day: Press OK
[20]

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

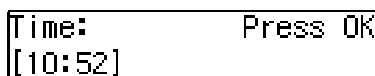
- 14** Press **[Left]** or **[Right]** to select "AM" or "PM".



AM/PM: /OK
[AM] PM

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

- 16** Use the number keys to enter the correct time.



Time: Press OK
[10:52]

Enter the current hour setting (1 to 12), and then use the number keys to enter a 2-digit number for the current minute setting (00 to 59)

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

- 18** Press the **[User Tools]** key to return to standby display.

Setting the Auto Ring Time

In Auto Select mode, the machine rings a number of times to give you the chance to pick up the handset before taking the call automatically. You can change the number of rings with the Auto Ring Time.

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

```
User Tools:
1.Counter
```

- 2** Press **⏪** or **⏩** until "2. Fax Features" is displayed.

```
User Tools:
2.Fax Features
```

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

- 4** Press **⏪** or **⏩** until "3. Setup" is displayed.

```
Fax Features:
3.Setup
```

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

- 6** Press **⏪** or **⏩** until "5.No.of Rings" is displayed.

```
Setup:
5.No. of Rings
```

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

```
No. of Rings: /OK
[ 8] (1-29)
```

- 8** Enter the new number using the number keys.

```
No. of Rings: /OK
[ 6] (1-29)
```

Note

- If you make a mistake, press the **[Clear/Stop]** key and try again.

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

- 10** Press the **[User Tools]** key to return to the standby display.

Changing the Paper Size Setting

When you change a paper size on the main paper tray, optional paper tray unit, or the bypass tray, you need to change the paper size setting.

This section explains how to change the size of paper set in the main paper tray, the optional paper tray unit, or the bypass tray.

Note

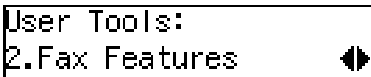
- ❑ If you do not use standard size paper for the bypass tray, you should enter vertical and horizontal dimensions. The sizes that you can enter are as follows:

Metric version	<ul style="list-style-type: none"> • Vertical: 90 – 216mm • Horizontal: 140 – 356 mm
Inch version	<ul style="list-style-type: none"> • Vertical: 3.5" – 8.5" • Horizontal: 5.5" – 14"

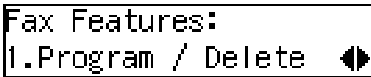
- 1 Press the **[User Tools]** key.



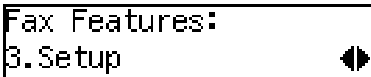
- 2 Press **⏪** or **⏩** until " 2. Fax Features " is displayed.



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



- 4 Press **⏪** or **⏩** until "3. Setup" is displayed.



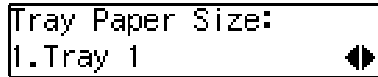
- 5 Press the **[OK]** key.

- 6 Press **⏪** or **⏩** until "7. Tray Paper Size" is displayed.



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

- 8 Press **⏪** or **⏩** to display the tray whose paper size you want to change.



If the optional tray unit or bypass tray are not installed, they are not displayed. Proceed to step 10.

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

If you choose bypass tray on step 8, press **⏪** or **⏩** to choose " Standard Size " or " Custom Size ", and then press the **[OK]** key.

- 10 Press **⏪** or **⏩** to display the paper size you want to set.



If you choose " Custom Size " on step 9, enter the horizontal size with the number keys and press the **[OK]** key. Then enter the vertical size with the number keys.

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

If you want to change the paper size for another tray, repeat the above steps from step 8.

- 12 Press the **[User Tools]** key.

The machine returns to standby display.

Changing the Paper Type for Bypass Tray

You can print the original to OHP transparencies and thick paper using the bypass tray. When you set these kinds of paper on the bypass tray, you need to set the paper type.

Perform the following procedure to set the paper type for bypass tray.

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

```
User Tools:
1.Counter
```

- 2 Press **⏪** or **⏩** until "2. Fax Features" is displayed.

```
User Tools:
2.Fax Features
```

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

```
Fax Features:
1.Program / Delete
```

- 4 Press **⏪** or **⏩** until "3. Setup" is displayed.

```
Fax Features:
3.Setup
```

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

- 6 Press **⏪** or **⏩** until "8. Bypass Paper Type" is displayed.

```
Setup:
8.Bypass Paper Type
```

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

- 8 Choose the paper type using **⏪** or **⏩**.

```
Bypass PaperType: ◀/OK
[Thick]
```

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

- 10 Press the **[User Tools]** key.

The machine returns to standby display.

Setting the Fax Reset Timer

This machine automatically returns to the standby display if you do not use the machine for a certain period of time. You can select this period.

You can select 30 seconds, one minute, three minutes, or five minutes for the period.

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

```
User Tools:
1.Counter
```

- 2** Press **⏪** or **⏩** until "2. Fax Features" is displayed.

```
User Tools:
2.Fax Features
```

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

- 4** Press **⏪** or **⏩** until "3. Setup" is displayed.

```
Fax Features:
3.Setup
```

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

- 6** Press **⏪** or **⏩** until "9. Fax Reset Timer" is displayed.

```
Setup:
9.Fax Reset Timer
```

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

```
Fax Reset Timer: ◀/OK
[30 seconds]
```

- 8** Press **⏪** or **⏩** to select a period of time.

```
Fax Reset Timer: ▶/OK
3 minutes
```

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

- 10** Press the **[User Tools]** key to return to the standby display.

On Hook Timeout

This machine automatically cancels the On Hook Dial mode if you do not dial a number from the number keys for a certain period of time after pressing the **[On Hook Dial]** key. You can select this period.

You can select one minute, three minutes, five minutes, ten minutes for the period.

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

```
User Tools:
1.Counter
```

- 2** Press **⏪** or **⏩** until "2. Fax Features" is displayed.

```
User Tools:
2.Fax Features
```

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

- 4** Press **⏪** or **⏩** until "3. Setup" is displayed.

```
Fax Features:
3.Setup
```

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

- 6** Press **⏪** or **⏩** until "10. On Hook Timeout" is displayed.

```
Setup:
10.On Hook Timeout
```

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

```
On Hook Timeout: /OK
[3 minutes]
```

- 8** Press **⏪** or **⏩** to select a period of time.

```
On Hook Timeout: /OK
5 minutes
```

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

- 10** Press the **[User Tools]** key to return to standby display.

Selecting the Display Language

If you would rather use another language for messages and a display, follow the procedure below.

 **Note**

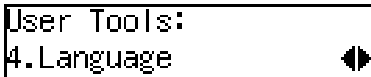
- ❑ Make sure that your machine is in standby display before following this procedure. If the standby display is not shown when you start, the display may become temporarily jumbled up.

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



```
User Tools:
1. Counter
```

- 2** Press **⏪** or **⏩** until "4. Language" is displayed.



```
User Tools:
4. Language
```

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

- 4** Press **⏪** or **⏩** to display the language you want to select.



```
Language:
[English]
```

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

- 6** Press the **[User Tools]** key.

The machine returns to standby display.

7. Key Operator Settings

Function List

Here is a list of the functions that are available for setting. Please refer to the reference page numbers for more information.

Display (Specs.)	Description	Reference
1. ADF Counter Reset	Allows you to clear the counter after replacing the ADF Maintenance Kit.	p.69 "Resetting the ADF Counter"
2. Authorized RX	Allows you to limit receiving of fax messages to specified senders that your register on your fax machine. All fax messages other than specified senders are not received, thus preventing you from receiving junk fax messages.	p.70 "Authorized Reception"
3. Memory Lock	Allows you to have messages from specified senders stored in memory and not printed as soon as they are received. To print the fax messages, you must enter an ID.	p.72 "Memory Lock"
4. Specified Tray	Allows you to have messages from specified senders printed from a different tray. This item is available only after the optional Second Paper Cassette has been installed.	p.74 "Specified Tray"
5. Forwarding	Allows you to automatically forward fax messages to the fax machines of specified senders.	p.76 "Forwarding"
6. Energy Save Timer	Allows you to have the fax switch off and on at specified times to save energy.	p.83 "Energy Save Timer"
7. User Parameters	Allows you to customize various default settings as required.	p.85 "User Parameters"
8. Personal Code	Allows you to set up personal codes for using the Restricted Access. Before using the fax machine, users must enter the Personal Code. This allows you to limit transmission to specified senders.	p.91 "Personal Codes"
9. ID Code	Allows you to register IDs required for various types of transmissions.	p.94 "ID Code"
10. Line Type	Allows you to match the fax machine to the type of line you use: a tone line or a pulse line.	p.96 "Line Type"

Display (Specs.)	Description	Reference
11. Select Line	Allows you to select an internal G3 communication line or external telephone line for your fax machine.	p.96 "Select Line"
12. PSTN Access No.	Allows you to specify the code used to access an outside line when dialing.	p.97 "PSTN Access Number"
13. Mem. File Trans.	Allows you to send all messages stored in memory to another fax machine and print them out there, for example, when your fax machine runs out of toner.	p.98 "Memory File Transfer"
14. Margin Adjust	Allows you to adjust paper settings when you receive fax messages that are blank or partially missing.	p.99 "Margin Adjust"
15. RDS On/Off	Allows you to switch on RDS (Remote Diagnostic System) so a service representative can test your fax machine remotely from a service station, diagnose the problem, and can change your machine settings to correct the problem.	p.100 "RDS (Remote Diagnostic System)"

Copy this table and use it as a quick reference.

Using Key Operator Settings

This chapter explains about functions the key operator handles.

Resetting the ADF Counter

You need to replace the ADF Maintenance Kit when you are prompted to do so by "Change ADF Maintenance Kit" message is displayed.

If you replace the ADF Maintenance Kit when this message is displayed, you do not need to reset the counter. However, if you replace the ADF Maintenance Kit when this message is not displayed, you must follow the procedure below to reset the counter.

Reference

See p.113 "Replacing the ADF Maintenance Kit".

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

```
User Tools:
1.Counter
```

- 2** Press **⏪** or **⏩** until " 2. Fax Features " is displayed.

```
User Tools:
2.Fax Features
```

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

- 4** Press **⏪** or **⏩** until " 4. Key Op. Tools " is displayed.

```
Fax Features:
4.Key Op. Tools
```

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

- 6** Press **[2][2][2][2]**.

```
Enter Key Op. Code
[****] /OK
```

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

- 8** Confirm that "1. ADF Counter Reset" is displayed.

```
Key Op. Tools:
1.ADF Counter Reset
```

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

- 10** Press **⏪** or **⏩** to select "Reset".

```
ADF Counter:
[Reset] NotReset
```

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

The counters are cleared.

- 12** Press the **[User Tools]** key.

The machine returns to standby display.

Authorized Reception

You can block junk fax messages and save paper by limiting the fax messages that your fax machine receives to a list of specified senders. If you receive a fax message from someone who is not a specified sender, the line is disconnected immediately as soon as you receive the call.

- To use this function you must switch Authorized Reception on after you register the specified senders.
- You can select to receive fax messages only from Specified senders, or you can select to receive all messages from senders other than from specified senders. See p.85 "User Parameters" (switch 08, bits 3 and 2).
- In order for this feature to operate correctly, at least one specified sender must be registered.

7

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

```
User Tools:
1.Counter
```

2 Press **[Left]** or **[Right]** until " 2. Fax Features " is displayed.

```
User Tools:
2.Fax Features
```

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

4 Press **[Left]** or **[Right]** until " 4. Key Op. Tools " is displayed.

```
Fax Features:
4.Key Op. Tools
```

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

6 Press **[2][2][2][2]**.

```
Enter Key Op. Code
[****] /OK
```

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

8 Press **[Left]** or **[Right]** until "2. Authorized RX" is displayed.

```
Key Op. Tools:
2.Authorized RX
```

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

```
Authorized RX:
1.On/Off
```

10 Follow the procedures below to switch Authorized Reception On/Off, register a Specified Sender, or print a list of Specified Senders.

Switching Authorized Reception On/Off

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

```
Authorized RX: On [Off] /OK
```

2 Press **[Left]** or **[Right]** to select "On" or "Off".

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

 **Note**

- If no specified senders are registered when you select "On", you will be prompted to register a specified sender. Press the **[OK]** key and follow the procedure (steps **3** to **6**) for "Registering a Specified Sender for Authorized Reception" below.

Registering a Specified Sender for Authorized Reception

Follow this procedure to register specified senders for Authorized Reception. Registration uses the other party's Own Name (for display) or fax number. If the other party is using a fax machine of the same manufacturer, then registration uses the Own Name of the other party registered on their fax machine. If the other fax machine is of a different manufacturer, then registration uses the other party's fax number.

Limitation

- Destinations that you select as specified senders must have their names and fax numbers registered on your fax machine.

Note

- You can register up to a total of 30 specified senders for Authorized Reception, Memory Lock, Specified Tray, and Memory File Transfer.
- A specified sender name can be up to 20 characters long.
- You can confirm the names and fax numbers of Specified Senders by name in the printed Journal.
- You can also confirm Specified Senders by printing a Specified Sender list.
- In order to change a Specified Sender entry, you must first delete the entry, and then re-enter it.

- 1 Press **⏪** or **⏩** until "2. Program Sender" is displayed.

```
Authorized RX:
2. Program Sender
```

- 2 Press the **[OK]** key.
- 3 Enter the name for the specified sender.

Enter the other party's name or fax number.

```
Name/No. : [ABC] /OK
[ABC COMPANY]
```

Reference

For details about how to enter names, see p.67 "Entering Characters", <Basic Features>.

- 4 Press the **[OK]** key.
- 5 If you want to specify a wildcard, press the **⏪** or **⏩** key to select "Yes", or select "No".

```
Store as Wildcard?
[Yes] No
```

Reference

See p.68 "Wild Cards", <Basic Features>.

- 6 Press the **[OK]** key.
- The specified sender is registered.
- If you want to register another specified sender, repeat from step 2.

Deleting a Specified Sender for Authorized Reception

Follow this procedure to delete a Specified Sender.

- 1 Press **⏪** or **⏩** to select "3. Delete Sender".

Authorized RX:
3.Delete Sender

- 2 Press the **[OK]** key.
- 3 Press the **⏪** or **⏩** key to select the name of the Specified Sender that you want to delete.

Delete? /OK
ABC COMPANY

- 4 Press the **[OK]** key.
The Specified Sender is deleted.
If you want to delete more Specified Senders, repeat the above steps from step 2.

Printing a List of Specified Senders for Authorized Reception

Follow this procedure to print a list so you can confirm the currently registered specified senders.

- 1 Press **⏪** or **⏩** to display "4. Print Sender List".

Authorized RX:
4.Print Sender List

- 2 Press the **[OK]** key.
- 3 Press the **[Start]** key. The list prints.

Note

- All the Specified Senders registered for Authorized Reception, Memory Lock, Specified Tray, and Memory File Transfer are printed in the same list.

- 11 Press the **[User Tools]** key.

The fax machine returns to standby display.

Memory Lock

This is a security function to prevent unauthorized individuals from reading printed fax messages. When 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.

Limitation

- Memory Lock cannot be selected until you have registered the Memory Lock ID.
- To use this function you must switch Memory Lock on after you register the Memory Lock ID.

Note

- Before you can use this function, you must register the Memory Lock ID. See p.94 "ID Code"
- You can select to lock only messages from specified senders, or you can select to lock messages from senders other than from specified senders. See p.85 "User Parameters" (switch 09, bits 1 and 0).

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

User Tools:
1.Counter

- 2 Press **⏪** or **⏩** until "2. Fax Features" is displayed.

User Tools:
2.Fax Features

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

- 4** Press **⏪** or **⏩** until " 4. Key Op. Tools " is displayed.

```
Fax Features:
4.Key Op. Tools  ⏪
```

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

- 6** Press **[2][2][2][2]**.

```
Enter Key Op. Code
[****] /OK
```

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

- 8** Press **⏪** or **⏩** until " 3. Memory Lock " is displayed.

```
Key Op. Tools:
3.Memory Lock  ⏪
```

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

```
Memory Lock:
1.On/Off  ⏪
```

- 10** Follow the procedures below to switch Memory Lock On/Off, register a Specified Sender, delete a Specified Sender, or print a list of Specified Senders.

Switching Memory Lock On/Off

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

```
Memory Lock:  ⏪/OK
On  [Off]
```

- 2** Press **⏪** or **⏩** to "On" to switch this function on, or select "Off" to switch this function off.

```
Memory Lock:  ⏪/OK
[On]  Off
```

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

Registering a Specified Sender for Memory Lock

You can register Specified Senders for this function.

- 1** Press **⏪** or **⏩** to display " 2. Program Sender ".

```
Memory Lock:
2.Program Sender  ⏪
```

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

- 3** Enter "Own Name" or "Own Fax Number" for the Specified Sender.

Enter the other party's "Own Name" or "Own Fax Number"

```
Name/No. : [ABC] /OK
[ABC COMPANY■■■■■■■■■■]
```

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

```
Store as Wildcard?
[Yes]  No
```

- 5** If you want to specify a wild card, press **⏪** or **⏩** key to select "Yes".

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

The Specified Sender is registered.

If you want to register another Specified Sender, repeat from step **2**.

Deleting a Specified Sender for Memory Lock

You can delete Specified Senders for this function.

- 1 Press **⏪** or **⏩** to select " 3. Delete Sender".



- 2 Press the **[OK]** key.
- 3 Press **⏪** or **⏩** to select the name of the Specified Sender that you want to delete.



- 4 Press the **[OK]** key.
The Specified Sender is deleted.
If you want to delete more Specified Senders, repeat from step 2.

Printing a List of Specified Senders for Memory Lock

7

You can print a list of Specified Senders for Memory Lock.

- 1 Press **⏪** or **⏩** to display " 4. Print Sender List".



- 2 Press the **[OK]** key.
- 3 Press the **[Start]** key. The list prints.
- 1 Press the **[User Tools]** key to return to the standby display.

Specified Tray

Use this function to have messages from specified senders printed on different paper. For example, imagine green paper placed in the main paper tray, and white paper placed in the optional paper tray unit. By choosing to have fax messages from specified senders printed on green paper and all others printed on white paper, you can distinguish between them at a glance.

Limitation

- This item is available only after the optional paper tray unit has been installed.

Note

- To use this function you must switch Specified Tray on after you register the specified senders.
- You can select to print fax messages from specified senders on the paper loaded in the main paper tray or you can select to print fax message from non-specified senders on the paper loaded in the main paper tray. See p.85 "User Parameters" (switch 08, bits 5 and 4).
- Make sure that you place the same size paper in the main paper tray and the optional Second Tray. If you do not place the same size paper for both paper supplies, the received messages will be stored in memory.

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



- 2** Press **⏪** or **⏩** until " 2. Fax Features " is displayed.

```
User Tools:
2.Fax Features
```

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

- 4** Press **⏪** or **⏩** until " 4. Key Op. Tools " is displayed.

```
Fax Features:
4.Key Op. Tools
```

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

- 6** Press **[2][2][2][2]**.

```
Enter Key Op. Code
[****] /OK
```

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

- 8** Press **⏪** or **⏩** until " 4. Specified Tray " is displayed.

```
Key Op. Tools:
4.Specified Tray
```

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

```
Specified Tray:
1.On/Off
```

- 10** Follow the procedures below to switch Specified Cassette On/Off, register a Specified Sender, delete a Specified Sender, or print a list of Specified Senders.

Switching Specified Tray On/Off

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

- 2** Press **⏪** or **⏩** to select "On" to switch this feature on, or select "Off" to switch this feature off.

```
Specified Tray:
[On] Off
```

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

Registering a Specified Sender for Specified Tray

You can register Specified Senders for this function.

- 1** Press **⏪** or **⏩** until "2. Program Sender" is displayed.

```
Specified Tray:
2.Program Sender
```

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

- 3** Enter the name for the specified sender.

Enter the other party's name or fax number.

```
Name/No. : [ABC] /OK
[ABC COMPANY]
```

Reference

For details about how to enter names, see p.67 "Entering Characters", <Basic Features>.

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

- 5** If you want to specify a wildcard, press the **⏪** or **⏩** key to select "Yes", or select "No".

```
Store as Wildcard?
[Yes] No
```

Reference

See p.68 "Wild Cards", <Basic Features>.

6 Press the [OK] key.

The specified sender is registered.

If you want to register another specified sender, repeat from step 2.

Deleting a Specified Sender for Specified Tray

You can delete Specified Senders for this function.

1 Press [Left] or [Right] to select "3. Delete Sender".



2 Press the [OK] key.

3 Press the [Left] or [Right] key to select the name of the Specified Sender that you want to delete.



4 Press the [OK] key.

The Specified Sender is deleted.

If you want to delete more Specified Senders, repeat the above steps from step 2.

Printing a List of Specified Senders for Specified Tray

You can print a list of Specified Senders for Specified Tray.

1 Press [Left] or [Right] to display "4. Print Sender List".



2 Press the [OK] key.

3 Press the [Start] key. The list prints.

Note

- All the Specified Senders registered for Authorized Reception, Memory Lock, Specified Tray, and Memory File Transfer are printed in the same list.

11 Press the [User Tools] key.

The fax machine returns to standby.

Forwarding

Use this function to print fax specified from Specified Senders on your own machine and then forward the messages to other fax machines. This is useful, for example, if you are visiting another office and would like copies of your messages from the head office forwarded to you so you can read them.

In this section, the machines that messages are forwarded to are referred to as Forwarding Stations. The locations from which you would like messages forwarded from are referred to as Specified Senders.

You can register:

- 30 Forwarding Stations
- 30 Specified Senders (maximum 10 per Forwarding Station, up to 20 characters each)
- Wild Cards

Important

- We recommend that you print the Forwarding/Sender list and keep it when you register or change a receiver or sender.

⚠ Limitation

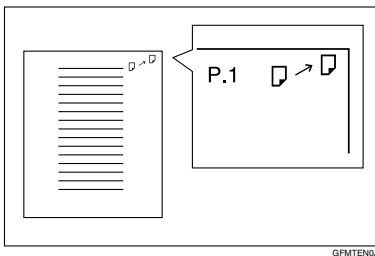
- ❑ The Forwarding function does not forward messages received with Polling Reception mode.
- ❑ You cannot register a sender who does not have an Own Name or Own Fax Number.

📝 Note

- ❑ You can register up to 30 senders for the Forwarding function. You sometimes cannot register 30 senders depending on the number of senders registered with other functions.
- ❑ To register a sender, use an Own Name or Own Fax Number.
- ❑ You can find out the Own Name or Own Fax Number of a sender by looking in the destination name column of the Journal.

💡 Forwarding Mark

You can print a forwarding mark on forwarded messages. See p.85 "User Parameters" (Switch02, Bit0).



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Switching Forwarding On/Off

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

```
User Tools:
1.Counter
```

- 2** Press **⏪** or **⏩** until " 2. Fax Features " is displayed.

```
User Tools:
2.Fax Features
```

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

- 4** Press **⏪** or **⏩** until " 4. Key Op. Tools " is displayed.

```
Fax Features:
4.Key Op. Tools
```

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

- 6** Press **[2][2][2][2]**.

```
Enter Key Op. Code
[****] /OK
```

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

- 8** Press **⏪** or **⏩** until " 5. Forwarding " is displayed.

```
Key Op. Tools:
5.Forwarding
```

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

Confirm that " 1. On/Off " is displayed.

```
Forwarding:
1.On/Off
```

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

- Press **⏪** or **⏩** to "On" to switch this function on, or select "Off" to switch this function off.

```
Forwarding:      ◀▶/OK
[On]   Off
```

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

Note

- If you select "On" and no forwarding station is registered, "Press OK to Program Forwarding Station" is displayed. Press the **[OK]** key, and then register a forwarding station by following steps 7 to 14 on p.78 "Registering Forwarding Stations".

- Press the **[User Tools]** key to return to the standby display.

Registering Forwarding Stations

You can register a Forwarding Station as follows.

- Press the **[User Tools]** key.

```
User Tools:
1.Counter      ▶▶
```

- Press **⏪** or **⏩** until " 2. Fax Features " is displayed.

```
User Tools:
2.Fax Features ▶▶
```

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

- Press **⏪** or **⏩** until " 4. Key Op. Tools " is displayed.

```
Fax Features:
4.Key Op. Tools ▶▶
```

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

- Press **[2][2][2][2]**.

```
Enter Key Op. Code
[****] /OK
```

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

- Press **⏪** or **⏩** until " 5. Forwarding " is displayed.

```
Key Op. Tools:
5.Forwarding  ▶▶
```

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

- Press **⏪** or **⏩** until " 2. Prog. Station " is displayed.

```
Forwarding:
2.Prog. Station ▶▶
```

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

- Press **⏪** or **⏩** to display the number of the forwarding station you want to register.

```
Program?      ▶▶/OK
1:
```

If a forwarding station is already registered, the fax number for that station is displayed.

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

- Enter the other party's fax number with the number keys.

```
Station 1:   Press OK
☎1234567890■■■■■■■■■■
```

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

The Forwarding Station's fax number is registered.

```
Sender Setting:
1.Program Sender
```

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

```
Name/No. : [ABC]
[ ]
```

17 Enter the other party's name.

```
Name/No. : [ABC] /OK
[ABC COMPANY ]
```

18 Press the **[OK]** key.**19** If you want to register the Specified Sender as a Wildcard, press **⏪** or **⏩** to select "Yes".

```
Store as Wildcard?
[Yes] No
```

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

To register another Specified Sender, repeat the above steps from step **15**.

To register a different Forwarding Station, press the **[Cancel]** key and repeat the above steps from step **15**.

Note

- Names for Specified Senders can be up to 24 characters long.
- You can confirm the names and fax numbers of Specified Senders on the Journal.
- You can confirm registered Specified Senders using the Specified Sender list.

21 Press the **[User Tools]** key to return to the standby display.**Editing a Forwarding Station**

To edit a Forwarding Station that is already registered, perform the following procedure.

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

```
User Tools:
1.Counter
```

2 Press **⏪** or **⏩** until " 2. Fax Features " is displayed.

```
User Tools:
2.Fax Features
```

3 Press the **[OK]** key.**4** Press **⏪** or **⏩** until " 4. Key Op. Tools " is displayed.

```
Fax Features:
4.Key Op. Tools
```

5 Press the **[OK]** key.**6** Press **[2][2][2][2]**.

```
Enter Key Op. Code
[****] /OK
```

7 Press the **[OK]** key.**8** Press **⏪** or **⏩** until " 5. Forwarding " is displayed.

```
Key Op. Tools:
5.Forwarding
```

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

- 10** Press **⏪** or **⏩** until " 2. Prog. Station " is displayed.

```
Forwarding:
2.Prog. Station
```

- 11** Press the **[OK]** key.
- 12** Press **⏪** or **⏩** to display the fax number of the Forwarding Station you want to edit.

```
Program?
1:1234567890
```

- 13** Press the **[OK]** key.
- 14** Press the **[Clear/Stop]** key, and then enter the Forwarding Station's correct fax number.

```
Station 1: Press OK
☎9876543210
```

- 15** Press the **[OK]** key.
The fax number is registered.
If you want to edit another Forwarding Station, press the **[Cancel]** key and repeat the above steps from step **10**.
- 16** Press the **[User Tools]** key to return to the standby display.

Editing a Specified Sender

To edit a Specified Sender, delete the Specified Sender you want to edit (See p.81 "Deleting a Specified Sender"), and then register it as a new Specified Sender. (See p.78 "Registering Forwarding Stations").

Deleting a Forwarding Station

To delete a Forwarding Station, perform the following procedure.

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

```
User Tools:
1.Counter
```

- 2** Press **⏪** or **⏩** until " 2. Fax Features " is displayed.

```
User Tools:
2.Fax Features
```

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

- 4** Press **⏪** or **⏩** until " 4. Key Op. Tools " is displayed.

```
Fax Features:
4.Key Op. Tools
```

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

- 6** Press **[2][2][2][2]**.

```
Enter Key Op. Code
[****] /OK
```

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

- 8** Press **⏪** or **⏩** until " 5. Forwarding " is displayed.

```
Key Op. Tools:
5.Forwarding
```

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

- 10** Press **⏪** or **⏩** until " 3. Delete Station " is displayed.

```
Forwarding:
3.Delete Station
```

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

12 Press **⏪** or **⏩** to display the fax number of the Forwarding Station you want to delete.

```
Delete? /OK
1:9876543210
```

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

The Forwarding Station is deleted. If you want to delete another Forwarding Station, repeat the procedure from step **11**.

14 Press the **[User Tools]** key to return to the standby display.

Deleting a Specified Sender

To delete a Specified Sender, perform the following procedure.

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

```
User Tools:
1.Counter
```

2 Press **⏪** or **⏩** until " 2. Fax Features " is displayed.

```
User Tools:
2.Fax Features
```

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

4 Press **⏪** or **⏩** until " 4. Key Op. Tools " is displayed.

```
Fax Features:
4.Key Op. Tools
```

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

6 Press **[2][2][2][2]**.

```
Enter Key Op. Code
[****] /OK
```

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

8 Press **⏪** or **⏩** until " 5. Forwarding " is displayed.

```
Key Op. Tools:
5.Forwarding
```

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

10 Press **⏪** or **⏩** until " 2. Prog. Station " is displayed.

```
Forwarding:
2.Prog. Station
```

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

12 Press **⏪** or **⏩** to display the fax number of the Forwarding Station that contains the Specified Sender you want to delete.

```
Program? /OK
1:1234567890
```

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

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

15 Press **⏪** or **⏩** until " 2. Delete Sender " is displayed.

```
Sender Setting:
2.Delete Sender
```

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

- 17** Use **⏪** or **⏩** to display the Specified Sender you want to delete.



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

The Specified Sender is deleted.

If you want to delete another Specified Sender, repeat the above steps from step 17.

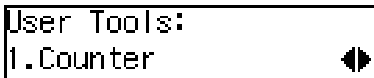
- 19** Press the **[User Tools]** key to return to the standby display.

Printing the Specified Sender list

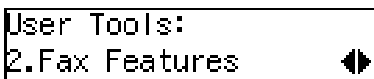
You can check which Specified Senders are registered for a Forwarding Address.

Follow the steps below to print this list.

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

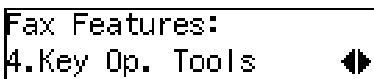


- 2** Press **⏪** or **⏩** until " 2. Fax Features " is displayed.



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

- 4** Press **⏪** or **⏩** until " 4. Key Op. Tools " is displayed.



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

- 6** Press **[2][2][2][2]**.



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

- 8** Press **⏪** or **⏩** until " 5. Forwarding " is displayed.



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

- 10** Press **⏪** or **⏩** until " 4. Print Sender List " is displayed.



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

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

The list is printed.

- 13** Press the **[User Tools]** key to return to the standby display.

Energy Save Timer

Use this function to have the fax machine turn its heater on and off automatically at specified times. For example, by having the heater turned off during the evening, on weekends, and during long holidays, you can reduce power costs.

Note

- ❑ You can set the timer switch on and off twice daily over a 1-week period.
- ❑ When the heater is off, incoming faxes are received in memory with Substitute Reception and printed when the heater is switched on.
- ❑ To use this function you must switch Energy Save Timer on after you specify times for the fax machine to automatically switch on and off. By default, Energy Save Timer is switched off.

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

```
User Tools:
1.Counter
```

- 2** Press **⏪** or **⏩** until "2. Fax Features" is displayed.

```
User Tools:
2.Fax Features
```

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

- 4** Press **⏪** or **⏩** until "4. Key Op. Tools" is displayed.

```
Fax Features:
4.Key Op. Tools
```

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

- 6** Press **[2][2][2][2]**.

```
Enter Key Op. Code
[****] /OK
```

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

- 8** Press **⏪** or **⏩** until "6. Energy Save Timer" is displayed.

```
Key Op. Tools:
6.EnergySave Timer
```

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

```
Energy Save Timer:
1.On/Off
```

- 10** Perform the settings below to switch the timer On/Off, and program the timers.

Switching the Energy Save Timer On/Off

- 1** Press the **[OK]** key.
- 2** Press **⏪** or **⏩** to select "On" to switch this feature on, or select "Off" to switch this feature off.

```
EnergySaveTimer /OK
[On] Off
```

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

Programming the Energy Save Timer

- 1** Press the **⏪** or **⏩** key to select "2. Date/Time Set".

```
Energy Save Timer:
2.Date/Time Set
```

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

- ③ Press ◀ or ▶ to select the day of the week.
- ④ Press the **[OK]** key.
- ⑤ Press ◀ or ▶ to select "AM" or "PM".

```
Sun. Set 1: Press OK
Time [AM] PM
```

- ⑥ Press the **[OK]** key.
- ⑦ Use the number keys to enter the first time for the first On/Off switching.

Enter the time in the 24-hour (1~12) and the minute setting (00~59).

```
Sun. Set 1: Press OK
Time [ 9:30] AM
```

 **Note**

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

- ⑧ Press the **[OK]** key.
- ⑨ Use the ◀ or ▶" key to select "On" or "Off".

```
Sun. Set 1: ◀/▶/OK
[On] Off
```

- ⑩ Press the **[OK]** key.
- ⑪ Now, repeat steps ⑤ to ⑩ to program the time for the second switching.
If you register only one setting, repeat the procedure with the same settings.
- ⑫ If you want to set switches for another day of the week, repeat from step ③.

11 Press the **[User Tools]** key.

The fax machine returns to stand-by display.

 **Note**

- When the heater is powered off, the display is blank. When the fax machine heater is switched off with the Energy Save Timer, you can restore the fax machine to normal operation temporarily by pressing the **[Energy Saver/Clear Modes]** key so fax messages in the memory can print. If the fax machine remains idle for more than 5 minutes, the fax machine will once again switch off the heater automatically.

User Parameters

The User Parameters allows you to customize various settings to match your needs.

To change the function settings, set the user parameter switches.

Preparation

Access to some User Parameter Settings requires 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.

Bit Number	7	6	5	4	3	2	1	0
Bit Value	↓	↓	↓	↓	↓	↓	↓	↓
	0	1	0	0	0	0	0	0

The User Parameter switches are outlined below.

Switch	Bit	Item	1	0
00	5,4	5, 4: Default resolution when you send a message. RESOLUTION 00: Standard 01: Detail 10: Fine 11: Auto		
	6	Default setting for transmission. TRANSMISSION MODE	Immediate	Memory
	7	Home position for the Original Type. HALFTONE	Photo	Text
01	7	Return the machine to the default settings after each communication (Return to default after transmission)	On	Off

Switch	Bit	Item	1	0
02	0	Default setting for printing the Forwarding Mark. FORWARDING MARK	On	Off
	1	Default setting for the Center Mark. CENTER MARK	On	Off
	2	Default setting for printing the Reception Time. RECEPTION TIME	On	Off
	3	Print Sender Information (TSI Print)	On	Off
	4	Default setting for the Checkered Mark. CHECKERED MARK	On	Off
03	0	Automatic printing of the Communication Result Report (Memory TX)	On	Off
	2	Automatic printing of the File Reserve Report (Memory TX)	On	Off
	3	Automatic printing of the File Reserve Report (Polling RX)	On	Off
	4	Automatic printing of the Communication Result Report (Polling RX)	On	Off
	5	Automatic printing of the Transmission Result Report (Immediate TX)	On	Off
	7	Automatic printing of the Journal	On	Off
04	0	Print the Confidential File Reports.	On	Off
	7	Include a portion of the image on the Communication Result Report, File Reserve Report, Communication Failure Report.	On	Off

Switch	Bit	Item	1	0
05	0	Store incoming faxes when machine is out of supplies. SUBSTITUTE RECEPTION	On	Off
	1	Default setting for Substitute Reception. CONDITIONS OF MEMORY RECEPTION	Reject (If no name or fax number is received)	Accept (Free)
	4	Restricts fax machine usage to specific users. RESTRICTED ACCESS	On	Off
	6	Default setting for the Energy Saving function ENERGY SAVER	Fax Standby (Heater half-cool)	Energy Saving Standby (Heater Off)
06	0	Default setting for a header with each page. FAX HEADER PRINT	On	Off
	2	Default setting for Closed Network Transmission. CLOSED NETWORK TRANSMISSION	On	Off
	4	Default setting for Batch Transmission. BATCH TRANSMISSION	On	Off
07	2	Parallel Memory Transmission	On	Off
	4	Assign the Tone key as the 【*】 key on the operation panel. TONE SWITCH BY ASTERISK KEY	On	Off

Switch	Bit	Item	1	0
08	3,2	Authorized Reception	00: Off 01: Received messages only from senders whose Own Name/Own Fax Number are registered 11: Received messages only from senders whose Own Name/ Own Fax Number are not registered	
	5, 4	Specified Tray Selection	00: Off 01: Messages from senders whose Own Name/Own Fax Number are registered are printed from the main paper tray. 11: Messages from senders whose Own Name/Own Fax Number are not registered are printed from the main paper tray.	
	6	Forwarding	On	Off
	7	Forwarding 0: Forward messages from Specified Senders only. 1: Forward messages from non-Specified Senders only.		
09	0	Memory Lock	On	Off
	1	Memory Lock 0: Messages from Specified Senders are not printed unless you enter the Memory Lock ID. 1: Messages from non-Specified Senders are not printed unless you enter the Memory Lock ID.		
	6	ADD DESTINATIONS WITH A SERIES OF QUICK DIALS	On	Off
10	5	Selection of purpose for bypass tray.	Only for optional Printer	All
	7	Selection of a method for halftone mode. HALF-TONE METHOD	Speed method	Standard method
11	2	Blank sheet transmissions are detected. DETECTION OF BLANK SHEET TRANSMISSION	On	Off
	6	Print the received message when acting as a Forwarding Station PRINT MEMORY TRANSFER FILES	On	Off

Switch	Bit	Item	1	0
12	1	Distinctive Ring	On	Off
	2	Toner Saving Mode	On	Off
	7	Copy Mode	Not Possible	Possible
13	0	Use the G3 line as an internal extension, or an outside line. PABX/PSTN 1: PABX 0: PSTN		
19	7,6,5	Set the tray which is selected first when copying. 001: Tray1 010: Tray2 111: Bypass Tray		
20	4	Correct the black line made when scanning originals.	On	Off
	7	Show warning when scanner is found dirty	On	Off

Changing the User Parameters

We recommend that you print the User Parameter list and keep it when you register or change a user parameter. See p.90 "Printing the User Parameter List".

Do not change any bit switches other than those shown on the previous pages.

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

```
User Tools:
1.Counter
```

- 2** Press **⏪** or **⏩** until "2. Fax Features" is displayed.

```
User Tools:
2.Fax Features
```

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

- 4** Press **⏪** or **⏩** until "4. Key Op. Tools" is displayed.

```
Fax Features:
4.Key Op. Tools
```

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

- 6** Press **[2][2][2][2]**.

```
Enter Key Op. Code
[****] /OK
```

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

- 8** Press **⏪** or **⏩** until "7. User Parameters" is displayed.

```
Key Op. Tools:
7.User Parameters
```

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

```
User Parameters:
1.Change
```

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

```
Refer Op. Manual:
Switch 00 :0000 0110
```

For a list of the switches and settings, see p.85 "User Parameters".

Use the User Parameters table to look up the number of the switch that you want to change, and then press the **[◀]** or **[▶]** key to display the number of the switch.

The bits are numbered 7~0. To change a setting, press the corresponding number key to toggle the setting between "0" and "1"

Key to Press	7	6	5	4	3	2	1	0
SW00:	1	0	0	0	0	1	1	0

For example, if you want to change the setting at bit 7, press the 7 number key to toggle the setting between "1" and "0".

- 11** When you are finished making adjustments, press the **[OK]** key.

```
User Parameters:
1.Change
```

- 12** Press the **[User Tools]** key to return to the standby display.

Printing the User Parameter List

Print this list to see the current User Parameter settings.

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

```
User Tools:
1.Counter
```

- 2** Press **[◀]** or **[▶]** until " 4. Fax Features " is displayed.

```
User Tools:
4.Fax Features
```

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

- 4** Press **[◀]** or **[▶]** until " 4. Key Op. Tools " is displayed.

```
Fax Features:
4.Key Op. Tools
```

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

- 6** Press **[2][2][2][2]**.

```
Enter Key Op. Code
[****] /OK
```

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

- 8** Press **[◀]** or **[▶]** until " 7. User Parameters " is displayed.

```
Key Op. Tools:
7.User Parameters
```

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

```
User Parameters:
1.Change
```


- 10 Press the ⏪ or ⏩ key until " 2. Print List " is displayed.

```
User Parameters:
2.Print List
```

- 11 Press the **[OK]** key.
- 12 Press the **[Start]** key to print the list.

```
User Parameters List
Press Start to Print
```

 **Note**

- If you press the **[Cancel]** key before printing starts, the list will not be printed and the display shown in step 10 appears again.

- 13 Press the **[User Tools]** key to return to the standby display.

Personal Codes

This function allows you to keep track of machine usage. When Personal Codes are programmed, users have to enter their Personal Code before they send a fax. This function is used for the Restricted Access. See p.94 "Restricted Access"

 **Important**

- We recommend that you print the Personal Code List and keep it when you register or change a Personal Code. See p.93 "Printing the Personal Code List".

 **Note**

- Personal Codes can be up to 8-digits long, and you can enter the following numbers and symbols : 0 to 9, #, *, and spaces.
- You can register up to 30 Personal Codes. Each Personal Code name can be up to 20 characters long.

Registering and Editing

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

```
User Tools:
1.Counter
```

- 2 Press ⏪ or ⏩ until " 2. Fax Features " is displayed.

```
User Tools:
2.Fax Features
```

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

- 4** Press \odot or \oplus until " 4. Key Op. Tools " is displayed.

```
Fax Features:
4.Key Op. Tools  ◀▶
```

- 5** Press the [OK] key.

- 6** Press [2][2][2][2].

```
Enter Key Op. Code
[****] /OK
```

- 7** Press the [OK] key.

- 8** Press \odot or \oplus until " 8. Personal Code " is displayed.

```
Key Op. Tools:
8.Personal Code  ◀▶
```

- 9** Press the [OK] key.

Confirm that " 1. Prog. Pers. Code " is displayed.

```
Personal Code:
1.Prog. Pers. Code  ◀▶
```

- 10** Press the [OK] key.

- 11** To register a new Personal Code , enter the Personal Code (8 digits or less) with the number keys. To edit a registered personal code, press \odot or \oplus to display the desired Personal Code.

```
Enter Code to Prog.
[11111111] Press OK
```

- 12** Press the [OK] key.

- 13** Enter the user name.

```
Name: [ABC] /OK
[ABC COMPANY■■■■■■■■]
```

- 14** Press the [OK] key.

- 15** Press the [User Tools] key to return to the standby display.

Deleting

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

```
User Tools:
1.Counter  ◀▶
```

- 2** Press \odot or \oplus until " 2. Fax Features " is displayed.

```
User Tools:
2.Fax Features  ◀▶
```

- 3** Press the [OK] key.

- 4** Press \odot or \oplus until " 4. Key Op. Tools " is displayed.

```
Fax Features:
4.Key Op. Tools  ◀▶
```

- 5** Press the [OK] key.

- 6** Press [2][2][2][2].

```
Enter Key Op. Code
[****] /OK
```

- 7** Press the [OK] key.

- 8** Press \odot or \oplus until " 8. Personal Code " is displayed.

```
Key Op. Tools:
8.Personal Code  ◀▶
```

- 9** Press the [OK] key.

- 10** Press **⏪** or **⏩** until " 2. Delete " is displayed.

```
Personal Code:
2.Delete
```

- 11** Press the **[OK]** key.
- 12** Press **⏪** or **⏩** to display the Personal Code you want to delete.

```
Delete? /OK
11111111:DEF COMPANY
```

- 13** Press the **[OK]** key.
- The Personal Code is deleted.
- If you want to delete another Personal Code, repeat the above steps from step **10**.

- 14** Press the **[User Tools]** key to return to the standby display.

Printing the Personal Code List

Print this list to find out the registered Personal Codes and their names.

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

```
User Tools:
1.Counter
```

- 2** Press **⏪** or **⏩** until " 2. Fax Features " is displayed.

```
User Tools:
2.Fax Features
```

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

- 4** Press **⏪** or **⏩** until " 4. Key Op. Tools " is displayed.

```
Fax Features:
4.Key Op. Tools
```

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

- 6** Press **[2][2][2][2]**.

```
Enter Key Op. Code
[****] /OK
```

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

- 8** Press **⏪** or **⏩** until " 8. Personal Code " is displayed.

```
Key Op. Tools:
8.Personal Code
```

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

- 10** Press **⏪** or **⏩** until " 3. Print List " is displayed.

```
Personal Code:
3.Print List
```

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

- 12** Press the **[Start]** key.
- The list is printed.

- 13** Press the **[User Tools]** key to return to the standby display.

Restricted Access

Use this function to limit transmission to specific users. When turned on, users must enter a previously assigned Personal Code in order to transmit originals.

The Restricted Access function makes it possible to monitor machine usage by user or department.

Preparation

In order to use this function, you need to register the Personal Code and turn this function on with the User Parameters beforehand. See p.91 "Registering and Editing" and p.85 "User Parameters" (Switch 05, Bit 4).

Note

- The machine returns to the state where a Personal Code must be entered to use the machine in the following situations:
 - The machine is not used for a certain time
 - A previously set original is removed
 - The current operation is completed
- When Restricted Access is turned on, incoming faxes are received and printed as normal.

1 Check that the Restricted Access display is shown.



2 Enter your personal code with the number keys.



3 Press the [OK] key.

ID Code

Use this procedure to register the following kinds of ID Codes:

Important

- You can confirm ID Codes in the Parameter Settings list. We recommend you print a new list each time you register or change ID Codes.
- You can edit registered ID Codes by performing the steps for registering ID Codes in the following procedure. Display the ID Code you want to change, and then press the [Clear/Stop] key and re-enter the ID Code.

Polling ID

This ID is required for using Default ID Polling Reception. See p.9 "Calling to Request a Message (Polling Reception)"

Note

- You can enter A to F by the Quick Dial keys.
- You can enter 0 to 9 by the number keys.
- 0000 and FFFF can not be entered.

❖ Confidential ID

This ID is required for printing a message received with the Confidential Reception function. See p.16 "Printing a Confidential Fax Message".

❖ Memory Lock ID

This ID is required for printing a message received using the Memory Lock function. See p.17 "Printing a Memory-locked Message".

Note

- You can enter 0 to 9 by the number keys.
- 0000 can not be entered.

Registering

To register ID Codes, perform the following procedure.

The following example is for Memory Lock ID.

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

```
User Tools:
1.Counter
```

- 2** Press **⏪** or **⏩** until " 2. Fax Features " is displayed.

```
User Tools:
2.Fax Features
```

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

- 4** Press **⏪** or **⏩** until " 4. Key Op. Tools " is displayed.

```
Fax Features:
4.Key Op. Tools
```

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

- 6** Press **[2][2][2][2]**.

```
Enter Key Op. Code
[****] /OK
```

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

- 8** Press **⏪** or **⏩** until " 9. ID Code " is displayed.

```
Key Op. Tools:
9.ID Code
```

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

- 10** Press **⏪** or **⏩** until " 3. Memory Lock ID " is displayed.

```
ID Code:
3.Memory Lock ID
```

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

- 12** Enter the Memory Lock ID (4-digits) with the number keys.

```
Memory Lock ID: /OK
ID[1234]
```

If you make a mistake, press the **[Clear/Stop]** key and try again.

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

If you want to enter another item, repeat the above steps from step **1**.

- 14** Press the **[User Tools]** key to return to the standby display.

Line Type

You must match the fax machine to the type of line you use: a tone line or a pulse line. Then, you should connect the line to the machine.

Note

- This function is not available in some areas.

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

```
User Tools:
1.Counter
```

- 2** Press **⏪** or **⏩** until " 2. Fax Features " is displayed.

```
User Tools:
2.Fax Features
```

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

- 4** Press **⏪** or **⏩** until " 4. Key Op. Tools " is displayed.

```
Fax Features:
4.Key Op. Tools
```

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

- 6** Press **[2][2][2][2]**.

```
Enter Key Op. Code
[****] /OK
```

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

- 8** Press **⏪** or **⏩** until "10. Line Type" is displayed.

```
Key Op. Tools:
10.Line Type
```

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

- 10** Press **⏪** or **⏩** to set your machine for a tone dial line or a pulse dial line.

```
Line Type:
Pulse [Tone]
```

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

- 12** Press the **[User Tools]** key to return to the standby display.

Select Line

When your machine is connected through a PABX, change the Select Line setting to Extension. If it is connected directly to the telephone network, leave it set to Outside.

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

```
User Tools:
1.Counter
```

- 2** Press **⏪** or **⏩** until " 2. Fax Features " is displayed.

```
User Tools:
2.Fax Features
```

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

- 4** Press **⏪** or **⏩** until " 4. Key Op. Tools " is displayed.

```
Fax Features:
4.Key Op. Tools
```

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

- 6** Press **[2][2][2][2]**.

```
Enter Key Op. Code
[****] /OK
```

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

8 Press **⏪** or **⏩** until "11. Select Line" is displayed.

```
Key Op. Tools:
11.Select Line
```

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

10 Press **⏪** or **⏩** and select "Extension" or "Outside".

```
Select Line: /OK
Extension [Outside]
```

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

12 Press the **[User Tools]** key.

The machine returns to standby display.

PSTN Access Number

Use this setting to save having to enter a pause after the PSTN access number when dialing. When you program an access number, a pause is automatically added as soon as that number is pressed. For example, if you register "0" as the PSTN Access Number, a pause will be inserted automatically after dialing "0".

Limitation

- This function does not work when using On Hook mode or when dialing from an external telephone.

Note

- After you have registered PSTN access number, select the line to PABX on User Parameters (Switch 13 Bit 0).
- PSTN access numbers can be up to 2 digits long.

To register an PSTN access number, perform the following procedure.

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

```
User Tools:
1.Counter
```

2 Press **⏪** or **⏩** until " 2. Fax Features " is displayed.

```
User Tools:
2.Fax Features
```

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

4 Press **⏪** or **⏩** until " 4. Key Op. Tools " is displayed.

```
Fax Features:
4.Key Op. Tools
```

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

6 Press **[2][2][2][2]**.

```
Enter Key Op. Code
[****] /OK
```

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

8 Press **⏪** or **⏩** until " 12. PSTN Access No. " is displayed.

```
Key Op. Tools:
12.PSTN Access No.
```

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

10 Enter the PSTN access number (1 or 2-digits) with the number keys.

If you make a mistake, press the **[Clear/Stop]** key and try again.

```
PSTN Access No.: /OK
[0]
```

- 1** Press the **[OK]** key.
- 2** Press the **[User Tools]** key to return to the standby display.

Memory File Transfer

If the machine cannot print out a received message, you can send all messages currently stored in memory to another fax machine and have them printed out there (for example, when toner is empty, paper has run out, or the printing function is out of order). All messages in memory including Memory-locked messages can be sent to another fax machine. Use this function when you are in an urgent situation.

Note

- Even if a transmission error occurs, messages are not resent.
- All documents are not erased from memory regardless of whether forwarding was successful or not.
- Details of the forwarding operation are not printed in the Journal.

To transfer all of the messages currently stored in memory, perform the following procedure.

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

```
User Tools:
1.Counter
```

- 2** Press **⏪** or **⏩** until "2. Fax Features" is displayed.

```
User Tools:
2.Fax Features
```

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

- 4** Press **⏪** or **⏩** until "4. Key Op. Tools" is displayed.

```
Fax Features:
4.Key Op. Tools
```

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

- 6** Press **[2][2][2][2]**.

```
Enter Key Op. Code
[****] /OK
```

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

- 8** Press **⏪** or **⏩** to display "13. Mem. File Trans."

```
Key Op. Tools:
13.Mem.File Trans.
```

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

If no files are available, "No Files Exist" is displayed.

- 10** Enter the transfer destination's fax number with the number keys.

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

File transfer starts.

Once file transfer has finished, the machine returns to standby display.

Margin Adjust

If image positioning needs to be adjusted slightly, adjust the margins for the appropriate tray (the main paper tray, the optional paper tray unit, or the bypass tray).

- You can adjust the margins in 13 steps up or down, left or right.
- You can adjust the position of the printed image in 0.5 mm steps.

To adjust margins, perform the following procedure.

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

```
User Tools:
1.Counter
```

- 2** Press **⏪** or **⏩** until " 2. Fax Features " is displayed.

```
User Tools:
2.Fax Features
```

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

- 4** Press **⏪** or **⏩** until " 4. Key Op. Tools " is displayed.

```
Fax Features:
4.Key Op. Tools
```

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

- 6** Press **[2][2][2][2]**.

```
Enter Key Op. Code
[****] /OK
```

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

- 8** Press **⏪** or **⏩** until "14. Margin Adjust" is displayed.

```
Key Op. Tools:
14.Margin Adjust
```

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

- 10** Press **⏪** or **⏩** to display the tray you want to adjust the margins for.

```
Margin Adjust:
1.Tray 1
```

Note

- The optional Tray Unit is displayed as "Tray 2", and the bypass tray as "Bypass".

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

- 12** Press **⏪** or **⏩** and select "1. Top Margin" or "2. Left Margin".

```
Tray 1:
1.Top Margin
```

Note

- You can view the margins by using **⏪** or **⏩** to select "3. Test Print", and then press the **[OK]** key.

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

- 14** Press **⏪** or **⏩** and adjust the margins.

Press the **⏪** key to move the arrow (▼) to the left and reduce the image.

Press the **⏩** key to move the arrow (▼) to the right and enlarge the image.

```
Tray 1:Top
- ▼ /OK
+
```

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

The margins are set.

If you want to adjust a margin for the same tray, repeat the process from step 10. If you want to adjust a margin for another tray, press the **[Cancel]** key, and then repeat the procedure from step 10.

- 16** Press the **[User Tools]** key.

The machine returns to standby display.

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.

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

```
User Tools:
1.Counter
```

- 2** Press **⏪** or **⏩** until "2. Fax Features" is displayed.

```
User Tools:
2.Fax Features
```

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

- 4** Press **⏪** or **⏩** until "4. Key Op. Tools" is displayed.

```
Fax Features:
4.Key Op. Tools
```

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

- 6** Press **[2][2][2][2]**.

```
Enter Key Op. Code
[****] /OK
```

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

- 8** Press **⏪** or **⏩** until "15. RDS On/Off" is displayed.

```
Key Op. Tools:
15.RDS On/Off
```

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

- 10** Press **⏪** or **⏩** and select "On" or "Off".

```
RDS On/Off:
[On] Off /OK
```

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

- 12** Press the **[User Tools]** key to return to the standby display.

8. Solving Operation Problems

Printing the Help List

Press the **[Help]** key and **[Start]** key to print a copy of the Help List which contains brief descriptions about the following features:

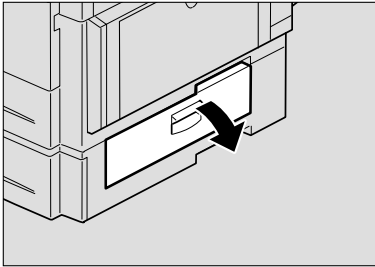
- Immediate/Memory Transmission
- Canceling Memory Transmission
- Programming/Clearing Quick Dials
- Printing lists of Quick Dials and User Function keys
- Programming/Clearing Speed Dials
- Printing the Speed Dial List
- Printing the Journal
- Printing the Quick Dial Key Label and User Function Key Label

Clearing a Copy, Fax or Print Jam

Clearing a Copy, Fax, or Print Jam in the Optional Paper Tray Unit

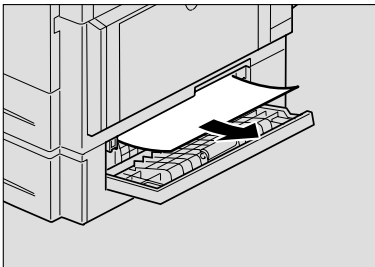
To clear jams in the optional paper tray unit, perform the following procedure.

- 1** Open the lower right cover.



ZFWH330E

- 2** Pull the jammed paper out slowly.



ZFWH340E

- 3** Close the lower right cover making sure it clicks firmly into place.

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

Even if the 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 a certain period of time through the 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

- Make sure that 100% is shown on the Fax standby display before you turn off the power switch or you unplug the power cord. Fax files programmed in memory will be deleted 12 hours or more after you turn off the power switch or you unplug the power cord. The storage time might be shorter if the surrounding temperature is low or the machine has been on for less than a week.
- Fax files programmed in memory will not be deleted while the optional memory card is installed. When you install the memory card to the machine, make sure that 100% is shown on the display and turn off the power switch.
- 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.



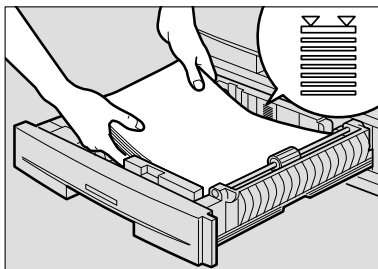
9. Maintaining Your Machine

Loading paper in the Optional Paper Tray Unit

- 1** Make sure that the optional paper tray unit is not being used.
- 2** Pull out the paper tray until it stops.
- 3** While pinching the release lever, adjust the back fence and side fences.
- 4** Push the metal plate down, and then square the paper and load it in the tray.
- 5** Readjust the back fence and side fences.
- 6** Push the paper tray in until it stops.

Important

- When loading small quantities of paper, be careful not to squeeze in the side fence too much or paper will not be fed properly.



Important

- If paper is left in the paper tray and then you add paper, a misfeed might occur.
- Do not stack paper over the limit mark. Load paper so that the paper touches the right side of the tray, or misfeeds might occur.

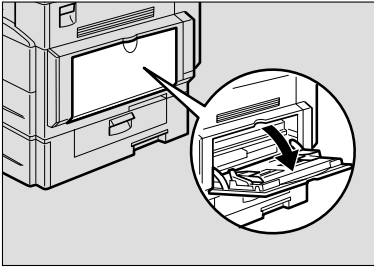
Note

- Shuffle the paper before loading it in the tray.
- If the paper is curled, load the paper up side down.

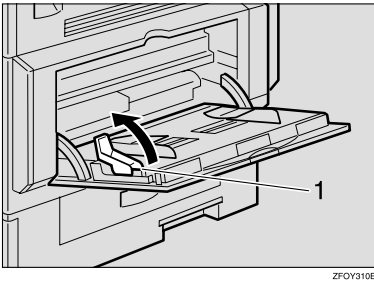
Loading paper in the Bypass Tray

The following procedure describes how to load paper in the bypass tray.

1 Open the bypass tray.

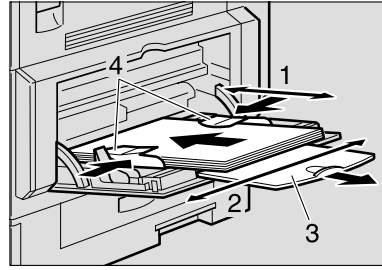


2 Push up the paper guide release lever.



1. Paper guide release lever

3 Gently insert the copy paper face down and adjust the paper guides.



- 1. Horizontal size**
- 2. Vertical size**
- 3. Extender**
- 4. Paper guides**

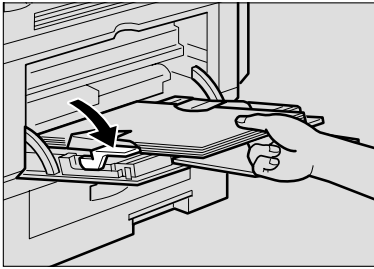
Important

- If the guides are not flush with the copy paper, a skew image or paper misfeeds might occur.

Note

- Set the direction of the paper to .
- Swing out the extender to support paper sizes larger than A4 $8\frac{1}{2}'' \times 14''$.
- Fan paper to get air between the sheets and avoid a multi-sheet feed.

- 4** Push down the paper guide release lever.



Note

- If you set A4, $8\frac{1}{2} \times 14$ " or larger paper, hold the edge of the paper and push down the paper guide release lever.
- If you do not push down the paper guide release lever, a mis-feed might occur.
- You can specify the type of paper used for the bypass tray. See p.63 "Changing the Paper Type for Bypass Tray".

Changing the Paper Size in the Main Paper Tray

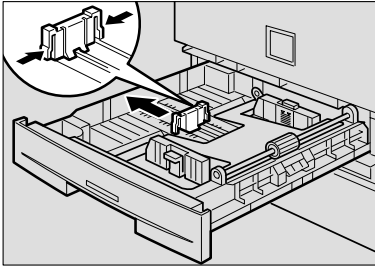
1 Make sure that the paper tray is not being used.

2 Pull out the paper tray until it stops.

 **Note**

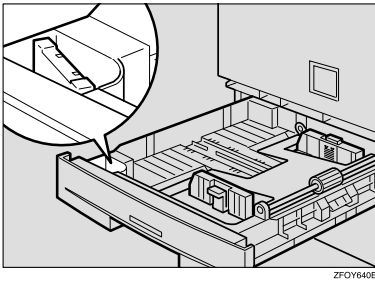
- Remove any remaining paper.

3 Adjust the back fence.

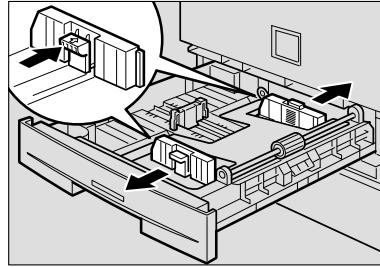


 **Note**

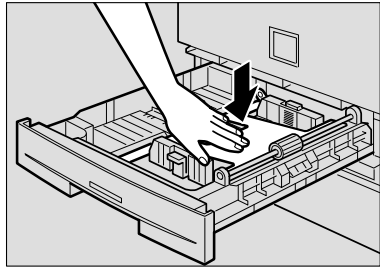
- When you load A4 paper, place the back fence in the corner pocket on the left.



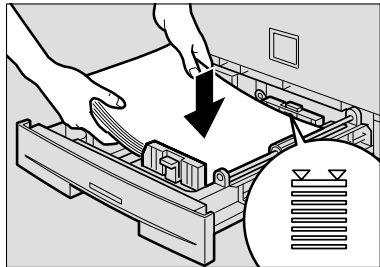
4 While pressing the release lever, adjust the side fences.



5 Push the metal plate down.



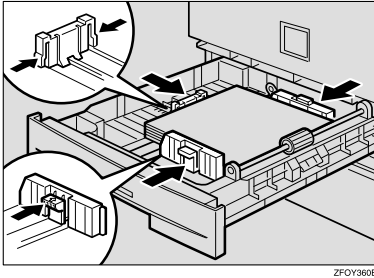
6 Square the paper and load it in the tray.



 **Important**

- Do not stack paper over the limit mark.

- 7** Adjust the side and back fences to the new paper size.



Important

- When setting small quantities of paper, be careful not to squeeze in the side fence too much or paper will not be fed properly.
- 8** Push the paper tray in until it stops.
 - 9** Before you can use it, you must change the paper size setting for this tray using "Tray Paper Size" function. See p.62 "Changing the Paper Size Setting".

Changing the Paper Size in the Optional Paper Tray Unit

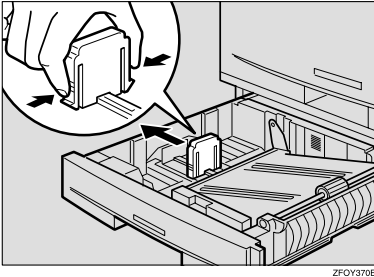
1 Make sure that the paper tray is not being used.

2 Pull out the paper tray until it stops.

 **Note**

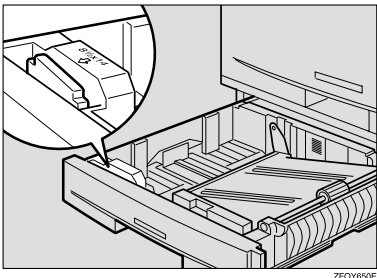
- Remove any remaining paper.

3 Adjust the back fence.

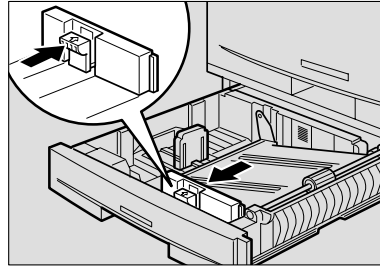


 **Note**

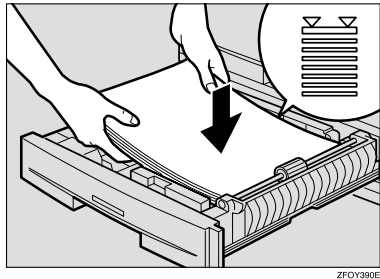
- When you load 8¹/₄" × 14" or 8¹/₂" × 14" paper, place the back fence in the corner pocket on the left.



4 While pressing the release lever, adjust the side fences.



5 Push the metal plate down, and then square the paper and load it in the tray.



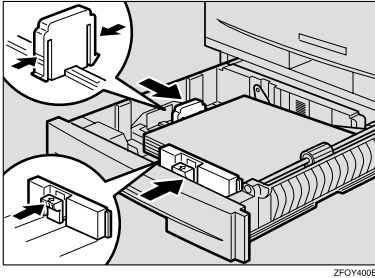
 **Important**

- Do not stack paper over the limit mark.
- Load paper so that the paper touches the right side of the tray, or misfeeds might occur.

 **Note**

- Shuffle the paper before loading it in the tray.

- 6** Adjust the side and back fences to the new paper size.



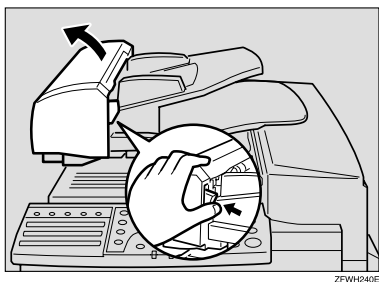
Important

- When loading small quantities of paper, be careful not to squeeze in the side fence too much or paper will not be fed properly.
- 7** Push the paper tray in until it stops.
 - 8** Before you can use it, you must change the paper size setting for this tray using "Tray Paper Size" function. See p.62 "Changing the Paper Size Setting".

Cleaning the Scanner

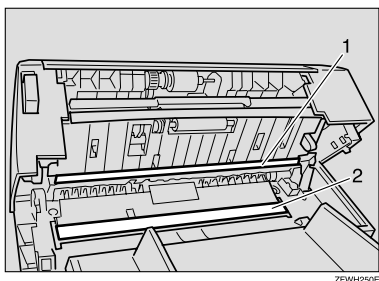
To maintain the machine, clean the scanner regularly.

- 1** While pushing the release button, open the ADF unit.



- 2** Wipe the white strip (1) and exposure glass (2).

Use a soft dry cloth. If dirt is hard to remove, wipe with a well-wrung damp cloth, then wipe dry with a soft, dry cloth.



- 3** Close the ADF unit making sure it clicks firmly into place.

Replacing the ADF Maintenance Kit

In order to ensure maximum performance of your fax machine, the ADF Maintenance Kit is provided. You can replace the ADF Maintenance Kit after approximately 45,000 originals have been scanned with the ADF. You need to replace the ADF Maintenance Kit when you are prompted to do so by a message on the display:

```
Change ADF Maintenance
Kit /OK
```

Follow the procedure below to replace the ADF Maintenance Kit.

Note

- ❑ If your service representative is responsible for performing this operation, this message will not appear.
- ❑ If you do not have an ADF Maintenance Kit when you are prompted to replace the ADF Maintenance Kit, or if you do not have time to perform the maintenance at that time, at step 3 below, select "No", and then press the **[OK]** key to return to the standby display so you can continue using the fax machine. However, after you scan an additional 100 originals with the ADF, you will be prompted once again to replace the ADF Maintenance Kit.
- ❑ After "Change ADF Maintenance Kit" message appears in the display, you can continue to send fax messages and perform other operations.

- 1 A message on the display prompts you to replace the ADF Maintenance Kit when it is time for replacement.

```
Change ADF Maintenance
Kit /OK
```

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

```
Change Now?: ◀▶/OK
[Yes] No
```

- 3 Make sure that "Yes" is selected, and then press the **[OK]** key.

Note

- ❑ If you want to replace the ADF Maintenance Kit later, press ◀ or ▶ to select "No", and then press the **[OK]** key. If you replace the ADF Maintenance kit when "Change ADF Maintenance Kit" message is not displayed, you must reset the ADF counter. See p.69 "Resetting the ADF Counter"

```
Please Replace Kit
Then Press OK
```

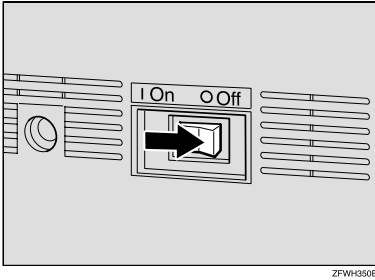
- 4 To replace the ADF Maintenance Kit, follow the instructions in "Replacing the ADF Maintenance Kit" supplied with the ADF Maintenance Kit.

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

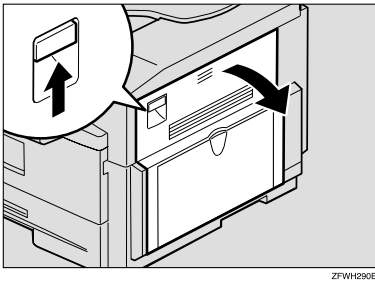
The ADF counter is reset automatically.

Replacing the Photo Conductor Unit (PCU)

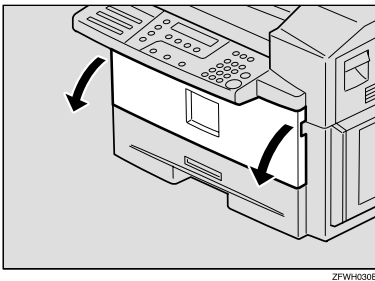
1 Turn Off the Power Switch.



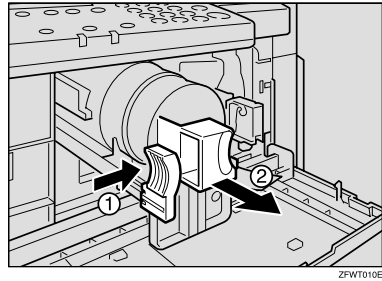
2 Open the right cover.



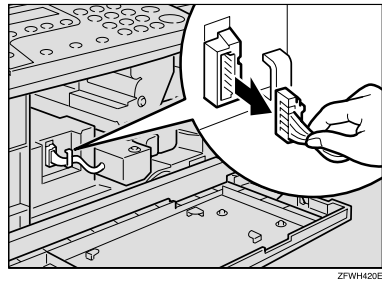
3 Open the front cover.



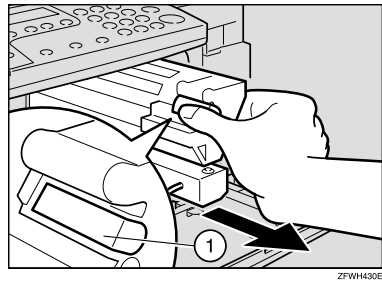
4 Push the lever (①) and pull out the toner cassette holding (① and ②).



5 Take the cord off the hook and remove the connector.



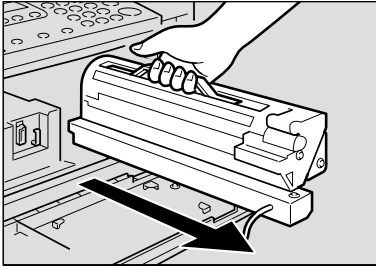
6 Pull the PCU while pushing (①).



 **Note**

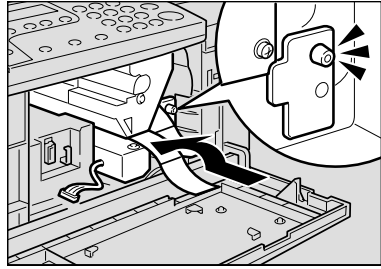
- If the PCU can not be pulled, make sure the right cover is opened.

- 7** Pull out the PCU holding the handle.



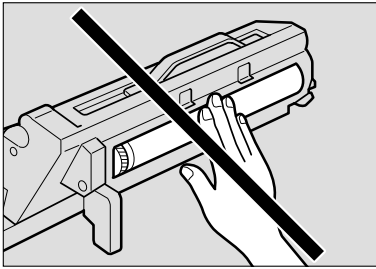
ZFWH440E

- 10** Push the PCU until it locks into place.



ZFWH460E

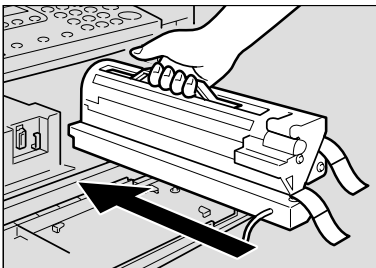
- 8** Take out the new PCU from the box and remove the black paper.



ZFWH530E

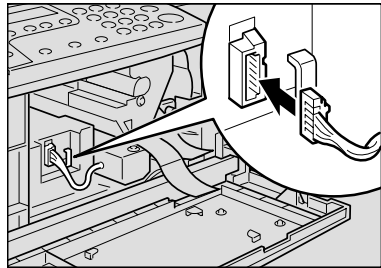
Do not touch the blue part.

- 9** Insert the new PCU.



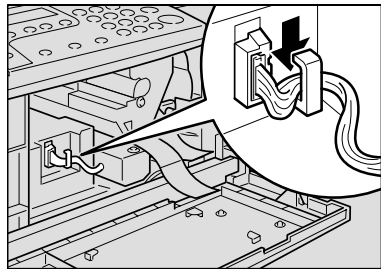
ZFWH450E

- 11** Insert the connector.



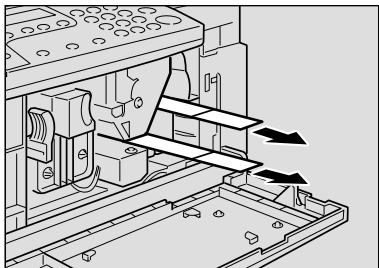
ZFWH470E

- 12** Place the cord on the hook.



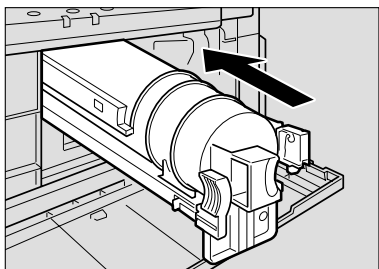
ZFWH480E

- 13** Pull the two red tags to remove the plastic strips.



ZFWH040E

- 14** Return the toner cassette.
Push the toner cassette until it locks into place.



ZFWT040E

- 15** Close the right cover and front cover.

Replacing the Toner Cassette

⚠ WARNING:

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

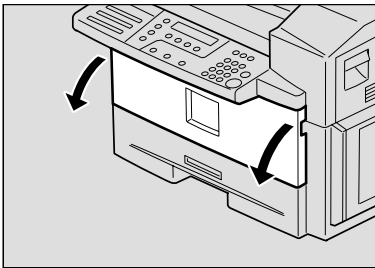
⚠ CAUTION:

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

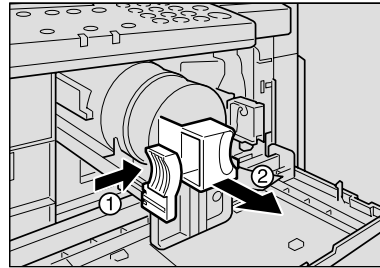
📝 Note

- ❑ When the Add Toner indicator (🔊) starts to blink, the toner cartridge is almost empty. You will make 50 more copies before you have to change the toner cassette.
- ❑ When the Add Toner indicator (🔊) remains lit, it is time to install a new toner cassette.

1 Open the front cover.



- ## 2 Push the lever (1) and pull out the old toner cassette holding (1) and (2).

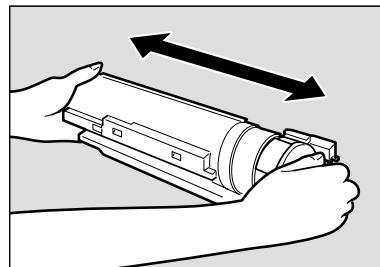


⚠ Important

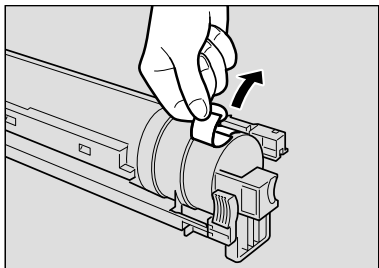
- ❑ Do not incinerate waste toner. Toner dust may ignite suddenly when exposed to an open flame.

3 Prepare the new toner cassette.

Hold the cassette horizontally and shake it gently from side to side a few times.

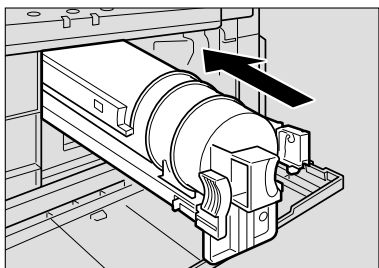


- 4** Remove the tape from the toner cassette.



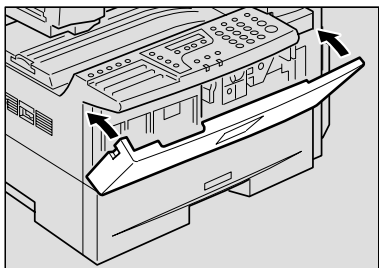
ZFWT030E

- 5** Replace the toner cassette and make sure it locks securely into place.



ZFWT040E

- 6** Close the front cover.



ZFWH050E

Toner Cassette Storage

⚠ WARNING:

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

⚠ CAUTION:

- *Keep toner (used or unused) and toner cartridge out of the reach of children.*
- Store in a cool, dark place.
- Never store where they may be exposed to heat.
- Keep out of the reach of children.
- Do not eat toner.
- Do not lay heavy objects on toner cassette.
- Do not incinerate toner or toner containers. Toner dust may cause flashback when exposed to an open flame.

Before Installation

Before installing your machine, read the safety instructions at the beginning of this manual. To install the machine, follow these procedures:

- ① Find a suitable location for the machine.
- ② Remove all the pieces of tape attached to the machine.
- ③ Open the front cover and remove the tapes from a toner cassette and a photo conductor unit.
- ④ Attach the accessories and load the paper in the paper tray.
- ⑤ Connect the power. (See p.123 "Connecting the Power and Switching On".)
- ⑥ Connect the phone line. (See p.124 "Connecting to a Telephone Line".)
- ⑦ Enter all necessary information and settings in your machine's memory. See p.41 "Registering", <Basic Features>.

For details, see the "Before You Use This Machine" manual.

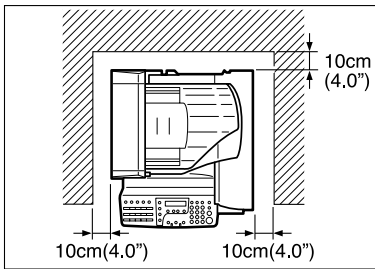
Machine Environment

When choosing a location for your machine, please follow the safety instructions given in the first section.

Location

For the best possible performance, install your machine in a place which satisfies the following conditions:

- Not exposed to direct sunlight
- Level
- Not subject to vibrations
- Away from other electronic equipment, to avoid interference
- Away from areas containing corrosive gas
- Dust-free
- Condensation-free
- Temperature 15 to 25°C (59 to 77°F)
- Humidity 30 to 70 % RH (do not install near a humidifier)
- Away from heaters and air conditioners, to avoid sudden changes in temperature
- With the clearance as shown



ZFWH200E

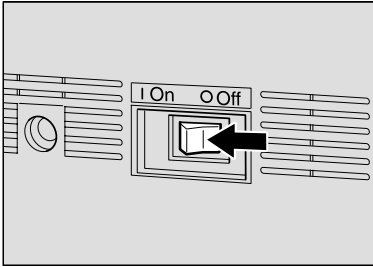
Connecting the Power and Switching On

⚠ WARNING:

- **Connect the power cord directly into a wall outlet and never use an extension cord.**

1 Plug in the cable to the outlet.

2 Turn the power switch on.



ZFWH110E

⚠ Important

- The supply from the wall outlet must not fluctuate more than 10V either side of 115V.
- The power cord should not be laid in a place where it might trip somebody.
- Do not lay anything on the power cord.
- If you must use an extension cord, make sure that it is capable of carrying 115V/7A, and that your facsimile terminal is the only piece of equipment connected to that cord.

Connecting to a Telephone Line and an External Telephone

Connecting to a Telephone Line

Following the instructions for connecting it to a telephone line.

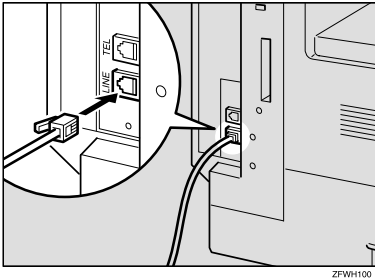
There are similar sockets located at the rear of the machine.

- TEL: For the optional handset or an external telephone
- LINE: Telephone line connection

Important

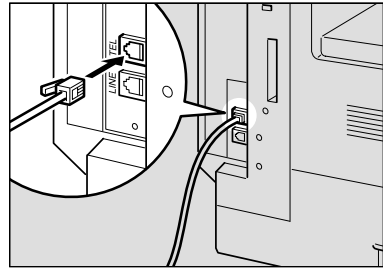
- By law in the United States, you must program your phone number identification (your OWN FAX NUMBER) into your machine before you can connect the public phone system. See p.41 "Own Name/Fax Header/Own Fax Number", <Basic Features>.

- 1** Insert the line cable into the socket labeled "LINE".



Connecting an External Telephone

- 1** Plug the handset jack into the "TEL" socket at the rear of the machine.



- 2** Connect the other end of the line cable to your telephone line.

Specifications

Base Machine

❖ **Power Supply**

115V, 60 Hz

❖ **Power Consumption**

Mode	Standard	With Option
Energy Saver Mode	1.2W and lower	10W and lower
Standby Mode	15W and lower	20W and lower
Transmission	25W and lower	30W and lower
Reception	400W and lower	400W and lower
Copying	400W and lower	400W and lower
Maximum	1000W and lower	1000W and lower

❖ **Noise Emission**

Sound Power Level

	Mainframe Only
During Printing	60.8 (dB)
Standby	38.1 (dB)

Sound Pressure Level ^{*1}

	Mainframe Only
During Printing	57.6 (dB)

The above measurements made in accordance with ISO 7779 are actual value.

^{*1} It is measured at the position of the operator.

❖ **Protocol:**

G3

❖ **Memory Capacity**

- Standard: 240 pages/ITU-T #1 test original (Slerexe letter) at standard resolution
- With optional 40Mbyte memory card: 1500 pages

❖ **Resolution:**

- Standard: 8×3.85 lines/mm
- Detail: 8×7.7 lines/mm
- Fine: 8×15.4 lines/mm

❖ **Transmission Time:**

3 seconds at 28,800bps, Standard resolution

❖ **Data Compression Method:**

MH, MR, MMR, JBIG

❖ **Maximum Original Size:**

216×600mm / 8.5"×23.7"

❖ **Maximum Scanning length:**

600mm (23.7")

❖ **Available Scanning Width:**

210mm (8.3")

❖ **Print Process:**

Printing on standard paper using a laser

❖ **Transmission Speed:**

33,600/31,200/28,800/26,400/24,000/21,600/19,200/16,800/14,400/12,000/
9,600/7,200/4,800/2,400bps (auto shift down system)

Available Options

❖ **Memory Card (40MB)**

Increases memory capacity.

❖ **Paper Tray Unit**

Holds 500 sheets of paper.

❖ **Handset (Handset Type 1018)**

This permits voice communication.

❖ **Printer Controller**

Enables the machine to be connected to a personal computer and used as a printer. Furthermore, if you also install the optional Network Interface Board, the machine can be connected to a LAN environment and used as a network printer.

 **Note**

□ For details, see the optional Printer manual.







Originals

Make sure your originals are completely dry before placing them in the machine. Originals containing wet ink or correcting fluid will mark the scanner and affect the resulting image.

Note

- Even if an original is correctly placed in the Document Feeder, a margin of 3mm to 5mm (0.1" to 0.2") around each edge of the original may not be sent.
- There may be a difference in the size of the image when it is printed at the other party uses different sized paper.

Sizes and weights of Recommended Originals

Where Original is Placed	Acceptable Original Size	Maximum Number of Sheets	Paper Thickness
Document Feeder (ADF)	Fax transmission: A5   to A4  , 5 1/2" x 8 1/2"   to 8 1/2" x 14" 	50 sheets (80g/m ² , 20 lb)	52–105g/m ² (45–90kg, 14–28 lb)

Originals unsuitable for the Document Feeder (ADF)




Do not set the following types of originals in the Document Feeder because they may be damaged.

- 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

Paper

Recommended Paper Sizes and Types

The following limitations apply to each tray:

		Paper sizes	Paper weight	Paper capacity	
Main Paper Tray		A4☐, A5☐, 8 ¹ / ₂ " × 11"☐, 5 ¹ / ₂ " × 8 ¹ / ₂ "☐  Note <input type="checkbox"/> You can specify the paper size with the user tools. See p.62 "Changing the Paper Size Setting".	60 – 90g/m ² , 16 – 24 lb	250 sheets *1	
Paper tray unit (option)		A4☐, 8 ¹ / ₂ " × 14"☐, 8 ¹ / ₂ " × 13"☐, 8 ¹ / ₄ " × 14"☐, 8 ¹ / ₄ " × 13"☐, 8 ¹ / ₂ " × 11"☐  Note <input type="checkbox"/> You can specify the paper size with the user tools. See p.62 "Changing the Paper Size Setting".	60 – 90g/m ² , 16 – 24 lb	500 sheets *1	
Bypass tray	Standard sizes	A4☐, A5☐☐, 8 ¹ / ₂ " × 11"☐, 5 ¹ / ₂ " × 8 ¹ / ₂ "☐☐, 8 ¹ / ₂ " × 14"☐, 8" × 13"☐, 8 ¹ / ₂ " × 13"☐, 8 ¹ / ₄ " × 13"☐, 8 ¹ / ₄ " × 14"☐  Note <input type="checkbox"/> You can specify the paper size. See p.62 "Changing the Paper Size Setting".	60 – 157g/m ² , 16– 42 lb	100 sheets *1	
	Custom sizes	Metric version	Vertical: 90 – 216mm Horizontal: 140 – 356mm	72 – 90g/m ² , 19 – 24 lb	10 sheets
		Inch version	Vertical: 3.5" – 8.5" Horizontal: 5.5" – 14"		
		Envelopes: Com#10 Env (104.8 × 241.3mm, 4 ¹ / ₈ " × 9 ¹ / ₂ "), CA Env (162 × 229mm, 6.38" × 9.02"), C6 Env (114 × 162mm, 4.49" × 6.38"), DL Env (110 × 220mm, 4.33" × 8.66"), Monarch Env (98.4 × 190.5mm, 3 ⁷ / ₈ " × 7 ¹ / ₂ ")			
		Translucent paper (A4☐), OHP transparencies	–	10 sheets	
		postcards		10 sheets	
	Adhesive labels (A4☐)		1 sheet		

*1 Paper weight: 80g/m², 20 lb

Non-recommended Paper

CAUTION:

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

Important

- Do not use any of the following kinds of paper or a fault might occur.
 - Thermal fax paper
 - Art paper
 - Aluminum foil
 - Carbon paper
 - Conductive paper
- Do not use copy paper that has been already copied on. Otherwise, a paper misfeed might occur.

Note

- Do not use any of the following kinds of paper or a misfeed might occur.
 - Bent, folded, or creased paper
 - Damp paper
 - Torn paper
 - Slippery paper
 - Perforated paper
 - Rough paper
 - Thin paper that has low stiffness
 - Paper with much paper dust on its surface
- If you make copies on rough grain paper, the copy image might be blurred.
- Do not use envelopes in the following conditions.
 - damp
 - excessively curled or twisted
 - stuck together
 - damaged in any way
 - with stamps attached
 - with windows, holes, perforations, cutouts or embossing
 - with metal clasps, string ties or metal folding bars
 - designed to be interlocked
 - with nicked edges or bent corners
 - with rough, wrinkled or laid finishes
 - with any exposed adhesive, when the flap is in the sealed or closed position

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.
- Keep open reams of paper in the package, and store as you would unopened paper.
- Under high temperature and high humidity, or low temperature and low humidity conditions, store paper in a plastic bag.

Energy Saving

Introduction

When your fax machine prints fax messages, it uses heat to fix the image on paper. This heat is generated using a heating roller which must be hot enough to fuse toner to the paper properly. Because keeping the roller hot all the time consumes electricity, this machine is provided with an Energy Saving mode in which the heating roller is heated to full temperature only when a message needs to be printed.

Two available types of Energy Saving mode are shown in the table below.

Energy Saving mode	Machine status in Energy Saving mode	How long before you can print after exiting Energy Saving mode	Power consumption in Energy Saving Mode
Fax Standby (Heater half-cool)	Display turns off. The machine maintains the heating roller temperature at half the full temperature; warm up takes less time.	Within about 30 seconds	40 W
Energy Saving Standby (Heater off)	Display turns off. The machine lets the heating roller cool to room temperature; warm-up takes longer.	Within about 40 seconds	1.2W

Values vary according to options installed and settings of the User Parameters.

In Fax Standby mode, letting the heating roller cool to room temperature will reduce the amount of electricity the fax machine consumes. However, the fax machine will not print incoming messages right away, it will store them in memory and print them out after the roller warms up.

In Energy Saving Standby mode, letting the heating roller cool halfway reduces the amount of electricity the fax machine consumes, but not as much as letting it cool to room temperature. On the other hand, since warming up takes only a short time, incoming fax messages can be printed right away.

Note

- When the machine is in Energy Saving mode, the display goes blank.
- You can still send fax messages while the machine is in Energy Saving mode.
- The Manual Receive indicator goes out in Energy Saving mode even if Manual Receive is turned on.
- Even though the operation panel display goes out in Energy Saving mode, indicators that flash or light during communication or reception still work. When the Receive File indicator lights, exit Energy Saving mode and take appropriate action.

Entering Energy Saving mode

The machine enters Energy Saving mode when:

- Nobody uses the machine for about 5 minutes.
- The user holds down the **【Energy Saver/Clear Modes】** key for about 2 seconds.

Note

- If you want to change the five minute period to one or three minutes, or if you do not want your machine to enter the Energy Saving mode automatically, please contact your service representative.
- Energy Saving mode cannot be entered when an original is placed.

Exiting Energy Saving mode

Your machine exits Energy Saving mode when a fax is received.

To exit Energy Saving mode manually:

- In Energy Saving Standby mode, press the **【Energy Saver/Clear Modes】** key.
- In Fax Standby mode, press any key.
- Place an original.
- Pick up the external telephone handset.
- Pull out the main paper tray.
- Open the front cover.
- Open the right cover.
- Open the lower right cover of the optional paper tray unit.

Selecting the Energy Saving mode type

To select the Energy Saving mode type, adjust the bit switch below with the User Parameters. See p.85 “User Parameters” (switch 05, bit 6).

◆ Switch 05 Bit 6

- Energy Saving Standby: To let the heating roller cool to room temperature, set bit 6 to 0.
- Fax Standby: To let the heating roller cool halfway set bit 6 to 1.

Reception in Energy Saving mode

Once in Energy Saving mode, you can still receive messages. When a message is received, the machine prints it and returns to Energy Saving mode.

Maximum Values

The following list contains the maximum value for each item.

Item	Standard	With Optional Memory Card
Memory	3MB	40MB
The number of pages that you can store in memory (Using A4 size Standard <ITU-T #1Chart, Resolution: Standard, Original Type: Text >)	240	1500
Total number of Memory Transmission files	100	100
The number of pages per file	500	1500
The number of pages for all files	500	1500
The number of destinations you can specify for one file	140	140
The number of destinations you can specify for all files	300	300
The number of Quick Dials you can register	30	30
The number of Speed Dials you can register	50	50
The number of Group Dials you can register	5	5
The number of destinations you can specify by the number keys	69	69
The number of destinations you can register in a group	140	140
The number of destinations you can register in all groups	149	149
The number of personal codes you can register	30	30
The number of digits for Dials	254	254

Advanced Transmission Features

Functions selectable with the **[Trans. Option]** key are as follows.

Function name	Description	Reference
Send Later	Sets the machine to automatically start transmission or polling reception at an appointed time.	p.3 "Sending at a Specific Time (Send Later)"
Fax Header Print	You can add a Fax Header (e.g. registered name) to the message you send so it appears on the message printed by the receiving machine.	p.5 "Fax Header Print"
Sending Confidential Messages	Sends a confidential message. It will not be printed until the confidential ID is entered.	p.6 "Sending Confidential Messages"
Polling Reception	Use this function if you want to poll a message from another terminal.	p.9 "Calling to Request a Message (Polling Reception)"

Job Information

Functions selectable with the **[Job Information]** key are as follows.

Function name	Description	Reference
Canceling Transmission or Reception	This function cancels a file (reservation) for Memory Transmission or Polling Reception.	p.13 "Canceling Transmission or Reception"
Printing the File List	The transmission file list can be manually printed. This list allows you to know what files are stored in memory and the file numbers.	p.14 "Printing a List of Files in Memory (Print File List)"
Printing a Stored Message	Prints the contents of a fax that is stored in memory and has not been sent yet.	p.15 "Printing a Stored Message (Print TX File)"
Printing a Confidential Fax Message	Prints messages received with the confidential reception function.	p.16 "Printing a Confidential Fax Message"
Printing a Memory-locked Message	The Memory-locked messages can be manually printed. To print the messages, you have to enter the Memory Lock ID.	p.17 "Printing a Memory-locked Message"
Printing the Journal	The Journal can be manually printed. This report shows the results of the last 50 communications.	p.18 "Printing the Journal"

User Tools

Function name	Description	Reference
Register/Delete Quick Dial	When you register a destination in a Quick Dial, you can specify the destination by only pressing the Quick Dial key.	p.46 "Quick Dial", <Basic Features>
Register/Delete Speed Dial	When you register a destination in a Speed Dial, you can specify the destination by entering the two-digit Speed Dial code after pressing the Speed Dial key.	p.52 "Speed Dial", <Basic Features>
Register/Delete Group Dial	If you program several destinations into a Group, you can dial with just a few key-strokes.	p.57 "Groups", <Basic Features>
Programs	Changes key stroke program names and deletes key stroke programs.	p.46 "Programs"
Auto Document	Registers and deletes Auto Documents.	p.49 "Storing an Often Used Document (Auto Document)"
Assigning User Function Keys	Stores a frequently used function in a User Function Key ([F1] to [F5]).	p.53 "User Function Keys"
Reports/Lists	This function allows you to print various reports and lists manually. You can print the following reports and lists: <ul style="list-style-type: none"> • Journal • Transmission File List • Quick Dial list • Speed Dial list • Group Dial list • Quick Dial Label • Program List • Auto Document • User Function List 	p.56 "Printing Reports/Lists"
Monitor Volume	Adjusts the volume of monitoring and beeper sounds from the speaker inside the machine.	p.70 "Adjusting Volume", <Basic Features>
Display Contrast	Adjust the brightness of the display.	p.59 "Adjusting the Display Contrast"

Function name	Description	Reference
Date/Time	Adjusts the date and the time as a reference.	p.60 "Setting the Date and Time"
Reception Mode	The machine can treat incoming fax messages and telephone calls in two ways.	p.39 "Reception Modes", <Basic Features>
Setting the Auto Ring Time	You can alter the number of rings by changing the Auto Ring Time.	p.61 "Setting the Auto Ring Time"
Fax Information	Registers your Own Name, Fax Header and Own Fax Number.	p.41 "Own Name/Fax Header/Own Fax Number", <Basic Features>
Changing the paper size setting	Explains how to change paper size setting.	p.62 "Changing the Paper Size Setting"
Changing the paper type for bypass tray	Explains how to set paper type for the bypass tray.	p.63 "Changing the Paper Type for Bypass Tray"
Fax Reset Timer	You can select a period of time before this machine automatically returns to the standby display.	p.64 "Setting the Fax Reset Timer"
On Hook Timeout	You can select a period before the machine cancels the On Hook Dial mode.	p.65 "On Hook Timeout"
Selecting the Display Language	Explains how to change the language for messages shown on display, lists and reports.	p.66 "Selecting the Display Language"

Key Operator Tools

Function name	Description	Reference
Resetting the ADF Counter	Explains how to reset the ADF counter.	p.69 "Resetting the ADF Counter"
Authorized Reception	Allows you to limit receiving of fax messages to Specified Senders that your register on your fax machine. All fax messages from other than Specified Senders are not received, thus preventing you from receiving junk fax messages.	p.70 "Authorized Reception"
Memory Lock	All received messages are stored in memory and are not automatically printed.	p.72 "Memory Lock"
Specified Tray	Allows you to have messages from Specified Senders printed from a different tray. This item is available only after the optional Second Paper Cassette has been installed.	p.74 "Specified Tray"
Forwarding	Transfers received messages to a registered receiver (forwarding destination).	p.76 "Forwarding"
Energy Save Timer	Allows you to have the fax switch off and on at specified times to save energy.	p.83 "Energy Save Timer"
Changing User Parameters	Allows you to change the function settings to meet your needs.	p.85 "User Parameters"
Printing User Parameter List	Allows you to print and check User Parameter settings.	p.90 "Printing the User Parameter List"
Personal Code	Personal Code is used for Restricted Access. When turn the Restricted Access on, users must enter the Personal Code in order to transmit originals.	p.91 "Personal Codes"
ID Code	Registers the ID required for using Polling Reception and Memory Lock.	p.94 "ID Code"
Line Type	Allows you to match the fax machine to the type of line you use: a tone line or a pulse line.	p.96 "Line Type"

Function name	Description	Reference
Select Line	Allows you to select an internal G3 communication line or external telephone line for your fax machine.	p.96 "Select Line"
PSTN Access Number	Allows you to specify the code used to access an outside line when dialing.	p.97 "PSTN Access Number"
Memory File Transfer	You can send all messages currently stored in memory to another fax and have them printed out there.	p.98 "Memory File Transfer"
Margin Adjust	Allows you to adjust paper settings when you receive fax messages that are blank or partially missing.	p.99 "Margin Adjust"
RDS On/Off	Allows you to switch on RDS (Remote Diagnostic system) to a service representative can test your fax machine remotely from a service station, diagnose the problem, and can change your machine settings to correct the problem.	p.100 "RDS (Remote Diagnostic System)"

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MEMO

MEMO

MEMO

PRINTER Controller Type 1013

Operating Instructions
Printer Reference 1 (option)

PRINTER Controller Type 1013 Operating Instructions Printer Reference 1 (option)

Introduction

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

Please keep this manual in a handy place near the machine.

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

Notes:

"PS2" stands for PostScript level2 Compatible in this manual.

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

Ethernet is a registered trademark of Xerox Corporation.

Adobe, PostScript, Acrobat and PageMaker are registered trademarks of Adobe System Incorporated.

PCL is a registered trademark of Hewlett-Packard Company.

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.

Warning:

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

Notes:

Some illustrations in this manual might be slightly different from the machine.

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

Note to users in the United States of America

Notice:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one more of the following measures:

Reorient or relocate the receiving antenna.

Increase the separation between the equipment and receiver.

Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

Consult the dealer or an experienced radio/TV technician for help.

Warning

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

Caution(in case of 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):

Interface cable with ferrite core must be used for RF interference suppression.

Declaration of Conformity

Product Name: Printer Controller

Model Number: Type 1013

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.

Manuals for This Machine

Manuals for This Machine

The following manuals separately describe the operational procedures for the operation and maintenance of the machine.

Depending on the machine, some manuals are not provided. Confirm which type of machine you have.

To enhance safe and efficient operation of the machine, all users should read and follow the instructions contained in the following manuals.

❖ **Copy Reference**

Describes the procedures and functions for using this machine as a copier.

❖ **System Settings**

Describes the system settings of this machine.

❖ **Facsimile Reference <Basic Features>**

Describes the procedures and most frequently used functions for using this machine as a facsimile.

❖ **Facsimile Reference <Advanced Features>**

Describes the procedures and more advanced functions for using this machine as a facsimile. And also explains settings for key operators.

❖ **Printer Reference 1**

Describes the system settings, procedures and functions for using this machine as a printer. (this manual)

❖ **Printer Reference 2**

Describes the procedures and provides necessary information about using this machine as a printer. This manual is provided as a PDF file on the CD-ROM labeled "Operating Instructions for Printer".

❖ **Network Interface Board Quick Configuration Guide**

Describes the procedures and provides necessary information about setting up and using the printer under the network environment. This manual is provided as a PDF file on the CD-ROM labeled "Operating Instructions for Printer".

❖ **Type 1018 PostScript level2 Compatible Kit Operating Instructions Supplement**

Describes the functions of Printer Utility for Mac. This manual is provided as a PDF file on the CD-ROM labeled "Operating Instructions for Printer".

❖ **Network Interface Board Type 1018 Owner's Manual**

Describes the procedures and provides necessary information about setting up and using the printer under the network environment. This manual is provided as a PDF file on the CD-ROM labeled "Print Server Software and Documentation" which comes with optional Network Interface Board Type 1018.

 **Note**

- ❑ Concerning UNIX printing information, please visit our web site or consult your authorized reseller.

How to Read This Manual

Symbols

In this manual, the following symbols are used:

 **WARNING:**

This symbol indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

 **CAUTION:**

This symbol indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

* The statements above are notes for your safety.

 **Important**

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

 **Preparation**

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

 **Note**

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

 **Limitation**

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

 **Reference**

This symbol indicates a reference.

[]

Keys that appear on the machine's panel display.

Keys and buttons that appear on the computer's display.

[]

Keys built into the machine's control panel.

Keys on the computer's keyboard.

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1. Getting Started

Features of This Machine

This machine is designed especially for office workgroups, both for shared usage within a network environment, and for one-to-one usage by being connected directly to the computer.

❖ Compact Body

Its compact body requires minimum space to place it on your desk side.

❖ Network Connectivity

This printer is network ready with optional Network Interface Board Type 1018.

❖ Major Specifications

Maximum Print Quality	True 600×600 dpi resolutions (PCL 6, 5e, PS2 (option))
Printer Language	PCL 6, PCL 5e, PS2 (option)
Maximum Input Paper Size	Maximum input paper size depends on the machine. Confirm which type of machine you have. See the operating instructions that comes with this machine.
Standard Memory Size	16MB
Maximum Memory Size with Optional Memory	144MB

Printer Drivers for This Machine

Printing requires installation of a printer driver for your operating system. The following drivers are provided on the CD-ROM that comes with this machine.

Printer Language	PCL 6	PCL 5e	PS2
Operating system			
Windows 95 ^{*1}	√	√	√
Windows 98 ^{*2}	√	√	√
Windows Me ^{*3}	√	√	√
Windows 2000 ^{*4}	√	√	√
Windows XP ^{*5}	√	√	√
Windows NT 4.0 ^{*6}	√	√	√ ^{*8}
Mac OS ^{*7}			√ ^{*9} ^{*10}

^{*1} Microsoft Windows 95 operating system

^{*2} Microsoft Windows 98 operating system

^{*3} Microsoft Windows Millennium Edition

^{*4} Microsoft Windows 2000 Professional
Microsoft Windows 2000 Server

^{*5} Microsoft Windows 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} Required version is 8 or 9 operating system. With Mac OS X, the machine operates in only Classic mode.

^{*8} Requires Service Pack 4 or later.

^{*9} PPD (PostScript Printer Description) files are provided on the CD-ROM.

^{*10} You can use the LaserWriter printer driver that comes with a Macintosh. Use the appropriate printer driver that comes with the Macintosh operating system you are using. See the documentation that comes with the Macintosh for more information about the LaserWriter functions.

◆ PCL printer drivers

Printer drivers allow the computer to communicate with the printer via a printer language. Two kinds of PCL printer drivers, PCL 6 and PCL 5e, are provided with this printer. We recommend PCL 6 as your first choice.

Note

- Some of your applications might require the installation of the PCL 5e printer driver. In this case, you can install PCL 5e in addition to PCL 6.
⇒ p.18 “Installing the PCL 6/5e Printer Driver”

❖ **PostScript Printer Driver for Windows**

This is the PostScript Level 2 compatible driver. This printer driver allows the computer to communicate with the printer via PostScript Level 2.

⇒ p.20 "Windows 95/98/Me - Installing the PostScript Printer Driver"

⇒ p.21 "Windows 2000/Windows XP - Installing the PostScript Printer Driver"

⇒ p.23 "Windows NT 4.0 - Installing the PostScript Printer Driver"

❖ **Post Script Printer Description (PPD) files for a Macintosh**

PPD files, in combination with the LaserWriter driver, allow the computer to communicate with the printer. The printer specific functions can be used by installing a PPD file. You can use the LaserWriter printer driver that comes with the Macintosh. Use the appropriate printer driver that comes with the Macintosh operating system you are using. See the documentation that comes with the Macintosh for more information about the LaserWriter functions.

⇒ p.27 "Macintosh"

Software and Utilities provided on the CD-ROM

❖ **Agfa Monotype Font Manager 2000**

Helps you to install new screen fonts, or organize and manage fonts already installed on the system.

❖ **SmartNetMonitor for Admin**

SmartNetMonitor for Admin is software that uses the TCP/IP and IPX/SPX protocols to monitor the printers in a network. It can monitor multiple network printers having IP addresses. We recommend network administrators to use this software.

Reference

For more information about SmartNetMonitor for Admin, see the SmartNetMonitor for Admin online Help file.

❖ **SmartNetMonitor for Client**

SmartNetMonitor for Client is software equipped with the following functions. We recommend all users of this printer to install this software.

- Provides the function to print in a Peer-to-Peer network.
- Uses the TCP/IP and IPX/SPX protocols to monitor the status of devices in a network constantly.

Reference

For more information about SmartNetMonitor for Client, see the SmartNetMonitor for Client online Help file.

❖ **Acrobat Reader**

A utility that allows you to read PDF (Portable Document Format). This software is provided as a PDF file on the CD-ROM labeled “Operating Instructions for Printer”.

 **Note**

- Documentation about using the printer is provided as a PDF format on the CD-ROM. 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 Type 1018 PostScript level2 Compatible Kit Operating Instructions Supplement which is provided as a PDF file on the CD-ROM labeled “Operating Instructions for Printer”.

 **Important**

- If you upgrade to Windows 2000/Windows XP from Windows 95/98/Me or Windows NT 4.0, the software and utilities must be uninstalled prior to installing Windows 2000/Windows XP. Then reinstall them in a Windows 2000/Windows XP environment.

Guide to This Machine

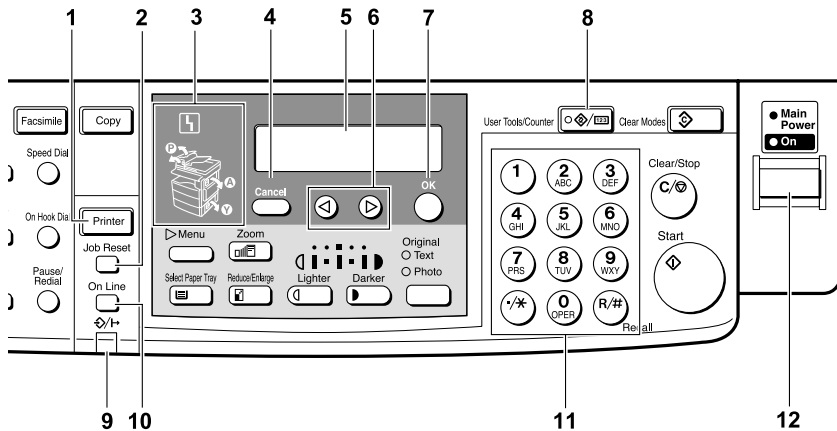
Control panel is differ depending on the machine. Confirm that which type of machine you have.

1

Control Panel

❖ Copier based model

This panel display is for the installed Printer and Facsimile feature.



ZEN5062E

1. **[Printer Mode]** key

Press to use printer functions.

2. **[Job Reset]** key

When the printer is online, press this key to cancel any ongoing print job.

3. **Indicators**

These indicators show errors or the status of the machine.

The **h** symbol is displayed following conditions and the message is displayed on the panel display.

❖ **Loading Paper**

There is no paper in the paper tray.

Note

- Appears only when you use the machine as a Copier or Facsimile.

❖ **Changing the Toner Cartridge**

It is time to supply toner.

❖ **Clearing Misfeeds**

Paper misfeeds have occurred.

Reference

For more information about solving above error, see "*Troubleshooting*" in the Copy Reference.

4. **[Cancel]** key

Press to cancel an operation or return to the previous display.

5. **Display panel**

Shows operation status, error messages, and function menus.

6. [Navigation] keys

Press to select an item on the panel display.

7. [OK] key

8. [User Tools/Counter] key

Press to change the default settings and conditions to meet your requirements.

9. Data In/Online indicator

Blinks while the printer is receiving data from a computer or printing and is on while the printer is online.

10. [On Line] key

Press this key to switch the printer between online and offline.

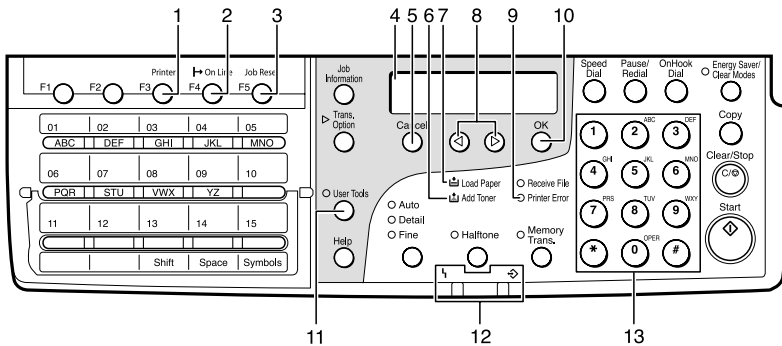
11. Number keys

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

12. 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).

◆ Facsimile based model



ZFW5031E

1. [Printer Mode] Key

Press to use printer functions.

2. [On Line] key

Press this key to switch the printer between online and offline.

3. [Job Reset] key

When the printer is online, press this key to cancel an ongoing print job.

4. Display panel

Shows operation status, error messages, and function menus.

5. [Cancel] key

Press to cancel an operation or return to the previous display.

6. Add Toner indicator

Blinks when toner is about to run out and lights continuously when toner has run out.

7. Load Paper indicator

Lights when a paper tray is empty or the paper tray is not fully inserted.

8. [Navigation] keys

Press to select an item on the panel display.

9. Printer Error indicator

Lights when an error occurred on the printer. Check the display and read the message to identify the problem.


10. [OK] key


11. [User Tools] key

Press to change the default settings and conditions to meet your requirements.

12. Status Indicator

These indicators keep you informed about the current status of the unit.

-  Alarm
When the alarm indicator flashes, check the display and read the message to identify the problem (such as a paper jam or open cover).

-  Communicating
Lights during fax transmission or reception.

13. Number keys

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

1

Panel Display

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

 Important

- Do not apply a strong shock or force of more than about 30N (about 3kgf) to the panel display or it may be damaged.

Online and Offline

Press the **[Printer Mode]** key on the control panel.

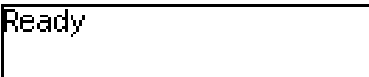
"Ready" appears on the panel display.



Online

When the machine is online, it can receive data from the computer.


Press the **[On Line]** key to switch the printer online. "Ready" appears on the panel display. Data In/Online or On Line indicator is on while the printer is online.



Offline

When the machine is offline, it cannot receive data from the computer.

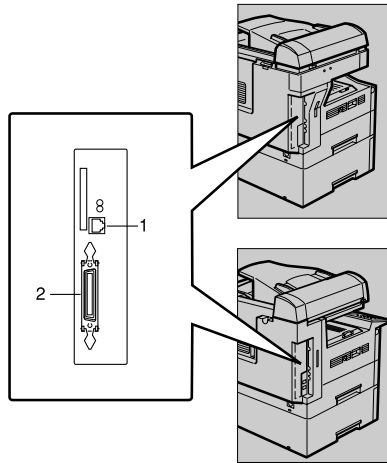
Press the **[On Line]** key to switch the printer offline. "Offline" appears on the panel display. Data In/Online or On Line indicator is off while the printer is offline.



Connecting the Machine

1

Confirm that the shape and the position of the connector are as shown in the illustration.



ZFWH231E

1. 10BASE-T/100BASE-TX (option)

2. Parallel Port

Requirements

Requirements

Before using this machine, confirm that all the environmental and electrical requirements have been met. Connect the machine to the computer using the parallel port, optional Network Interface Board Type 1018, or both.

Confirm that all the cables, connectors, and electrical outlets necessary to attach the machine to the computer or network.

Important

The interface cable is not supplied in the box. It is your responsibility to provide the interface cable appropriate for the computer that you are using.

Reference

For more information about using the parallel port, see p.9 "Parallel cable requirements".

For more information about using a network, see p.9 "Network cable requirements".

Network cable requirements

Optional Network Interface Board Type 1018 can be installed to allow direct connection to a network.

The optional Network Interface Board supports 10BASE-T or 100BASE-TX connections.

You can use the machine in the following network environments:

- Using the appropriate network management software and printer driver.
- Attaching the machine to a network (computer) set up as a server.

Client	Windows 95, 98, Me, Windows 2000, Windows XP, Windows NT 4.0, ^{*1} , Mac OS 8 or 9 (Type 1018 PostScript level2 Compatible Kit is required)
Driver	PCL 6/5e, PS2
File Server	NetWare 3.x, NetWare 4.x, NetWare 5.x
Protocol	TCP/IP, IPX/SPX, AppleTalk

^{*1} Under Windows NT 4.0, only x86 CPU is supported.

In a mixed network environment, the protocol switches automatically.

Reference

For more information about resolving network connection problems, see p.13 "Configuring the Printer for the Network".

Note

- Consult your network administrator before connecting the machine to a network.
- Be sure to use the interface cable with ferrite core for the connection to the computer (and/or HUB) in order to meet FCC and EMC Directive 89/336/EEC emission guidelines.

Parallel cable requirements

The machine's parallel interface is a standard bidirectional interface. It requires a standard 36-pin parallel cable compliant with IEEE 1284 and a parallel port available on the host computer.

This machine does not provide the parallel cable to connect the machine to the computer.

Note

- Do not use a parallel cable that is longer than 3 meters (10 feet).

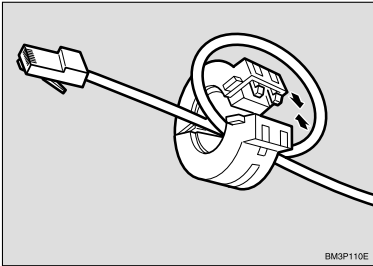
Connecting the Network Interface Cable to the Network

1

Connect the machine to the network using optional Network Interface Board Type 1018.

Follow these steps to connect the machine.

- 1** Confirm that you have the correct cable.
- 2** Confirm that the machine is turned off.
- 3** Loop the network cable. The loop should be about 15cm (6") from the end of the cable on the end closest to the printer.
- 4** Attach the ferrite core to the loop.



- 5** Attach the network cable to the 10BASE-T/100BASE-TX port on the machine.

 **Reference**

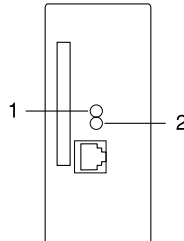
See p.8 "Connecting the Machine" to confirm the position of the 10BASE-T/100BASE-TX port.

 **Note**

- Confirm that the cable is connected to the 10BASE-T/100BASE-TX port.

- 6** Connect the other end of the cable to the network.

Indicators on the optional Network Interface Board



1. Indicator (green)

Is on when the power of the machine is on and on while the machine is in a network environment.

2. Indicator (orange)

Is blinking while the machine is receiving print jobs over the network environment and off when the print jobs have been sent to the controller.

Status page

The status page of Network Interface Board will be automatically printed in the following cases:

- when the printer is turned on.
- when Network Interface Board is reset.

This feature can be disabled with NIB Setup Tool which is included in the Smart-NetMonitor for Admin program folder.

To disable this feature, check **[Property Sheet]** in the "NIB Setup Tool" screen. Click **[Detailed...]** in the **[General]** tab and remove the check from the box for "Print configuration page on start up".

Connecting the Machine to the Host Using the Parallel Interface Cable

1

Connect the machine to the host computer using a parallel interface cable compliant with IEEE 1284 (supplied by you).

Follow these steps to connect the machine to the host computer.

- 1** Confirm that you have the correct cable.
- 2** Confirm that both the machine and a computer are turned off.
- 3** Plug the 36-pin end of the parallel cable into the parallel port at the right side of the back cover of the machine.

 **Reference**

See p.8 “Connecting the Machine” to confirm the position of the parallel port.

- 4** Squeeze the wire clips on each side of the connector together until they snap into place. The clips hold the cable securely in place.
- 5** Plug the other end of the parallel cable into the computer's parallel port.

2. Configuring the Printer for the Network

Configuring the Printer for the Network with the Control Panel

After installing the optional Network Interface Board, configure it for the network using the machine's control panel.

If you use TCP/IP, you should assign the IP Address and Subnet Mask. You can also set the Gateway Address using the machine's control panel.

Note

- When you turn the machine's power switch on, it may take a few minutes to initialize the optional Network Interface Board. If the "2. Network Setup" in the following step 4. is shaded, wait for a few minutes.

Reference

For more information about using this machine as a network printer, see the "Quick Configuration Guide" which is provided as a PDF file on the CD-ROM labeled "Operating Instructions for Printer".

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

The key is differ depending on the machine. Confirm that which type of machine you have.

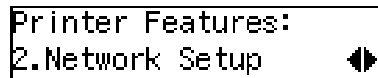
- 2** Press the **[Left Arrow]** or **[Right Arrow]** key to display "Printer Features".

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

The following screen appears on the panel display.

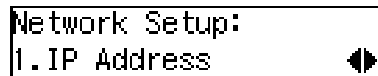


- 4** Press the **[Left Arrow]** or **[Right Arrow]** key until the following message appears on the panel display.



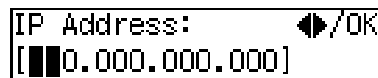
- 5** Press the **[OK]** key.

The following screen appears on the panel display.



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

The following screen appears on the panel display.





- 7** Set the IP Address with the **[Left Arrow]** or **[Right Arrow]** key and the number keys.

Note

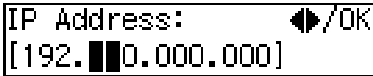
- To get the IP Address for the printer, contact your network administrator.

- ① Type the first three digits of the IP Address, and the pointer moves to the next entry field automatically.

 **Note**

-  key : Press to go to the next entry field.
-  key : Press to go back to the previous entry field.

The following screen appears on the panel display.

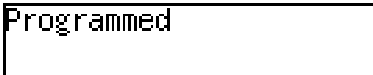


Repeat these procedures to complete the IP Address setting.



 **Note**

- [OK]**: Press to set the new settings and return to the previous menu.
 - [Cancel]**: Press to return to the previous menu without changing any data.
- ② Press the **[OK]** key.

The following screen appears on the panel display for two seconds.



The setting of the IP Address is completed. Then return to the previous screen.

- 8** Press the  or  key to display "Subnet Mask" and "Gateway Address", then set "Subnet Mask" and "Gateway Address" following the same procedure for setting the IP Address, if necessary.

 **Address**

◆ **Subnet Mask**

A number used to mathematically "mask" or hide an IP Address on the network by eliminating those parts of the address that are alike for all the machines on the network.

◆ **Gateway Address**

A gateway is a connection or interchange point that connects two networks. A gateway address is for the router or host computer used as a gateway.

 **Note**

- To get the addresses, contact your network administrator.

3. 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

The following table shows how to install the printer drivers and software.

	Auto Run ^{*1}		
	Quick Install		Custom installation ^{*2}
	Network connection with TCP/IP	Parallel connection	
PCL 6 printer driver	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
PCL 5e printer driver			<input type="radio"/>
PostScript 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"/>

^{*1} Available operating systems are as follows: Windows 95/98/Me, Windows 2000, Windows XP, Windows NT 4.0

^{*2} Using custom installation, you can install various software separately.

Reference

For more information about the printer drivers, see p.2 "Printer Drivers for This Machine". For installing the printer drivers, see p.18 "Installing the PCL 6/5e Printer Driver" or p.20 "Installing the PostScript Printer Driver".

For more information about the software and utilities, see p.3 "Software and Utilities provided on the CD-ROM".

Important

- Before starting this installation, close all documents and applications. In a network environment, confirm that users who are logged on are disconnected. Be sure to do this when it will create the least interference with other users.
- After installing a printer driver, you must restart the computer.

Note

- If the "plug and play" function 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, Windows XP.

Quick Install

Auto Run starts the installer automatically when you load the CD-ROM in the CD-ROM drive. By selecting Quick Install, you can install the necessary software easily.

TCP/IP requires the following:

- This machine must be connected to the network through the network interface cable.
- This machine must be turned on.
- The TCP/IP protocol must be configured.
- An IP address must be allocated to this machine and to the computer.

Limitation

- If your system is Windows 2000, Windows XP or Windows NT 4.0, installing a printer driver by Auto Run requires Administrators permission. When you install a printer driver by Auto Run, log on using an account that has Administrators permission.

Note

- Auto Run might not automatically work with certain OS settings. In this case, launch "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, 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 to change 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)

Default interface language is English.

4 Select **[Quick Install]**.

5 The software license agreement appears in the **[License Agreement]** dialog box.

After reading through all of the contents, click **[I accept the agreement]** to agree with the License Agreement, and then click **[Next]**.

6 Click to select a model name you want to use when the "Select Printer" dialog box appears.

 **Note**

- For a network connection with TCP/IP, select the printer whose IP address is displayed in **[Connect To]**.
- For parallel connection, select the printer 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.

Installing the PCL 6/5e Printer Driver

Installing the PCL 6/5e Printer Driver

Two kinds of PCL printer drivers, PCL 6 and PCL 5e, are provided with this printer. We recommend PCL 6 as your first choice.

Limitation

- If your system is Windows 2000, Windows XP or Windows NT 4.0, installing a printer driver by Auto Run requires Administrators permission. When you install a printer driver by Auto Run, log on using an account that has Administrators permission.

Important

- When updating the printer driver by installing the latest version, you should uninstall that of former version if any. See "Uninstalling the Printer Driver and Software" in Printer Reference 2.

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 to change the interface language, and then click **[OK]**.

The following languages are available: Cestina (Czech), Dansk (Danish), Deutsh (German), English (English), Espanol (Spanish), Francais (French), Italiano (Italian), Magyar (Hungarian), Nederlands (Dutch), Norsk (Norwegian), Polski (Polish), Portugues (Portuguese), Suomi (Finnish), Svenska (Swedish)

Default interface language is English.

4 Select **[PCL Printer Drivers]**.

5 The software license agreement appears in the **[License Agreement]** dialog box.

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 driver you want to install when the "Select Program" dialog box appears.

7 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

Important

- If the printer is equipped with certain options (e.g. the Paper Feed Unit or the Memory Unit), you should set up the options with the printer driver.

Limitation

- In Windows 2000 or Windows 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 NT4.0, changing the setting of the printer 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.

Note

- When setting up options, you should access the Printer Properties dialog box from Windows. You cannot set up options by accessing the Printer Properties dialog box from an application.

1 Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.

The **[Printers]** window appears.

Note

- With Windows XP, access the **[Printers and Faxes]** window from **[Start]** on the taskbar.

2 Click to select the icon of the printer you want to use.

3 On the **[File]** menu, click **[Properties]**.

The Printer Properties appear.

4 Click the **[Accessories]** tab.

5 Select options you have installed from the **[Options]** group.

6 Click **[OK]**.

Installing the PostScript Printer Driver

This section describes basic instructions for installing the PostScript printer driver. The actual procedure may differ depending on the operating system. Follow the appropriate procedures below.

Important

- When updating the printer driver by installing the latest version, you should uninstall that of former version if any. See “*Uninstalling the Printer Driver and Software*” in Printer Reference 2.

3

Windows 95/98/Me - Installing the PostScript 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 to change the interface language, and then click [OK].

The following languages are available: Cestina (Czech), Dansk (Danish), Deutsh (German), English (English), Espanol (Spanish), Francais (French), Italiano (Italian), Magyar (Hungarian), Nederlands (Dutch), Norsk (Norwegian), Polski (Polish), Portugues (Portuguese), Suomi (Finnish), Svenska (Swedish)

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, Suomi

4 Select [PostScript level2 Compatible 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 printer you want to use and then click [Next].

8 Follow the instructions on the screen.

Setting up options

Important

- If the printer is equipped with certain options (e.g. the Paper Feed Unit or the Memory Unit), you should set up the options with the printer driver.

1 Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.
The **[Printers]** window appears.

2 Click to select the icon of the printer you want to use.

3 On the **[File]** menu, click **[Properties]**.
The Printer Properties appear.

4 Click the **[Accessories]** tab.

5 Select options you have installed from the **[Options]** group.

6 Click **[OK]**.

3

Windows 2000/Windows XP - Installing the PostScript 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.

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 to change the interface language, and then click **[OK]**.

The following languages are available: Cestina (Czech), Dansk (Danish), Deutsh (German), English (English), Espanol (Spanish), Francais (French), Italiano (Italian), Magyar (Hungarian), Nederlands (Dutch), Norsk (Norwegian), Polski (Polish), Portugues (Portuguese), Suomi (Finnish), Svenska (Swedish)

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, Suomi

4 Select **[PostScript level2 Compatible Printer Driver]**.
[Add Printer Wizard] starts.

5 Click **[Next]**.

6 Check **[Local Printer]** and then click **[Next]**.

A dialog box for selecting the printer port appears.

 **Note**

- With Windows XP, click **[Local printer attached to this computer]**, and confirm that **[Automatically detect and install my Plug and Play printer]** is unchecked. And then click **[Next]**.

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 printer you want to use and then click **[Next]**.

9 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

 **Important**

- If the printer is equipped with certain options (e.g. the Paper Feed Unit or the Memory Unit), you should set up the options with 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**

- With Windows XP, access the **[Printers and Faxes]** window from **[Start]** on the taskbar.

2 Click to select the icon of the printer you want to use.

3 On the **[File]** menu, click **[Properties]**.

The Printer Properties appear.

4 Click the **[Accessories]** tab.

5 Click **[OK]**.

Windows NT 4.0 - Installing the PostScript Printer Driver

Installing the printer driver

Limitation

- Installing a printer driver requires Administrators permission. When you install a printer driver, log on using an account that has Administrators permission.

Important

- The CD-ROM containing the Windows NT Server operating system version 4.0, or the Windows NT Workstation operating system is required for installing the printer driver.
- We recommend that you upgrade the Windows NT 4.0 operating system to Service Pack 4 or later before installing the printer driver. Contact your Windows retailer for more information about the latest version available.

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 to change the interface language, and then click [OK].

The following languages are available: Cestina (Czech), Dansk (Danish), Deutsh (German), English (English), Espanol (Spanish), Francais (French), Italiano (Italian), Magyar (Hungarian), Nederlands (Dutch), Norsk (Norwegian), Polski (Polish), Portugues (Portuguese), Suomi (Finnish), Svenska (Swedish)

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, Suomi

4 Select [PostScript level2 Compatible Printer Driver].

[Add Printer Wizard] starts.

5 Click [Next].

6 After confirming that the [My Computer] option is selected, 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 printer you want to use and then click [Next].

9 Follow the instructions on the screen.

Setting up options

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.

Important

- If the printer is equipped with certain options (e.g. the Paper Feed Unit or the Memory Unit), you should set up the options with the printer driver.

1 Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.

The **[Printers]** window appears.

2 Click to select the icon of the printer you want to use.

3 On the **[File]** menu, click **[Properties]**.

The Printer Properties appear.

4 Click the **[Accessories]** tab.

5 Select options you have installed from the **[Options]** group.

6 Click **[OK]**.

Using Adobe PageMaker Version 6.0 or 6.5

If you use the printer under Windows 95/98/Me, Windows 2000, Windows NT 4.0 with Adobe PageMaker, you need to copy the PPD file to the PageMaker folder.

The PPD file is the file with extension ".ppd". It is in the folder "DRIVERS\PS\WIN9X_ME\Language\DISK1\" on the CD-ROM.

The **[WIN9X_ME]** folder, inside the **[PS]** folder is for the Windows 95/98/Me operating system. Use the folder at this level that is appropriate for the operating system you are using.

The third folder, "(Language)" may be substituted by an appropriate language name.

Copy this file to the PageMaker folder.

For PageMaker 6.0 default installation, the folder is "C:\PM6\RSRC\PPD4", and for PageMaker 6.5 default installation, the directory is "C:\PM65\RSRC\USENGLISH\PPD4". "USENGLISH" may differ depending on your language selection.

Reference

For more information about the language name, see p.16 "Quick Install".

Installing the SmartNetMonitor for Client/Admin

Limitation

- ❑ If your system is Windows 2000, Windows XP or Windows NT 4.0, installing software by Auto Run requires Administrators permission. When you install a printer driver by 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 to change the interface language, and then click **[OK]**.

The following languages are available: Cestina (Czech), Dansk (Danish), Deutsh (German), English (English), Espanol (Spanish), Francais (French), Italiano (Italian), Magyar (Hungarian), Nederlands (Dutch), Norsk (Norwegian), Polski (Polish), Portugues (Portuguese), Suomi (Finnish), Svenska (Swedish)

Default interface language is English.

4 Select **[SmartNetMonitor for Client / Admin]**.

5 The software license agreement appears in the **[License Agreement]** dialog box.

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 system is Windows 2000, Windows XP or Windows NT 4.0, installing software by Auto Run requires Administrators permission. When you install a printer driver by Auto Run, log on using an account that has Administrators permission.

3

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 to change the interface language, and then click [OK].

The following languages are available: Cestina (Czech), Dansk (Danish), Deutsh (German), English (English), Espanol (Spanish), Francais (French), Italiano (Italian), Magyar (Hungarian), Nederlands (Dutch), Norsk (Norwegian), Polski (Polish), Portugues (Portuguese), Suomi (Finnish), Svenska (Swedish)

Default interface language is English.

4 Select [Agfa Monotype Font Manager 2000].

5 Follow the instructions on the screen.

Macintosh

Macintosh - Installing the PPD File

You can use the LaserWriter printer driver that comes with a Macintosh when printing from a Macintosh. However, if you use the LaserWriter printer driver alone, you cannot use the printer specific functions. The printer specific functions can be used by installing the PPD file.

Note

- The LaserWriter printer driver for a Macintosh does not come with this printer. Use the appropriate printer driver that comes with the Macintosh you are using.
- See the documentation that comes with the operating system for more information about the functions of the LaserWriter 8 printer driver.

Installing the PPD File

- 1** Start the Macintosh.
- 2** Double-click the icon of the hard disk to open it.
- 3** Open the [Extensions] folder inside the [System Folder] by double-clicking it.
- 4** Insert the CD-ROM into the CD-ROM drive.
The icon of the CD-ROM appears.
- 5** Double-click the CD-ROM icon.
The contents of the CD-ROM are displayed.
- 6** Double-click the [Printer Descriptions] folder of the CD-ROM, and then double-click the folder having the appropriate language name to open it.
- 7** Drag the PPD file for the printer and drop it into the [Printer Descriptions] folder inside the [Extensions] folder on the Macintosh hard disk.
The PPD file is installed.
- 8** Drag the CD-ROM icon and drop it into [Trash] to eject the CD-ROM.
This completes PPD file installation.

Setting up the PPD file

Preparation

Confirm that the printer is connected to an AppleTalk network before performing the following procedure.

- 1** On the Apple menu, select **[Chooser]**.
- 2** Click the **[LaserWriter 8]** icon.
- 3** In the **[Select a PostScript Printer]** list, click to select the name of the printer you want to use.
- 4** Click **[Create]**.
- 5** Click to select the printer you want to use, and then click **[Select]**.

The PPD file is set up, and the LaserWriter 8 icon appears at the left of the printer name on the list. Next, follow the procedure on p.28 "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 **[LaserWriter 8]** icon.
- 3** In the **[Select the PostScript Printer]** list, click to select the name of the printer you want to use, and then click **[Setup]**.
- 4** Click **[Configure]**.

A list of options appears.
- 5** Select the option you want to set up and select the appropriate setting for it.

Note

- If the option you want to set up does not appear, the PPD file has not been 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.

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MEMO



PRINTER Controller Type 1013

**Operating Instructions
Printer Reference 2 (option)**



For safety, please read this manual carefully before you use this product and keep it handy for future reference.

Introduction

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

Please keep this manual in a handy place near the machine.

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

Notes:

"PS2" stands for PostScript level2 Compatible in this manual.

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

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PCL is a registered trademark of Hewlett-Packard Company.

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.

Warning:

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

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.

Manuals for This Machine

Manuals for This Machine

The following manuals separately describe the operational procedures for the operation and maintenance of the machine.

Depending on the machine, some manuals are not provided. Confirm which type of machine you have.

To enhance safe and efficient operation of the machine, all users should read and follow the instructions contained in the following manuals.

❖ **Copy Reference**

Describes the procedures and functions for using this machine as a copier.

❖ **System Settings**

Describes the system settings of this machine.

❖ **Facsimile Reference <Basic Features>**

Describes the procedures and most frequently used functions for using this machine as a facsimile.

❖ **Facsimile Reference <Advanced Features>**

Describes the procedures and more advanced functions for using this machine as a facsimile. And also explains settings for key operators.

❖ **Printer Reference 1**

Describes the system settings, procedures and functions for using this machine as a printer.

❖ **Printer Reference 2**

Describes the procedures and provides necessary information about using this machine as a printer. This manual is provided as a PDF file on the CD-ROM labeled "Operating Instructions for Printer". (this manual)

❖ **Network Interface Board Quick Configuration Guide**

Describes the procedures and provides necessary information about setting up and using the printer under the network environment. This manual is provided as a PDF file on the CD-ROM labeled "Operating Instructions for Printer".

❖ **Type 1018 PostScript level2 Compatible Kit Operating Instructions Supplement**

Describes the functions of Printer Utility for Mac. This manual is provided as a PDF file on the CD-ROM labeled "Operating Instructions for Printer".

❖ **Network Interface Board Type 1018 Owner's Manual**

Describes the procedures and provides necessary information about setting up and using the printer under the network environment. This manual is provided as a PDF file on the CD-ROM labeled "Print Server Software and Documentation" which comes with optional Network Interface Board Type 1018.

Note

- Concerning UNIX printing information, please visit our web site or consult your authorized reseller.

How to Read This Manual

Symbols

In this manual, the following symbols are used:

 **WARNING:**

This symbol indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

 **CAUTION:**

This symbol indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

* The statements above are notes for your safety.

 **Important**

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

 **Preparation**

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

 **Note**

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

 **Limitation**

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

 **Reference**

This symbol indicates a reference.

[]

Keys that appear on the machine's panel display.

Keys and buttons that appear on the computer's display.

[]

Keys built into the machine's control panel.

Keys on the computer's keyboard.

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1. Setting Up the Printer Driver and Canceling a Print Job

PCL 6/5e - Accessing the Printer Properties


Windows 95/98/Me - Accessing the Printer Properties

Changing the default printer settings

- 1** Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.
The **[Printers]** window appears.
- 2** Click to select the icon of the printer whose default settings you want to change.
- 3** On the **[File]** menu, click **[Properties]**.
The Printer Properties appear.
- 4** Make any settings you require and click **[Apply]**.
 **Note**
 - With some applications, the printer driver's settings are not used, and the application's own default settings are applied.
- 5** Click **[OK]**.

Making printer settings from an application

To make the printer 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 procedure you should follow to open the Printer Properties dialog box may differ 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 printer you want to use in the [Name] list box, and then click [Properties].

The Printer Properties appear.

- 3** Make any settings you require and click [Apply].

- 4** Click [OK] to start printing.

Windows 2000/Windows XP - Accessing the Printer Properties

Changing the default printer settings - Printer Properties

Limitation

- Changing the setting of the printer 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

- With Windows XP, access the [Printers and Faxes] window from [Start] on the taskbar.

- 2** Click to select the icon of the printer whose default settings you want to change.

- 3** On the [File] menu, click [Properties].

The Printer Properties appear.

- 4** Make any settings you require and click [Apply].

Note

- Settings you make here are used as the default settings for all applications.

- 5** Click [OK].

Changing the default printer settings - Printing Preferences Properties

Limitation

- Changing the setting of the printer 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

- With Windows XP, access the **[Printers and Faxes]** window from **[Start]** on the taskbar.

2 Click to select the icon of the printer whose default settings you want to change.

3 On the **[File]** menu, click **[Printing Preferences...]**.

The Printing Preferences Properties appear.

4 Make any settings you require and click **[Apply]**.

Note

- Settings you make here are used as the default settings for all applications.

5 Click **[OK]**.

Making printer settings from an application

To make the printer settings for a specific application, open the **[Print]** dialog box from that application. The following example describes how to make settings for the WordPad application that comes with Windows 2000.

Note

- The actual procedures you should follow to open the **[Print]** dialog box may differ 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 printer you want to use in the **[Select Printer]** box.

Note

- With Windows XP, click **[Preference]** to open the Printer Preference window.

3 Make any settings you require and click **[Apply]**.

 **Note**

- With Windows XP, make any settings you require and click **[OK]**.

4 Click **[Print]** to start printing.

Windows NT 4.0 - Accessing the Printer Properties

Changing the default printer settings - Printer Properties

 **Limitation**

- Changing the setting of the printer requires Full Control access permission. Members of Administrators, Server Operators, Print Operators, and Power Users groups have Full Control permission by default. When you set up options, log on using an account that has Full Control permission.

1 Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.

The **[Printers]** window appears.

2 Click to select the icon of the printer whose default settings you want to change.

3 On the **[File]** menu, click **[Properties]**.

The Printer Properties appear.

4 Make any settings you require and click **[OK]**.

 **Note**

- Settings you make here are used as the default settings for all applications.

Changing the default printer settings - Default Document Properties

 **Limitation**

- Changing the setting of the printer requires Full Control access permission. Members of the Administrators, Server Operators, Print Operators, and Power Users groups have Full Control permission by default. When you set up options, log on using an account that has Full Control permission.

1 Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.

The **[Printers]** window appears.

2 Click to select the icon of the printer whose default settings you want to change.

- 3** On the **[File]** menu, click **[Document Defaults...]**.

The Default Document Properties appear.

- 4** Make any settings you require and click **[OK]**.

 **Note**

- Settings you make here are used as the default settings for all applications.

Making printer settings from an application

To make the printer 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 procedure you should follow to open the Printer Properties dialog box may differ 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 printer you want to use in the **[Name]** list box, and then click **[Properties]**.

The Printer Properties appear.

- 3** Make any settings you require and click **[OK]**.

- 4** Click **[OK]** to start printing.

PostScript - Setting Up for Printing

1

Windows 95/98/Me - Accessing the Printer Properties

Changing the default printer settings

To make the Printer default settings, first open the Printer Properties dialog box from the **[Printers]** window.

 **Note**

- With some applications, the printer driver's settings are not used, and the application's own default settings are applied.

1 Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.

The **[Printers]** window appears.

2 Click to select the icon of the printer whose default settings you want to change.

3 On the **[File]** menu, click **[Properties]**.

The Printer Properties appear.

4 Make any settings you require and click **[Apply]**.

5 Click **[OK]**.

Making printer settings from an application

To make the printer 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 procedure you should follow to open the Printer Properties dialog box may differ depending on the application. For more information, see the documentation that comes with the application you are using.
- With some applications, the printer driver's settings are not used, and the application's own default settings are applied.
- 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 printer you want to use in the [Name] list box, and then click [Properties].

The Printer Properties appear.

- 3** Make any settings you require and click [Apply].

- 4** Click [OK] to start printing.

Windows 2000/Windows XP - Accessing the Printer Properties

Changing the default printer settings - Printer Properties

Limitation

- Changing the setting of the printer 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

- With Windows XP, access the [Printers and Faxes] window from [Start] on the taskbar.

- 2** Click to select the icon of the printer whose default settings you want to change.

- 3** On the [File] menu, click [Properties].

The Printer Properties appear.

- 4** Make any settings you require and click [Apply].

Note

- Settings you make here are used as the default settings for all applications.

- 5** Click [OK].

Changing the default printer settings - Printing Preferences Properties

Limitation

- Changing the setting of the printer 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

- With Windows XP, access the **[Printers and Faxes]** window from **[Start]** on the taskbar.

2 Click to select the icon of the printer whose default settings you want to change.

3 On the **[File]** menu, click **[Printing Preferences...]**.

The Printing Preferences Properties appear.

4 Make any settings you require and click **[Apply]**.

Note

- Settings you make here are used as the default settings for all applications.

5 Click **[OK]**.

Making printer settings from an application

To make the printer settings for a specific application, open the **[Print]** dialog box from that application. The following example describes how to make settings for the WordPad application that comes with Windows 2000.

Note

- The actual procedures you should follow to open the **[Print]** dialog box may differ 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 printer you want to use in the **[Select Printer]** box.

Note

- With Windows XP, click **[Preference]** to open the Printer Preference window.

3 Make any settings you require and click **[Apply]**.

 **Note**

- With Windows XP, make any settings you require and click **[OK]**.

4 Click **[OK]** to start printing.

1

Windows NT 4.0 - Accessing the Printer Properties

Changing the default printer settings - Printer Properties

 **Limitation**

- Changing the setting of the printer requires Full Control access permission. Members of Administrators, Server Operators, Print Operators, and Power Users groups have Full Control permission by default. When you set up options, log on using an account that has Full Control permission.

1 Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.

The **[Printers]** window appears .

2 Click to select the icon of the printer whose default settings you want to change.

3 On the **[File]** menu, click **[Properties]**.

The Printer Properties appear.

4 Make any settings you require and click **[OK]**.

 **Note**

- Settings you make here are used as the default settings for all applications.

Changing the default printer settings - Default Document Properties

 **Limitation**

- Changing the setting of the printer requires Full Control access permission. Members of the Administrators, Server Operators, Print Operators, and Power Users groups have Full Control permission by default. When you set up options, log on using an account that has Full Control permission.

1 Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.

The **[Printers]** window appears.

2 Click to select the icon of the printer you want to use.

3 On the **[File]** menu, click **[Document Defaults...]**.

The Default Document Properties appear.

4 Make any settings you require and click [OK].

 **Note**

- Settings you make here are used as the default settings for all applications.

Making printer settings from an application

To make the printer 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 procedure you should follow to open the Printer Properties dialog box may differ 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 printer you want to use in the [Name] list box, and then click [Properties].

The Printer Properties appear.

3 Make any settings you require and click [OK].

4 Click [OK] to start printing.

Macintosh - Setting Up for Printing

Making paper settings from an application

- 1** Open the file you want to print.
- 2** On the [File] menu, click [Page Setup].
The [LaserWriter 8 Page Setup] dialog box appears.
- 3** Confirm that the printer you want to use is shown in [Format for:] box.
Then, use [Paper] to select the paper size you want to use.

 **Note**

- If the printer is not shown in the [Format for:] box, use the pop-up menu to display a list of available printers.

 **Reference**

The actual appearance of the [Page Setup] dialog box depends on the application you are using. See the documentation that comes with the Macintosh for more information.

- 4** After configuring the settings, click [OK].

Setting up for printing from an application

- 1** Open the file you want to print.
- 2** On the [File] menu, click [Print].
The [Printer] dialog box appears.
- 3** Confirm that the printer is selected in the [Printer :] box, and make the printer settings.
- 4** After configuring the settings, click [Print] .

Canceling a Print Job

1

Windows 95/98/Me, Windows 2000, Windows XP, Windows NT 4.0 - Canceling a Print Job

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].

 **Note**

You can also open the print job queue window by double-clicking the printer icon in the [Printers] or [Printers and Faxes] window.

4 Press the [Job Reset] key on the control panel.

The message appears on the panel display indicating that the print job is being canceled.

 **Important**

This procedure cancels the print job that is being processed by the printer. In some cases, the printer 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 the [Job Reset] key.

When the printer 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 printer. Because of this, printing may continue for a few pages after you press the [Job Reset] key.

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's icon on the desktop.

A window appears, showing all the print jobs that are currently queuing to be printed. Check the current status of the job you want to cancel.

2 Select the name of the job you want to cancel.

3 Click the pause icon, and then click the trash icon.

4 Press the **[Job Reset]** key on the control panel.

The message appears on the panel display indicating that the print job is being canceled.

Important

- This procedure cancels the print job that is being processed by the printer. In some cases, the printer 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 the **[Job Reset]** key.
- When the printer 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 printer. Because of this, printing may continue for a few pages after you press the **[Job Reset]** key.
- A print job that contains a large volume of data may take considerable time to stop.

2. Uninstalling the Printer Driver and Software

Uninstalling the PCL 6/5e Printer Driver

This section describes how to uninstall the printer driver. The actual procedure may differ depending on the operating system.

Follow one of the appropriate procedures below.

Windows 95/98/Me - Uninstalling the PCL 6/5e Printer Driver

- 1** Close all applications that are currently running.
- 2** Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.
The **[Printers]** window appears.
- 3** Click to select the icon of the printer 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/Windows XP - Uninstalling the PCL 6/5e Printer Driver

Limitation

- Uninstalling a printer driver requires Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default. When you uninstall a printer driver, log on using an account that has Manage Printers permission.

- 1** Close all applications that are currently running.
- 2** Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.
The **[Printers]** window appears.

Note

- With Windows XP, access the **[Printers and Faxes]** window from **[Start]** on the taskbar.

- 3** Click to select the icon of the printer 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 NT 4.0 - Uninstalling the PCL 6/5e Printer Driver

! Limitation

- ❑ Uninstalling a printer driver requires Full Control access permission. Members of the Administrators, Server Operators, Print Operators, and Power Users groups have Full Control Permission by default. When you install a printer driver, log on using an account that has Full Control permission.

1 Close all applications that are currently running.

2 Click [Start] on the taskbar, point to [Settings], and then click [Printers].

The [Printers] window appears.

3 Click to select the icon of the printer you want to remove.

4 On the [File] menu, click [Delete].

A confirmation dialog box appears.

5 Click [Yes] to uninstall the printer driver.

Uninstalling the PostScript Printer Driver

This section describes how to uninstall the PostScript printer driver. The actual procedure may differ depending on the operating system. Follow one of the appropriate procedures below.

Windows 95/98/Me - Uninstalling the PostScript Printer Driver

2

- 1** Close all applications that are currently running.
- 2** Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.
The **[Printers]** window appears.
- 3** Click to select the icon of the printer 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/Windows XP - Uninstalling the PostScript 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 applications that are currently running.
- 2** Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.
The **[Printers]** window appears.

Note

- With Windows XP, access the **[Printers and Faxes]** window from **[Start]** on the taskbar.

- 3** Click to select the icon of the printer 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 NT 4.0 - Uninstalling the PostScript Printer Driver

! Limitation

- ❑ Uninstalling a printer driver requires Full Control access permission. Members of the Administrators, Server Operators, Print Operators, and Power Users groups have Full Control Permission by default. When you uninstall a printer driver, log on using an account that has Full Control permission.

1 Close all applications that are currently running.

2 Click [Start] on the taskbar, point to [Settings], and then click [Printers].

The [Printers] window appears.

3 Click to select the icon of the printer you want to remove.

4 On the [File] menu, click [Delete].

A confirmation dialog box appears.

5 Click [Yes] to uninstall the printer driver.

Macintosh - Uninstalling the PostScript Printer Driver

- 1** Delete the "PPD" file inside the [Printer Description] folder in the [Extensions] folder in [System Folder].

3. Troubleshooting

Error & Status Messages on the Control Panel

Messages/Second messages	Description	Solution
Add Toner. Open Front Cover and /Follow Instructions to Replace it.	Toner is running out.	It is time to supply toner.
Clear Missfeed(s) /Follow Instructions in Front Cover	There is misfeed at the front cover.	Remove the misfed paper following the instructions inside the front cover.
Close Front/Right Cover	The front or right cover is open.	Close the front or right cover.
Load Bypass Tray [Paper Size]	There is no paper left in the Bypass Tray or the Bypass Tray is not installed.	Load paper into the Bypass Tray or install the Bypass Tray. For more information about the Bypass Tray, see the Operating Instructions that comes with this machine.
Load Paper [Paper Size]	The paper size setting on the tray differs from that of printer driver.	Load paper that matches the paper size settings. Printing will not automatically resume if the paper size and orientation settings are incorrect.
	The optional paper tray unit is not installed.	Install the optional paper tray unit. For more information about optional paper tray unit, see the Operating Instructions that comes with this machine.
Load Tray # [Paper Size]	There is no paper left in this tray.	Load paper into the tray indicated.
Memory Overflow Job Incomplete	A memory overflow has occurred.	Add memory to the printer.
Memory Full Job Incomplete	A memory full has occurred.	Add memory to the printer.
Printing...	The printer is printing.	Wait for a while.

Messages/Second messages	Description	Solution
Print Overrun Job Incomplete	A print overrun occurred on a file being printed. Only a part of the data on the page will be printed, and the print job is suspended, or the current print job has been canceled.	To print the image correctly, add memory to the printer or simplify the actual data size. Set "Page Protect" to "On" on the printer driver. Be sure to return "Page Protect" to "Auto" after the print job. With "Page Protect" "On", the printer performance might be decreased. While using the PostScript printer driver, lower the resolution setting.
Processing...	The printer is processing internally.	Wait for a while.
Ready	The printer is online and ready to print.	If you want to set the printer offline, press [Online] .
Resetting Job...	The print job is being reset.	Wait for a while.
Toner is Almost Empty	Toner is almost running out.	Replace the toner early to prevent poor print quality.
Waiting...	The printer is waiting for the next print job.	Wait for a while.
Warming Up...	The printer is warming up or toner is being supplied.	Wait until the panel display changes to "Ready".

Machine Does Not Print

Possible Cause	Solutions
Is the power on?	Turn on the machine.
Is the interface cable properly connected?	Connect the interface cable properly. If there are any connectors or screws, make sure that they are fastened securely.
Are you using the correct interface cable?	Be sure to use the correct one. If the cable is damaged or worn, replace it with a new one.
Did you connect the interface cable after turning on the main switch?	Be sure to connect the interface cable before turning on the main switch.
Is the machine Online?	Make it Online by touching the 【On Line】 key.
Is the specified paper set?	Set the specified paper in any of the input trays.
Are there any error messages on the panel display?	Check the error message, and take the required action.
Does the indicator above the Printer Mode key stay red? Or Alarm indicator is flashing?	Check the error message, and take the required action.
Is the Data-in or Communicating Indicator blinking or lit?	If not, the data does not reach the machine. Check the printer cable connection. Also confirm that the printer port settings are correct.
Can you print a configuration page?	If you cannot, check the printer cable connection. Also confirm that the printer port settings are correct.
Can you make a "Print Test Page" from the printer driver?	If you cannot, the machine might be out of order. Contact your sales or service representative.

Other Printing Problems

3

Problem	Action
An image is printed on the reverse side of the paper.	Set the paper upside down.
Multiple pages are fed through the printer at once.	Remove all the paper from the tray and fan them gently.
Paper misfeeds occur frequently.	Check the paper size settings. Use the recommended paper. Avoid using curled, folded or wrinkled paper, perforated paper, or glossy paper.
An control panel error message stays on after removing the misfed paper.	A paper misfeed message will remain until the front cover is opened and then closed. Open the front cover and close it.
It takes a long time for the printer to start printing.	The machine might be in Energy Saver mode or Low Power mode, which requires more time for warming up and resuming the print job.
It takes too much time to complete the print job.	<p>The data is so large or complex that it takes time to process it.</p> <p>If the Data In indicator is blinking, the data processing is being done.</p> <p>Just wait until it is finished.</p>
<p>Windows 95/98/Me, Windows 2000, Windows XP, Windows NT 4.0 :</p> <p>The computer does not recognize the installed printer options.</p>	<p>If the printer is not connected to a network, specify which options you have installed using the printer driver.</p> <p>See the HELP file of the printer driver.</p>
No image is printed when loading paper on the bypass tray.	The machine operates the function that forces to feed the paper in three minutes after you load the paper on the bypass tray. Load the paper on the bypass tray again.

4. Using the Control Panel

Though the factory default settings of the printer 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 printer.

Reference

For more information about the copy features, facsimile features and system settings, see the Operating Instructions that comes with this machine.

Note

- Some of the settings accessed by the printer driver can be accessed by the "Printer Features". Settings made by the printer driver take priority over settings by the "Printer Features".

Adjusting Printer Features

Printer Features Menu

There are four menu items in the "Printer Features" menu.

- Job Control
- Network Setup
- Maintenance
- List Print

You can select functions in the following table.

Category	Function menu		
Job Control ⇒ p.26	Paper Input	Tray Priority	
		Tray Locking	
		Bypass Paper Size *1	Standard Size
			Custom Size
	Print Quality	Edge Smoothing	
		Resolution	PCL
			PS
		Toner Saving	
	System	Print PS Errors	
		I/O Timeout	
		I/O Buffer	
		Page Protect	
		Auto Continue	
		Sub Paper Size	
	PCL Menu	Orientation	
		Form Lines	
		Font Source	
Font Number			
Point Size			
Font Pitch			
Symbol Set			
Network Setup *2 ⇒ p.32	IP Address		
	Subnet Mask		
	Gateway Address		
Maintenance ⇒ p.33	Restart Printer		
	Menu Reset		
	Hex Dump		
List Print ⇒ p.34	Configuration Page		
	Menu List		
	PCL Font List		
	PS Font List *3		

*1 This menu is not displayed if the Bypass Tray is not installed.

*2 Optional Network Interface Board is required.

*3 Optional PostScript level2 Compatible Kit is required.

Accessing the Printer Features Menu

Press the **[User Toors/Counter]** or **[User Tools]** key.

The key is differ depending on the machine. Confirm that which type of machine you have.

Press the ◀ or ▶ key to display “Printer Features”, then press **[OK]**.

The following screen appears on the panel display.



Press the ◀ or ▶ key to display the following four items one by one.

- Job Control
- Network Setup
- Maintenance
- List Print

Note

- ▶ key : Press to go to the next menu.
- ◀ key : Press to go back to the previous menu
- After making the printer settings, be sure to return to the previous menu by pressing the **[Cancel]** key.
- After making the printer settings, press the **[User Tools/Counter]** or **[User Tools]** key to return to the initial display.
- The revised settings are not canceled even if the power switch is turned off.

Printer Features Parameters



Job Control Menu


There are four menu items in the “Job Control” menu.

- Paper Input
- Print Quality
- System
- PCL Menu



Job Control Parameters


❖ Paper Input

Menu	Description
Tray Priority	<p>If a print job does not have a paper size command, the paper size of the tray which is specified by the Tray Priority is used. Tray 1, Tray 2</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>Tray 1</i> <input type="checkbox"/> Only the installed trays appear on the panel display. <input type="checkbox"/> It is recommended that you load paper having the size and direction you frequently use in the tray selected with “Tray Priority”.
Tray Locking	<p>If you use different kinds of paper, you can lock a tray to prevent printing on wrong paper such as letterhead or colored paper. When “Auto Select” is selected in the Paper Source selections from the printer driver, the locked tray will not be used. Tray 1, Tray 2, None</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>None</i> <input type="checkbox"/> This menu is invalid if the optional tray is not installed. <input type="checkbox"/> If you want to use the locked tray, you must select the tray from the printer driver. <input type="checkbox"/> When a locked tray is selected from the printer driver, the printer does not search for any other tray.

Menu	Description
Bypass Paper Size	<p>You can specify the paper size, standard or custom, for the bypass tray.</p> <p>When the bypass paper size is not specified, the paper size you set on the control panel is used.</p> <p>If you use PCL 6 or PS2 printer driver to print custom paper size, the paper size you set in the printer driver is used.</p> <p>If you use PCL 5e printer driver to print custom paper size, paper size you set on the control panel is used.</p> <p>If the Bypass Tray can hold paper of either the short edge feed size or the long edge feed size, use the short edge feed size.</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> This menu is not displayed if the Bypass Tray is not installed. <input type="checkbox"/> Specifications of bypass tray depends on the machine. Confirm which type of machine you have. See the Operating Instructions that comes with this machine.





◆ Print Quality



Menu	Description
Edge Smoothing	<p>You can set whether to enable Edge Smoothing.</p> <ul style="list-style-type: none"> • On • Off <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>On</i> <input type="checkbox"/> If “Toner Saving” is “On”, “Edge Smoothing” is ignored even if it is “On”. <input type="checkbox"/> The setting in the printer driver takes priority of the setting on control panel.
Resolution	<p>You can set the print resolution in dots per inch.</p> <ul style="list-style-type: none"> ◆ PCL 300 dpi, 600 dpi ◆ PS 300 dpi, 600 dpi <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: 600 dpi <input type="checkbox"/> The setting in the printer driver takes priority of the setting on control panel.

Menu	Description
Toner Saving	<p>You can select whether 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: <i>Off</i> <input type="checkbox"/> If “Toner Saving” is “On”, “Edge Smoothing” is ignored even if it is “On”. <input type="checkbox"/> The setting in the printer driver takes priority of the setting on control panel.




◆ System





4

Menu	Description
I/O Timeout	<p>You can set how many seconds the printer should wait before ending a print job. If data from other port often appears in the middle of the print job, you should increase the timeout value.</p> <p>15 seconds, 30 seconds, 60 seconds, 180 seconds, 300 seconds</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>30 seconds</i>
I/O Buffer	<p>You can set the size of the I/O Buffer. Normally it is not necessary to change this setting.</p> <p>16 KB, 32 KB, 64 KB, 128 KB, 256 KB, 512 KB</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>32 KB</i>
Print PS Errors	<p>You can set whether the PS error sheet should be printed out.</p> <ul style="list-style-type: none"> • Off • On <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>Off</i>
Page Protect	<p>When the “Print Overrun. Job Incomplete.” message appears on the panel display, set this function to “On”.</p> <ul style="list-style-type: none"> • Auto • On <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Be sure to return “Page Protect” to “Auto” after the print job. With “Page Protect” “On”, the printer performance might be decreased. <input type="checkbox"/> Default: <i>Auto</i> <input type="checkbox"/> The setting in the printer driver takes priority of the setting on control panel.

Menu	Description
Auto Continue	<p>You can set whether to enable Auto Continue. When it is set to "On", the printing continues even if the following error messages appear on the display.</p> <p>"Print Overrun. Job Incomplete.", "Memory Overflow. Job Incomplete.", "Memory Full. Job Incomplete."</p> <ul style="list-style-type: none"> • Off • On <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> When it is "On", and a certain type of error occurs, the current job might be canceled, and the printer automatically resumes the next job. <input type="checkbox"/> Default: <i>Off</i>
Sub Paper Size	<p>You can enable the Auto Substitute Paper Size feature between A4 and letter size. When you select "On", the printer substitutes A4 ↔ letter size if the paper currently specified is not loaded.</p> <ul style="list-style-type: none"> • Off • On <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>Off</i> <input type="checkbox"/> This feature is canceled when Bypass Tray or Use Slip Sheet function is used.

❖ PCL Menu

Menu	Description
Orientation	<p>You can set the page orientation.</p> <ul style="list-style-type: none"> • Portrait • Landscape <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: Portrait
Form Lines	<p>You can set the number of lines per page.</p> <p>5-128</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: 64 (Metric version), 60 (Inch version)
Font Source	<p>You can set the location of the default font.</p> <ul style="list-style-type: none"> • Internal • Download <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: Internal <input type="checkbox"/> When you select "Download", you can select only fonts downloaded to printer RAM.

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 54 (for Internal) • 1 to 50 (for Download source) <p> Note</p> <p><input type="checkbox"/> Default: Internal</p> <p><input type="checkbox"/> Default: 0</p>
Point Size	<p>You can set the point size you want to use for the default font. 4 to 999.75 by 0.25</p> <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 default font. 0.44 to 99.99 by 0.01</p> <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 default 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, VN Intl, VN US, MS Publ, Math-8, 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>

Changing the Paper Input Menu

The following procedure describes changing the “Tray Priority” as an example in the “Paper Input” menu.

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

The key differ depending on the machine. Confirm that which type of machine you have.

- 2** Press the **⌂** or **⏪** key to display "Printer Features".

- 3** Press **[OK]**.

The following screen appears on the panel display.

```
Printer Features:
1.Job Control  ◀▶
```

- 4** Press **[OK]**.

The following screen appears on the panel display.

```
Job Control:
1.Paper Input  ◀▶
```

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

The following screen appears on the panel display.

```
Paper Input:
1.Tray Priority  ◀▶
```

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

The following screen appears on the panel display.

```
Tray Priority:  ◀▶/OK
[Tray 1]
```

- 7** Press the **⌂** or **⏪** key to select the tray type you want to use.

- 8** Press **[OK]**.

“Programmed” is displayed for two seconds.

- 9** The following screen appears on the panel display.

```
Paper Input:
1.Tray Priority  ◀▶
```

- 10** Press the **[User Tools/Counter]** or **[User Tools]** key to return to the initial display.

Network Setup Menu







There are three menu items in the “Network Setup” menu.

- IP Address
- Subnet Mask
- Gateway Address

Note

- This “Network Setup” menu appears only when installing the optional Network Interface Board.

Network Setup Parameters


Menu	Description
IP Address	<p>You can set the IP Address.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>All zero</i></p> <p> Reference</p> <p>See “Configuring the Printer for the Network with the Control Panel” in “Printer Reference 1”.</p>
Subnet Mask	<p>You can set the Subnet Mask.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>255.000.000.000</i></p> <p> Reference</p> <p>See “Configuring the Printer for the Network with the Control Panel” in “Printer Reference 1”.</p>
Gateway Address	<p>You can set the Gateway Address.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>All zero</i></p> <p> Reference</p> <p>See “Configuring the Printer for the Network with the Control Panel” in “Printer Reference 1”.</p>

Maintenance Menu

There are three menu items in the “Maintenance” menu.

- Restart Printer
- Menu Reset
- Hex Dump

Maintenance Parameters

Menu	Description
Restart Printer	You can restart the printer. ⇒ p.33 “Restarting a Printer”
Menu Reset	You can reset the menu settings to the factory defaults except the optional Network Interface Board settings.
Hex Dump	You can set to isolate the source of a print job problem. With this function “On”, all data sent to the printer is printed in hexadecimal character representation. <ul style="list-style-type: none"> • On • Off <p> Note <input type="checkbox"/> Default: <i>Off</i></p>

Restarting a Printer

The following procedure describes selecting the “Restart Printer” as an example in the “Maintenance” menu.

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

The key differ depending on the machine. Confirm that which type of machine you have.

2 Press the **⏪** or **⏩** key to display “Printer Features”.

3 Press **[OK]**.

The following screen appears on the panel display.

```
Printer Features:
1.Job Control  ⏪
```

4 Press the **⏪** or **⏩** key until the following message appears on the panel display.

```
Printer Features:
3.Maintenance  ⏪
```

5 Press **[OK]**.

The following screen appears on the panel display.

```
Maintenance:
1.Restart Printer  ◀▶
```

6 Press **[OK]**.

The following screen appears on the panel display.

```
Restart Printer:
Press OK
```

7 Press **[OK]**.

"Ready" appears on the panel display.

```
Ready
```

4

List Print Menu

There are four menu items in the "List Print" menu.

- Configuration Page
- Menu List
- PCL Font List
- PS Font List

List Print Parameters

Menu	Description
Configuration Page	You can print a Configuration Page. ⇒ p.35 "Printing a Configuration Page"
Menu List	You can print the Menu List which shows the function menus of this machine.
PCL Font List	You can print a PCL Font List.
PS Font List	You can print a PS Font List.

Printing a Configuration Page

The following procedure describes printing the "Configuration Page" as an example in the "List Print" menu.

Reference

For more information, see p.36 "Interpreting the Configuration Page".

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

The key differ depending on the machine. Confirm that which type of machine you have.

2 Press the **⌂** or **⏪** key to display "Printer Features".

3 Press **[OK]**.

The following screen appears on the panel display.

```
Printer Features:
1.Job Control  ◀▶
```

4 Press the **⌂** or **⏪** key until the following message appears on the panel display.

```
Printer Features:
4.List Print  ◀▶
```

5 Press **[OK]**.

The following screen appears on the panel display.

```
List Print:
1.Configuration Page▶◀
```

6 Press **[OK]**.

The following screen appears on the panel display.

```
Configuration Page:
Press OK
```

7 Press **[OK]**.

The following screen appears on the panel display.

```
Printing...
Configuration Page
```

In a short time, the printing of the configuration page will start.

After completion of printing, the "Printer Features" display is shown.

 **Important**

- ❑ If you cannot complete printing a configuration page correctly, make sure an error message appears on the panel display. For more information about error messages, see p.19 “Error & Status Messages on the Control Panel”.

Interpreting the Configuration Page

Reference

❖ **Printer ID**

Shows the serial number assigned to the board by its manufacturer.

❖ **Firmware Version**

Shows the version number of the printer firmware.

❖ **Pages Printed**

Shows the total number of pages printed by the printer to date.

❖ **Total Memory**

Shows the total amount of memory (SDRAM) installed on the printer.

❖ **Options**

Show the options that you installed.

Job Control

Shows the settings made under the “Job Control” menu.

 **Reference**

For more information, see p.26 “Job Control Menu”.

Network Setup

Shows the settings you made under the “Network Setup” menu.

When DHCP is active on the network, the actual IP Address, Subnet Mask and Gateway Address appear in parentheses on the configuration page.

 **Reference**

For more information, see p.32 “Network Setup Menu”.

Maintenance

Shows the settings you made under the “Maintenance”.

Reference

For more information, see p.33 “Maintenance Menu”.



Error Log

Shows the log of printer errors.

5. Appendix

Specifications

This section contains the electrical and hardware specifications for the printer, including the information about the options.

Component	Specification
Resolution	300 × 300 dpi; PCL 5e ^{*1} , PS2 ^{*2} 600 × 600 dpi; PCL 5e ^{*1} , PCL 6, PS2
Parallel Interface	Standard 36-pin printer cable and a parallel port on the host computer. IEEE1284  Note <input type="checkbox"/> Do not use a parallel cable that is longer than 3 meters (10 feet).
Printer Language	PCL 5e , PCL 6 PS2 (option)
Fonts	PCL 5e, PCL 6 35 Intellifonts, 10 True Type fonts PS2 (option) 80 PS Resident fonts
Memory	Standard : 16MB Optional SDRAM : 32MB, 64MB, 128MB
Operation Systems supported by this printer	Windows 95 ^{*3} /98 ^{*4} /Me ^{*5} Windows 2000 ^{*6} Windows XP ^{*7} Windows NT 4.0 ^{*8} Mac OS ^{*9}
Network	Topology : Ethernet 10BASE-T/100BASE-TX Protocol : TCP/IP, IPX/SPX, AppleTalk
Network Cable	10BASE-T/100BASE-TX interface cable with ferrite core.
Paper Size	Specifications of paper size depends on the machine. Confirm which type of machine you have. See the Operating Instructions that comes with this machine.  Note <input type="checkbox"/> When you use this machine as a printer, the bypass tray and the optional paper tray unit do not support the standard size of 8 ¹ / ₄ " × 14". <input type="checkbox"/> When you use this machine as a printer, the bypass tray supports the following custom sizes: <ul style="list-style-type: none">• Metric Version Vertical 90-216mm Horizontal 148-355mm• Inch Version Vertical 3.54"-8.50" Horizontal 5.83"-14.00"

- *1 For PCL 5e, only 600dpi is selectable from the printer driver.
- *2 PostScript level2 Compatible
- *3 Microsoft Windows 95 operating system
- *4 Microsoft Windows 98 operating system
- *5 Microsoft Windows Millennium Edition
- *6 Microsoft Windows 2000 Professional
Microsoft Windows 2000 Server
- *7 Microsoft Windows XP Professional
Microsoft Windows XP Home Edition
- *8 Microsoft Windows NT Server operating system version 4.0, Microsoft Windows NT Workstation operating system version 4.0 in a computer using x86 processors.
- *9 Required version is 8 or 9 operating system. With Mac OS X, the machine operates in only Classic mode.

Options

Network Interface Board Type 1018

5

- ❖ **Topology:**
Ethernet (10BaseT/100BaseTX)
- ❖ **Protocols:**
TCP/IP, IPX/SPX, AppleTalk
- ❖ **Interface Connector:**
RJ45
- ❖ **Required Cable:**
Interface cable with ferrite core
Interface cable is not provided with this option.

Memory Unit

- ❖ **Module Type:**
SO-DIMM (Small Outline Dual-in-line Memory Module)
- ❖ **Memory Type:**
SDRAM (Synchronous Dynamic RAM)
- ❖ **Number of Pins**
144 pins
- ❖ **Compatible:**
PC100 compatible

Type 1018 PostScript level2 Compatible Kit

PostScript level2 compatible.

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Note to users in the United States of America

Notice:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one more of the following measures:

Reorient or relocate the receiving antenna.

Increase the separation between the equipment and receiver.

Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

Consult the dealer or an experienced radio/TV technician for help.

Warning

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

Caution(in case of 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):

Interface cable with ferrite core must be used for RF interference suppression.

Declaration of Conformity

Product Name: Printer Controller

Model Number: Type 1013

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 Controller Type 1013 Operating Instructions Printer Reference 2 (option)





Network Interface Board Type 1018 (option)

Quick Configuration Guide



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

For safety, please follow the instructions in this manual.

Introduction

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

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

Important

Parts of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Trademarks

NetWare is a registered trademark of Novell, Incorporated.

Windows is a registered trademark of Microsoft Corporation in the United States and/or other countries.

Macintosh is a registered trademark of Apple Computer, Inc.

All other products referenced are trademarks or registered trademarks of their respective companies.

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.

Warning:

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

Notes:

Some illustrations might be slightly different from your machine.

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

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 machine's operation panel.

Keys on the computer's keyboard.

Manuals for This Machine

Manuals for This Machine

There are ten manuals that separately describe the operational procedures for the operation and maintenance of the machine.

To enhance safe and efficient operation of the machine, all users should read and follow the instructions contained in the following manuals.

❖ **Copy Reference**

Describes the procedures and functions for using this machine as a copier.

❖ **System Settings**

Describes the system settings of this machine.

❖ **Facsimile Reference <Basic Features>**

Describes the procedures and most frequently functions for using this machine as a facsimile.

❖ **Facsimile Reference <Advanced Features>**

Describes the procedures and more advanced functions for using this machine as a facsimile. And also explains settings for key operators.

❖ **Printer Reference 1**

Describes the procedures and functions for using this machine as a printer.

❖ **Printer Reference 2**

Describes the procedures and provides necessary information about using the printer and its options. This manual is included as a PDF file on the CD-ROM labeled "Operating Instructions for Printer".

❖ **Network Interface Board Quick Configuration Guide**

Describes the procedures and provides necessary information about setting up and using the printer under the network environment. This manual is included as a PDF file on the CD-ROM labeled "Operating Instructions for Printer". (this manual)

❖ **Type 1018 PostScript level2 Compatible Kit Operating Instructions Supplement**

Describes the functions of Printer Utility for Mac. This manual is included as a PDF file on the CD-ROM labeled "Operating Instructions for Printer".

❖ **UNIX Supplement**

Provides information about setting up and using the printer in a UNIX environment. This manual is included as a PDF file on the CD-ROM labeled "Operating Instructions for Printer".

❖ **Network Interface Board Type 1018 Owner's Manual**

Describes the procedures and provides necessary information about setting up and using the printer under the network environment. This manual is included as a PDF file on the CD-ROM labeled "Print Server Software and Documentation" which comes with Network Interface Board Type 1018.

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1. Getting Ready for Software Installation

Support programs for the installation and configuration of the Network Interface Board are included on two CD-ROMs. One is "Printer Drivers and Utilities" and the other is "Print Server Software and Documentation" which come with this machine.

You can select any of the programs listed in the Configuration Programs.

Configuration Programs

The CD-ROM labeled "Printer Drivers and Utilities" includes the following utilities.

❖ **SmartNetMonitor for Admin**

SmartNetMonitor for Admin is software that uses the TCP/IP and IPX/SPX protocols to monitor the printers in a network. It can monitor multiple network printers having IP addresses. We recommend network administrators to use this software.

Reference

For more information about SmartNetMonitor for Admin, see the SmartNetMonitor for Admin Help file.

❖ **SmartNetMonitor for Client**

SmartNetMonitor for Client is software equipped with the following functions. We recommend all users of this printer to install this software.

- Provides the function to print in a Peer-to-Peer network.
- Uses the TCP/IP and IPX/SPX protocols to monitor the status of devices in a network constantly.

Reference

For more information about SmartNetMonitor for Client, see the SmartNetMonitor for Client Help file.

The CD-ROM labeled "Print Server Software and Documentation" includes the following utilities.

❖ **MAP**

Web-based configuration utility

❖ **IPX Peer-to-Peer**

IPX Peer-to-Peer printing software

❖ **IP Peer-to-Peer**

IP Peer-to-Peer printing software

❖ **NWSetup**

NetWare Print Service Configuration

The four utilities are included on the "Print Server Software and Documentation" CD-ROM, but you need this CD-ROM only if you use "IPX Peer-to-Peer" or "IP Peer-to-Peer" printing.

1

Although you can use the "MAP" or "NWSetup" utilities on the "Print Server Software and Documentation" CD-ROM, it is easier to use the SmartNetMonitor for Admin/Client included on the "Printer Drivers and Utilities" CD-ROM.

To use "MAP" or "NWSetup" from the "Print Server Software and Documentation" CD-ROM, see the "Owner's Manual" on the CD-ROM labeled "Print Server Software and Documentation" for instructions.

SmartNetMonitor for Admin/Client

Utilities called SmartNetMonitor for Admin and SmartNetMonitor for Client are provided to configure the printer to work in a network environment.

Limitation

SmartNetMonitor for Admin/Client are supported to work with the following operating systems.

- Microsoft Windows 95 ^{*1} /98 ^{*2} /Me ^{*3}
- Microsoft Windows 2000 ^{*4}
- Microsoft Windows NT 4.0 ^{*5}

^{*1} Microsoft Windows 95 operating system

^{*2} Microsoft Windows 98 operating system

^{*3} Microsoft Windows Millennium Edition

^{*4} Microsoft Windows 2000 Professional

Microsoft Windows 2000 Server

^{*5} Microsoft Windows NT Server operating system version 4.0, Microsoft Windows NT Workstation operating system version 4.0 in a computer using x86 processors.

◆ SmartNetMonitor for Admin

SmartNetMonitor for Admin is software that uses the TCP/IP and IPX/SPX protocols to monitor the printers in a network. It can monitor multiple network printers having IP addresses. We recommend network administrators to use this software.

◆ SmartNetMonitor for Client

SmartNetMonitor for Client is software equipped with the following functions. We recommend all users of this printer to install this software.

- Provides the function to print in a Peer-to-Peer network.
- Uses the TCP/IP and IPX/SPX protocols to monitor the status of devices in a network constantly.

Installing SmartNetMonitor for Admin

1 Close all applications that are running.

2 Insert the CD-ROM into the CD-ROM drive.

The installer will start by Auto Run.

Note

Auto Run might not automatically work with certain OS settings. In this case, launch "INSTTOOL.EXE" located on the CD-ROM root directory.

3 Follow the instructions on the screen.

4 Select "Custom" installation and then click [Next].

- 5** Remove the check mark from the [Printer Driver].
- 6** Click to select [Utility] and then click [Detail].
- 7** Click to select [SmartNetMonitor for Admin] and then click [OK].
- 8** Click [OK].
- 9** Follow the instructions on the screen.

After installation is completed, see P.34 "Setting Up as a Print Server" when you use the printer as a print server.

 **Note**

- If you require restarting the computer after installation of SmartNetMonitor for Admin was completed, restart the computer and continue to configuration.

Installing SmartNetMonitor for Client

- 1** Close all applications that are running.
- 2** Insert the CD-ROM into the CD-ROM drive.
The installer will start by Auto Run.
- 3** Follow the instructions on the screen.
- 4** Select "Custom" installation, and then click [Next].
- 5** Remove the check mark from the [Printer Driver].
- 6** Click to select [SmartNetMonitor for Client], and then click [OK].
- 7** Click [OK].
- 8** Follow the instructions on the screen.

 **Note**

- If you are required to restart the computer after the installation of SmartNetMonitor for Client, restart the computer and continue with necessary configurations.

2. Windows 95/98/Me Configuration

Windows 95/98/Me Configuration

This section describes how to configure the Peer-to-peer printing. The Peer-to-peer printing software that is included on the CD-ROM labeled "Printer Drivers and Utilities". "Print Server Software and Documentation" allows Windows 95/98/Me PCs to communicate directly with network attached printers. A network server, such as NetWare or Windows NT, is not required for Peer-to-peer printing.

There are three types of Peer-to-peer printing. You can select "SmartNetMonitor for Admin/Client", "IP Peer-to-Peer" and "IPX Peer-to-Peer" according to your network environment.

The Peer-to-peer printing software must be installed on each PC that uses Peer-to-peer printing. Once Peer-to-peer printing software is installed, all Network Interface Boards on the network automatically appear in the list of available printer ports.

The Peer-to-peer printing software can also be used in networks where servers are present; however, server based print services are often utilized instead. Server based print services offer centralized printing management and spooling and do not require software (other than the printer driver) to be installed on each PC.

If you use the printer in a network where servers are present, select either Peer-to-peer printing or the server based print service.

Reference

For more information about setting IP parameters, see "*Configuring the Printer for the Network with the Operation Panel*" in "Printer Reference 1".

Using SmartNetMonitor for Client

Preparation

To use SmartNetMonitor for Client, you must install it as **[Network]** installation and use TCP/IP or IPP protocol in a Peer-to-Peer Network.

2

Installing SmartNetMonitor for Client

Preparation

Select **[Network]** installation when you print without using a print server.

[Network] installation installs the PCL 5e and PCL 6 printer driver and SmartNetMonitor for Client. When you print using TCP/IP or IPP protocol in a Peer-to-Peer Network, you must select this installation.

[Custom] installation allows you to install SmartNetMonitor for Client separately.

Installing by "Network" installation

1 Close all applications that are running.

2 Insert the CD-ROM into the CD-ROM drive.

The installer will start by Auto Run.

Important

Never have two versions of the same printer driver installed on your system at the same time. When upgrading to a new version of the printer driver, delete the old version, and then install the new one.

Note

Auto Run might not automatically work with certain OS settings. In this case, launch "INSTTOOL.EXE" located on the CD-ROM root directory.

3 Follow the instructions on the screen.

4 Select **[Network]** installation when the selection screen appears.

5 Follow the instructions on the screen.

6 Select a printer you want to use when the **[Select Printer]** dialog box appears.

7 Click **[Add..]** when the **[Select Port]** dialog box appears.

8 Select **[SmartNetMonitor for Client]**, and then click **[OK]**.

Available printers will be listed.

9 Select a printer you want to use.

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.

IPP

1 Click **[IPP]**.

The IPP setting dialog box appears.

2 In **[Printer URL]**, type “http://IP address:631/Print” as the printer's IP address.

(Example IP address is 192.168.15.16)

`http://192.168.15.16/printer`

3 As necessary, type the names to distinguish the printer in **[IPP Port Name]**. Type a name differing from those of any existing port names.

If you omit this, the address typed in **[Printer URL]** will be set as the IPP port name.

10 Click **[OK]**.**11** Confirm that the selected port is highlighted, and then click **[Next]**.**12** Click **[Finish]**.**13** Restart the computer after the installation is complete.**14** Set up the options with the printer driver. **Reference**

For more information about settings for options, see “Installing the Printer Driver and Software” in “Printer Reference 1”.

Accessing the Port Settings Dialog Box

This section describes how to access the port settings dialog box to change the settings of SmartNetMonitor for Client.

Reference

For more information about these settings, see SmartNetMonitor for Client Help.

- 1** Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.
- 2** Click to select the icon of the printer you want to use.
- 3** On the **[File]** menu, click **[Properties]**.
- 4** Click the **[Details]** tab, and then click **[Port Settings]**.

The SmartNetMonitor for Client settings dialog box appears.

Using IP Peer-to-Peer

Important

- The TCP/IP protocol is required for IP Peer-to-Peer printing. Confirm that the TCP/IP protocol is installed, if not, install it before starting the following procedure.

Installing IP Peer-to-Peer

Follow these steps to install IP Peer-to-Peer.

Important

- Confirm that the printer power is turned on before starting the following procedure.

- 1** Configure the IP parameters on the Network Interface Board using the operation panel.

Reference

For more information about setting IP parameters, see “Configuring the printer for the Network with the Operation Panel” in “Printer Reference 1”.

- 2** Insert the CD-ROM labeled “Print Server Software and Documentation” into the CD-ROM drive.

The main screen appears.

- 3** Click [Install/Configuration Utilities].

The “Installation/Configuration Utilities” page appears.

- 4** Click [Windows IP Peer-to-Peer Printing].

The “Windows IP Peer-to-Peer Printing” page appears.

This page describes the functions of this utility.

- 5** At the bottom of the page, click the blue word [Install IP-P2P...] to begin installing.

- 6** The [Welcome] dialog box appears.

- 7** Click [Next].

The [Installation Notes] dialog box appears.

- 8** Click [Yes].

The [Choose Destination Directory] dialog box appears.

- 9** Click [Browse] to set a different folder.

The default installation folder is C:\PROGRAM FILES\IP-P2P.

10 Click **[Next]**.

The **[Select Program Folder]** dialog box appears.

This allows you to set the name of the folder that contains the shortcut links inside the Program Folder.

11 Type the name that you wish to see in “Program Folder:” and click **[Next]**.

The files are then copied to the computer in the specified directories.

12 Follow the instructions on the screen.**13** Click **[OK]** to complete the installation. **Reference**

For more information about installing IP Peer-to-Peer, see the “Owner's Manual” on the CD-ROM labeled “Print Server Software and Documentations”.

 **For manual installation**

Follow these steps to install the software on your operating system (Windows 95/98/Me).

- ① Insert the CD-ROM into the CD-ROM drive.
- ② Close all the applications that are currently running.
- ③ Click **[Start]** on the task bar, and click **[Run]**.
- ④ Type <Drive>:\IP-P2P\SETUP.EXE (where <Drive> is your CD-ROM drive name).
- ⑤ Click **[OK]**.

The **[Welcome]** dialog box appears.

The remaining steps are identical to **7-12** in the preceding procedure. ⇒ P.9 “Installing IP Peer-to-Peer”

Selecting the Printer Port

The Peer-to-peer printing software should be installed on each Windows 95/98/Me PC that will use Peer-to-peer printing services.

1 Install the printer driver you want to use.

If the printer drivers have already been installed, you can go to the next step.

Reference

For more information about the printer drivers, see *“Installing the PCL 6/5e Printer Driver”* or *“Installing the PostScript Printer Driver”* in *“Printer Reference 1”*.

2 Click [Start] on the taskbar, point to [Settings], and then click [Printers].

The [Printers] window appears.

3 Click the icon of the printer you want to set for Peer-to-peer printing.

4 On the [File] menu, click [Properties].

The Printer Properties appear.

5 Click the [Details] tab.

6 From the [Print to the following port:] list box, select the port of the printer you want to use for Peer-to-peer printing.

- Select the IP address of the printer. If you do not find the IP address of the printer, the printer is not in your local subnet. Then you need to configure IP Peer-to-Peer port manually as described in the “Owner's Manual” on the CD-ROM labeled “Print Drivers and Utilities”.

7 Click [OK].

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”, then delete it. For more information about IP Peer-to-Peer, see the “Owner's Manual”.

1 Click [Start] on the taskbar, point to [Programs], and then click [IP-P2P].

The [IP-Peer to Peer Setup] window appears.

2 Click [Printers...].

3 Click [Find Printers].

Available printers appear.

4 Click to select the port you want to delete from “Unit Name” list.

5 Click [Delete].

Using IPX Peer-to-Peer

Important

- The IPX protocol is required for IPX Peer-to-Peer printing. Confirm that the IPX protocol is installed, if not, install it before starting the following procedure.

Note

- IPX protocol can use with Windows 95/98/Me.

Installing IPX Peer-to-Peer

Follow these steps to install IPX Peer-to-Peer.

- 1** Insert the CD-ROM labeled “Print Server Software and Documentation” into the CD-ROM drive.

The main screen appears.

Note

- If Adobe Acrobat Reader is not installed, click **[Install Adobe Acrobat Reader 4.0]**.

- 2** Click **[CD ROM Contents]**.

The “Introduction” page appears.

- 3** Click **[Installation/Configuration Programs]**.

The “Configuration Programs” page appears.

- 4** Click **[Windows 95/98/Me & NT 4.x IPX Peer-to-Peer Printing]**.

The “Windows 95/98/Me and NT 4.x IPX Peer-to-Peer Printing” page appears.

This page describes the functions of this utility.

- 5** At the bottom of the page, click the blue word **[here]** to begin installing.

A dialog box appears asking if the “Setup.exe” program should be started.

- 6** Click **[Yes]**.

The **[Welcome]** dialog box appears.

- 7** Click **[Next]**.

The **[Installation Notes]** dialog box appears.

- 8** Click **[Yes]**.

The files are then copied to the computer in the specified directories.

The **[Installation Complete]** dialog box appears.

- 9** Click **[Finish]** to complete the installation.

For manual installation

Follow these steps to install the software on your operating system (Windows 95/98/Me).

- ① Insert the CD-ROM into the CD-ROM drive.
- ② Close all the applications that are currently running.
- ③ Click **[Start]** on the taskbar, and click **[Run]**.
- ④ Type <Drive>:\IPX-P2P\SETUP.EXE (where <Drive> is your CD-ROM drive name).
- ⑤ Click **[OK]**.
The **[Welcome]** dialog box appears.

The remaining steps are identical to **7** - **9** in the preceding procedure. ⇒ P.12 “Installing IPX Peer-to-Peer”

Selecting the Printer Port

The Peer-to-peer printing software should be installed on each Windows 95/98/Me PC that will use Peer-to-peer printing services.

1 Install the printer driver you want to use.

If the printer drivers have already been installed, you can go to the next step.

Important

- Using IPX Peer-to-Peer printing, confirm that the printer power is turned on before continuing the following steps.

Reference

For more information about the printer drivers, see “Installing the PCL 6/5e Printer Driver” or “Installing the PostScript Printer Driver” in “Printer Reference 1”.

2 Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.

The **[Printers]** window appears.

3 Click the icon of the printer you want to set for the Peer-to-peer printing.

4 On the **[File]** menu, click **[Properties]**.

The Printer Properties appear.

5 Click the **[Details]** tab.

6 From the [Print to the following port:] list box, select the port of the printer you want to use for Peer-to-peer printing.

- Select the printer name. The printer name is shown in "Peer-to-Peer Connection Information" on the network configuration page. The default setting of the printer name is "RDP_" followed by the 6 digit serial number.

7 Click [OK].

3. Windows 2000 Configuration

Windows 2000 Configuration

This manual describes the procedures and provides necessary information about setting up and using the printer under the network environment using Windows 2000.

- If a NetWare server is present, NetWare print services might be used by following the NetWare Configuration instructions in this guide.

Using SmartNetMonitor for Client

Preparation

To use SmartNetMonitor for Client, you must install it as **[Network]** installation and use TCP/IP or IPP protocol in a Peer-to-Peer Network.

Installing SmartNetMonitor for Client

Preparation

Select **[Network]** installation when you print without using a print server.

[Network] installation installs the PCL 5e and PCL 6 printer driver and SmartNetMonitor for Client. When you print using TCP/IP or IPP protocol in a Peer-to-Peer Network, you must select this installation.

[Custom] installation allows you to install SmartNetMonitor for Client separately.

Installing by "Network" installation

1 Close all applications that are running.

2 Insert the CD-ROM into the CD-ROM drive.

The installer will start by Auto Run.

Important

- Never have two versions of the same printer driver installed on your system at the same time. When upgrading to a new version of the printer driver, delete the old version, and then install the new one.

Note

- Auto Run might not automatically work with certain OS settings. In this case, launch "INSTTOOL.EXE" located on the CD-ROM root directory.

3 Follow the instructions on the screen.

4 Select **[Network]** installation when the selection screen appears.

5 Follow the instructions on the screen.

6 Select a printer you want to use when the **[Select Printer]** dialog box appears.

7 Click **[Add..]** when the **[Select Port]** dialog box appears.

8 Select **[SmartNetMonitor for Client]**, and then click **[OK]**.

Available printers will be listed.

9 Select a printer you want to use.

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.

IPP

1 Click [IPP].

The IPP setting dialog box appears.

2 In [Printer URL], type "http://(printer's IP address)/printer" as the printer's IP address.

(Example IP address is 192.168.15.16)

`http://192.168.15.16/printer`

3 As necessary, type the names to distinguish the printer in [IPP Port Name]. Type a name differing from those of any existing port names.

If you omit this, the address typed in [Printer URL] will be set as the IPP port name.

10 Click [OK].

11 Confirm that the selected port is highlighted, and then click [Next].

12 Click [Finish].

Note

- During installation, the **[Digital Signature Not Found]** dialog box may appear. In this case, click **[Yes]** to continue the installation.

13 Restart the computer after the installation is complete.

14 Set up the options with the printer driver.

Reference

For more information about settings for options, see "Installing the Printer Driver and Software" in "Printer Reference 1".

Note

- You can specify the "User Code" with the printer properties after installing the printer driver. See the Help file for the printer driver.

Accessing the Port Settings Dialog Box

This section describes how to access the port settings dialog box to change the settings of SmartNetMonitor for Client.

Reference

For more information about these settings, see SmartNetMonitor for Client Help.

1 Click **[Start]** on the taskbar, point to **[Settings]**, and click **[Printers]**.

2 Click the icon of the printer you want to use.

3 On the **[File]** menu, click **[Properties]**.

4 Click the **[Details]** tab, and then click **[Port Settings]**.

The SmartNetMonitor for Client settings dialog box appears.

Printing with a Standard TCP/IP Port

Preparation

Select **[Typical]** installation when you use the printer with Standard TCP/IP port.

[Typical] installation installs the PCL 5c and RPCS printer driver.

Installing the Printer Driver

1 Close all applications that are running.

2 Insert the CD-ROM into the CD-ROM drive.

The installer will start by Auto Run.

Important

- Never have two versions of the same printer driver installed on your system at the same time. When upgrading to a new version of the printer driver, delete the old version, and then install the new one.

Note

- Auto Run might not automatically work with certain OS settings. In this case, launch "INSTTOOL.EXE" located on the CD-ROM root directory.

3 Follow the instructions on the screen.

4 Select **[Typical]** installation, and then click **[Next]**.

5 Follow the instructions on the screen.

6 Select **[Standard TCP/IP]** when the "Select Port" dialog box appears, and then click **[Next]**.

7 Click **[Next]** in the "Add Standard TCP/IP Printer Port Wizard" window.

8 Type the printer name or IP address in the "Printer Name or IP Address" box.

9 Click **[Finish]** in the "Add Standard TCP/IP Printer Port Wizard" window.

10 Confirm that the selected port has been displayed in the "Port" box, and then click **[Next]**.

Note

- During installation, the **[Digital Signature Not Found]** dialog box may appear. In this case, click **[Yes]** to continue the installation.

1 Click **[Finish]**.

 **Note**

- You can specify the "User Code" with the printer properties after installing the printer driver. See the Help file for the printer driver.

2 Restart the computer after the installation is complete.

3 Set up the options with the printer driver.

 **Reference**

For more information about settings for options, see "Installing the Printer Driver and Software" in "Printer Reference 1".

4. Windows NT 4.0 Configuration

Windows NT 4.0 Configuration

There are several options for setting up printing in a Windows NT environment.

- If a NetWare server is present, NetWare print services might be used by following the NetWare Configuration instructions in this guide.
- Peer-to-peer print services can be available by using "IP Peer-to-Peer".
- LPR print services can be used via TCP/IP by following the instructions in this section.

Windows NT printing is very flexible. It is possible to configure the individual Windows NT or Windows 95/98/Me workstations to print using a different protocol from the Windows NT server. For example, a Windows NT server could be configured to print to the Network Interface Board via TCP/IP using the instructions in this section. The Network Interface Board could then be designated as shared on the NT server, allowing workstations to print via the NT server using a different protocol.

The optimum Windows NT printing configuration depends on the particular environment and user as well as administrator experience and preferences. Generally, LPR printing over TCP/IP covered in the following instructions is the best choice for environments where TCP/IP is already in use.

Using the SmartNetMonitor for Client

Preparation

To use SmartNetMonitor for Client, you must install it as **[Network]** installation and use TCP/IP or IPP protocol in a Peer-to-Peer Network.

Installing the SmartNetMonitor for Client

Preparation

Select **[Network]** installation when you print without using a print server.

[Network] installation installs the PCL 5e and PCL 6 printer driver and SmartNetMonitor for Client. When you print using TCP/IP or IPP protocol in a Peer-to-Peer Network, you must select this installation.

[Custom] installation allows you to install SmartNetMonitor for Client separately.

Installing by "Network" installation

1 Close all applications that are running.

2 Insert the CD-ROM into the CD-ROM drive.

The installer will start by Auto Run.

Important

Never have two versions of the same printer driver installed on your system at the same time. When upgrading to a new version of the printer driver, delete the old version, and then install the new one.

Note

Auto Run might not automatically work with certain OS settings. In this case, launch "INSTTOOL.EXE" located on the CD-ROM root directory.

3 Follow the instructions on the screen.

4 Select **[Network]** installation when the selection screen appears.

5 Follow the instructions on the screen.

6 Select a printer you want to use when the **[Select Printer]** dialog box appears.

7 Click **[Add..]** when the **[Select Port]** dialog box appears.

8 Select **[SmartNetMonitor for Client]**, and then click **[OK]**.

Available printers will be listed.

9 Select a printer you want to use.

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.

IPP

1 Click [IPP].

The IPP settings dialog box appears.

2 In [Printer URL], type "http://(printer's IP address)/printer" as the printer's IP address.

(Example IP address is 192.168.15.16)

`http://192.168.15.16/printer`

3 As necessary, type the names to distinguish the printer in [IPP Port Name]. Type a name differing from those of any existing port names.

If you omit this, the address typed in [Printer URL] will be set as the IPP port name.

10 Click [OK].

11 Confirm that the selected port is highlighted, and then click [Next].

12 Click [Finish].

13 Restart the computer after the installation is complete.

14 Set up the options with the printer driver.

Reference

For more information about settings for options, see "Installing the Printer Driver and Software" in "Printer Reference 1".

Accessing the Port Settings Dialog Box

This section describes how to access the port settings dialog box to change the settings of SmartNetMonitor for Client.

Reference

For more information about these settings, see SmartNetMonitor for Client Help.

1 Click **[Start]** on the taskbar, point to **[Settings]**, and click **[Printers]**.

2 Click the icon of the printer you want to use.

3 On the **[File]** menu, click **[Properties]**.

4 Click the **[Details]** tab and click **[Port Settings]**.

The SmartNetMonitor for Client settings dialog box appears.

Using IP Peer-to-Peer

Important

- The TCP/IP protocol is required for IP Peer-to-Peer printing. Confirm that the TCP/IP protocol is installed, if not, install it before starting the following procedure.

Installing IP Peer-to-Peer

Follow these steps to install IP Peer-to-Peer.

Important

- Confirm that the printer power is turned on before starting the following procedure.

- 1** Configure the IP parameters on the Network Interface Board using the operation panel.

Reference

For more information about setting IP parameters, see “Configuring the printer for the Network with the Operation Panel” in “Printer Reference 1”.

- 2** Insert the CD-ROM labeled “Print Server Software and Documentation” into the CD-ROM drive.

The main screen appears.

- 3** Click [Install/Configuration Utilities].

The “Installation/Configuration Utilities” page appears.

- 4** Click [Windows IP Peer-to-Peer Printing].

The “Windows IP Peer-to-Peer Printing” page appears.

This screen describes the functions of this utility.

- 5** At the bottom of the page, click the blue word [Install IP-P2P...] to begin installing.

- 6** The [Welcome] dialog box appears.

- 7** Click [Next].

The [Installation Notes] dialog box appears.

- 8** Click [Yes].

The [Choose Destination Directory] dialog box appears.

- 9** Click [Browse] to set a different folder.

The default installation folder is C:\PROGRAM FILES\IP-P2Puy

10 Click **[Next]**.

The **[Select Program Folder]** dialog box appears.

This allows you to set the name of the folder that contains the shortcut links inside the Program Folder.

11 Type the name that you want to see in the Program Folder and click **[Next]**.

The files are then copied to the computer in the specified directories.

12 Follow the instructions on the screen.**13** Click **[OK]** to complete the installation. **Reference**

For more information about installing IP Peer-to-Peer, see the "Owner's Manual" on the CD-ROM labeled "Print Server Software and Documentations".

4

 **For manual installation**

Follow these steps to install the software on your operating system (Windows NT 4.0).

- ① Insert the CD-ROM into the CD-ROM drive.
- ② Close all the applications that are currently running.
- ③ Click **[Start]** on the taskbar, and click **[Run]**.
- ④ Type <Drive>:\IP-P2P\SETUP.EXE (where <Drive> is your CD-ROM drive name).
- ⑤ Click **[OK]**.

The **[Welcome]** dialog box appears.

The remaining steps are identical to **7-12** in the preceding procedure. ⇒ P.25 "Installing IP Peer-to-Peer"

Selecting the Printer Port

The IP Peer-to-Peer printing software should be installed on each Windows NT 4.0 PC that uses Peer-to-peer printing services.

Important

- The IP Peer-to-Peer printing software must be installed before selecting the printer port.

1 Close all the applications that are currently running.

2 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 *"Installing the PCL 6/5e Printer Driver"* in "Printer Reference 1" to start the installation and then go to the next step.

3 The [Printer Installation] dialog box appears.

4 From the [Port] list, select the IP address of the printer you want to set up, and click [Next >].

5 Follow the instructions on the screen to finish the installation of 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", then delete it. For more information about IP Peer-to-Peer, see the "Owner's Manual".

1 Click [Start] on the taskbar, point to [Programs], and then click [IP-P2P].

The [IP-Peer to Peer Setup] window appears.

2 Click [Printers...].

3 Click [Find Printers].

Available printers appear.

4 Click to select the port you want to delete from "Unit Name" list.

5 Click [Delete].

Setting Up LPR Printing

Follow these steps to set up LPR printing.

Note

- In the following instructions, some fields or dialog box names may differ depending on the NT service pack in use.

1 Configure the IP parameters on the Network Interface Board using the operation panel.

Reference

For more information about setting IP parameters, see “Configuring the printer for the Network with the Operation Panel” in “Printer Reference 1”.

2 Click [Start] on the taskbar, point to [Settings], and then click [Control Panel].

3 Double-click [Network] and select the [Protocols] tab to confirm that the TCP/IP protocol is installed.

If the TCP/IP protocol is not in the list of Network Protocols, click [Add] to install it.

4 Select the [Services] tab.

If Microsoft TCP/IP Printing is not on the list of Network Services, click [Add] to install it.

5 Click [Close] when all protocols and services have been added.

If the TCP/IP protocol has just been added, set the IP address and other TCP/IP parameters.

The new protocols and services will be available after the system is restarted.

Important

- If the printer driver has not been installed yet, install it before continuing.

6 Click [Start] on the taskbar, point to [Settings], and then click [Printers].

7 Right click the appropriate printer and select [Properties].

8 On the [Ports] tab, click [Add Port].

9 Double-click [LPR Port] in the list of available printer ports.

10 In the [Name or address of server providing lpd:] field, type the IP address of the Network Interface Board (that was assigned with the operation panel).

11 In the [Name of printer or print queue on that server:] field, type “PORT1” (quotation marks are not included) in capital letters and click [OK].

12 Click **[Close]** to close the **[Printer Ports]** dialog box.

The IP address of the Network Interface Board is now displayed and currently selected on the list of ports.

13 If the printer is to be shared, click the **[Sharing]** tab, select **Shared** and type the Share name.

14 Click **[OK]**.

5. Dynamic Host Configuration Protocol (DHCP)

Dynamic Host Configuration Protocol (DHCP)

The Dynamic Host Configuration Protocol (DHCP) provides a mechanism for delivering IP configuration parameters, including the IP address, subnet mask and default gateway, to devices (hosts) on an IP network. A DHCP server manages the pool of available IP addresses and grants device requests for an IP address.

At power-up, the Network Interface Board broadcasts a DHCP request for an IP address. If a DHCP server is present, the request might be processed, and an IP address might be returned to the Network Interface Board. Upon receipt of the IP address, the Network Interface Board resets, and prints a network configuration page. The network configuration page might list the new IP address (and Subnet mask and default gateway). Once an IP address has been assigned to the Network Interface Board, it might no longer broadcast DHCP requests.

Important

- The IP address of the Network Interface Board assignment by DHCP works only if the Network Interface Board does not have an existing IP address.

The DHCP server leases a temporary IP address which expires after a period of time, or leases a permanent or unlimited lease which does not expire.

Devices that are granted a temporary lease are notified before the lease expires and asked if they want to extend the lease. The Network Interface Board continues extending its lease indefinitely (unless prohibited by your DHCP server configuration) and thus maintains a consistent IP address.

Important

- If the Network Interface Board is not turned on or is not connected to the network during the period when the DHCP server is sending requests to extend the lease, the lease will not be extended. The DHCP server might cancel the lease and might assign the IP address to another device. Therefore, it is highly recommended that you reserve an IP address for the Network Interface Board in your DHCP server configuration.

If you do not to use DHCP for IP address assignment, it can be disabled using the NIB Setup Tool. The NIB Setup Tool allows you to use a Wizard or a Property Sheet to configure the Network Interface Board. Use the Property Sheet to disable this feature. After you select the Network Interface Board with the NIB Setup Tool, click **[Configure]** and then click the **[TCP/IP]** tab. If you do not to use DHCP, select **[Specify an IP Address]** and set the IP address, the subnet mask and the default gateway address.

6. NetWare Configuration

This chapter describes how to configure the printer to use as a print server in a NetWare environment.

❖ SmartNetMonitor for Admin

To use a printer in a NetWare environment, configure the NetWare printing environment by using SmartNetMonitor for Admin.

Note

❑ If you configure NetWare printing environment by using SmartNetMonitor for Admin under following environment, NetWare Client which is provided by Novell is required.

- NDS mode in Windows 95/98/Me
- NDS or Bindary mode in Windows 2000/Windows NT4.0

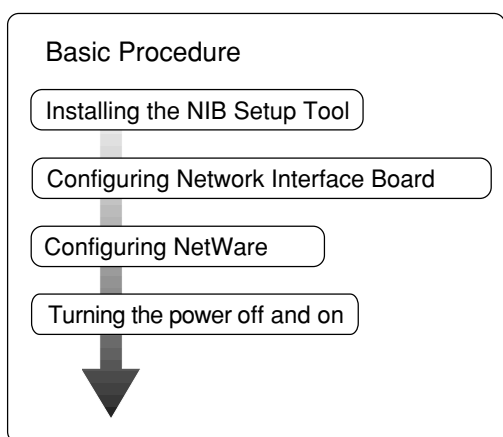
❖ Printers listed by SmartNetMonitor for Admin

SmartNetMonitor for Admin displays a list of printers, which are connected to the network.

If you cannot find out the printer from the displayed list, refer to the configuration page printed from the printer. For more information about printing a configuration page, see "Printing a configuration page" in "Printer Reference 1".

NetWare 3.x - Advanced Settings

This section describes how to configure your printer to use as a print server in the NetWare 3.x environment.



Note

❑ This section assumes NetWare is functional and that the necessary environment for the NetWare Print Service is available.

Setting Up as a Print Server

Follow these steps to set up the printer as a print server.

Preparation

Install the SmartNetMonitor for Admin first in accordance with the steps explained. See P.3 “*Installing SmartNetMonitor for Admin*”

1 Log on to the file server as a Supervisor or a Supervisor equivalent.

2 Run SmartNetMonitor for Admin.

3 Click the [Group] menu and click [Open LAN] and select [IPX/SPX].

A list of printers appears

Note

If you cannot identify which printer to configure from the list of printers, print Configuration Page from the printer and find the desired printer. For more information about printing Configuration Page, see “Printing a configuration page” in “Printer Reference 1”.

4 Click to select the printer you want to configure, and then click [NIB Setup Tool] on the [Tools] menu.

5 Click to select [Wizard], and then click [OK].

6 Type the device name into the [Device Name] box and comment into the [Comment] box as necessary, and then click [Next].

7 Select the [NetWare] check box, and then click [Next].

8 Click to select [Bindery], type the file server name into the [File Server Name:] box, and then click [Next].

In the [File Server Name:] box, type the name of the file server in which a print server is to be created. You can also select a file server from the list that appears by clicking [Browse].

9 Type the print server name into the [Print Server Name] box, printer name into the [Printer Name] box, and print queue name into the [Print Queue Name] box, and then click [Next].

- In the [Print Server Name] box, type the name of the NetWare print server within 47 characters.
- In the [Printer Name] box, type the name of the NetWare printer.
- In the [Print Queue Name] box, type the name of the print queue to be added to NetWare.

10 After confirming the settings, click [Next].

The settings take effect, and the NIB setup tool exits.

11 Exit SmartNetMonitor for Admin.

12 Turn the printer power off and on.

 **Note**

- To confirm that the printer is configured correctly, type as follows from the command prompt.

F : > USERLIST

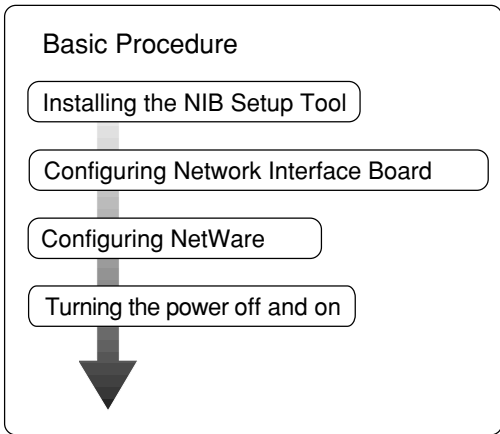
- If the printer works as configured, the name of the print server appears as an attached user.

NetWare 4.x, 5.x - Advanced Settings

This section describes how to configure your printer to use as a print server in the NetWare 4.x, 5.x environment.

❖ To use NetWare 5.x

- If you use Pure IP, use the printer as a print server. You cannot use the printer as a remote printer when you use Pure IP.
- You cannot use the NDPS (Novell Distributed Print Services) mode.



6

Setting Up as a Print Server

Follow these steps to set up the printer as a print server.

Preparation

Install the SmartNetMonitor for Admin first in accordance with the steps explained. See P.3 “*Installing SmartNetMonitor for Admin*”

- 1** Log on to the file server as a Supervisor or a Supervisor equivalent.
- 2** Run SmartNetMonitor for Admin.
- 3** Click the [Groupe] menu and click [Open LAN] and select [IPX/SPX] or [TCP/IP].

A list of printers appears

Note

- If you use Pure IP, select [TCP/IP].
- If you cannot identify which printer to configure from the list of printers, print Configuration Page from the printer and find the desired printer. For more information about printing Configuration Page, see “Printing a configuration page” in “Printer Reference 1”.

- 4 Click to select the printer you want to configure, and then click **[NIB Setup Tool]** on the **[Tools]** menu.

 **Note**

- If you use Pure IP, see P.38 *“Using Pure IP in the NetWare 5.x environment”*.

- 5 Click to select **[Wizard]**, and then click **[OK]**.

- 6 Type the device name into the **[Device Name]** box and comment into the **[Comment]** box as necessary, and then click **[Next]**.

- 7 Select the **[NetWare]** check box, and then click **[Next]**.

- 8 Click to select **[NDS]**, type the file server name into the **[File Server Name:]** box, the NDS tree name into the **[Tree:]** box and the context into the **[Context:]** box, and then click **[Next]**.

In the **[File Server Name:]** box, type the name of the file server in which a print server is to be created. You can also select a file server from the list that appears by clicking **[Browse]**.

Clicking **[Browse]**, you can select a NDS 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".

- 9 Type the print server name into the **[Print Server Name]** box, printer name into the **[Printer Name]** box, print queue name into the **[Print Queue Name]** box, and print queue volume into the **[Print Queue Volume]**, and then click **[Next]**.

- In the **[Print Server Name]** box, type the name of the NetWare print server within 47 characters.
- In the **[Printer Name]** box, type the name of the NetWare printer.
- In the **[Print Queue Name]** box, type the name of the print queue to be added to NetWare.
- In the **[Print Queue Volume]**, type the volume of print queue. As a volume, object names are typed from a lower object and divided by a period. You can select a volume by clicking **[Browse]**.

- 10 After confirming the settings, click **[Next]**.

The settings take effect, and the NIB setup tool exits.

- 11 Exit SmartNetMonitor for Admin.

- 12 Turn the printer power off and on.

 **Note**

- To confirm that the printer is configured correctly, type as follows from the command prompt.

```
F:> NLIST USER /A/B
```

- If the printer works as configured, the name of the print server appears as an attached user.

Using Pure IP in the NetWare 5.x environment

1 Log on to the file server as an Admin or an Admin equivalent.

2 Run SmartNetMonitor for Admin.

3 Click [Property Sheet] and click [OK].

The [NIB Setup Tool] dialog box appears.

4 Click the [NetWare] tab, and 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 a NDS tree and a 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 a confirmation dialog box appears, click [OK].

5 Exit SmartNetMonitor for Admin.

After this step, go to step **9** on P.36 "Setting Up as a Print Server".

Setting Up a Client Computer

This section describes how to set up a client computer when using a NetWare print server.

After installing the printer driver, change the print port to NetWare queue.

Note

- 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 setup procedure.

Windows 95/98/Me

Follow these steps 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 “*Installing the PCL 6/5e Printer Driver*” and “*Installing the PostScript Printer Driver*” in “Printer Reference 1”.

Note

- Any port is 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 click [Add Port].

6 Click [Network] and click [Browse].

7 On the network tree, double-click the name of the file server.

The queues appear.

8 Click the queue you want to print, and 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.

- 1 Click the **[Printer Settings]** tab.
- 2 Clear the **[Form feed]** and **[Enable banner]** check boxes.

 **Note**

- You should not select these check boxes because they should be specified using 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.

6

Windows 2000

Follow these steps to set up a Windows 2000 client.

 **Preparation**

Log on to the NetWare file server before starting the following procedure. To use the NetWare server, select **[Typical]** installation.

- 1 Close all applications that are running.
- 2 Insert the CD-ROM into the CD-ROM drive.

The installer will start by Auto Run.

 **Important**

- Never have two versions of the same printer driver installed on your system at the same time. When upgrading to a new version of the printer driver, delete the old version, and then install the new one.

 **Note**

- Auto Run might not automatically work with certain OS settings. In this case, launch "INSTTOOL.EXE" located on the CD-ROM root directory.

- 3 Follow the instructions on the screen.
- 4 Select **[Typical]** installation, and then click **[Next]**.
- 5 Follow the instructions on the screen.

- 6** Click **[Add]** when the "Select Port" dialog box appears.
- 7** Select **[network printer]**, and then click **[OK]**.
- 8** Double-click the computer name you want to use as a print server in the "Browse for Printer" window.
- 9** Select the printer you want to use, and then click **[OK]**.
- 10** After confirming that the pass indicates the selected printer has been displayed, click **[Next]**.
- 11** Follow the instructions on the screen.
- 12** Restart the computer after installation is complete.

 **Note**

- If the **[Digital Signature Not Found]** dialog box appears, click **[Yes]** to continue the installation.

- 13** Click **[Start]** on the task bar, point to **[Settings]**, and then click **[Printers]**.
The **[Printers]** window is displayed.
- 14** Click to select the icon of the printer you want to use, and then click **[Properties]** on the **[File]** menu.
The printer driver's property is displayed.
 - 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.
- 15** Click the **[NetWare Settings]** tab.
- 16** Click to clear the **[Form feed]** and **[Enable banner]** check boxes, and then click **[OK]**.

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.
- 17** Click **[OK]** to close the **[Printer properties]** dialog box.

If a message is displayed during installation of the printer driver

When there is a driver in the computer that is newer than the one currently being installed, the warning dialog box appears.

In such a case, you cannot install with the Auto Run program. Use the driver that was used in installing the driver that is displayed in the message, and reinstall with **[Add Printer]**.

① Click **[Start]**, point to **[Settings]**, and then click **[Printers]**.

② Double-click the **[Add Printer]** icon.

③ Follow the wizard to install the driver.

If the printer driver disk is a CD-ROM, the sources of installation are as follows. If the installer starts up, click **[Cancel]** to quit it.

- PCL 5e
DRIVERS\PCL5C\WIN2000\ (Language) \DISK1
- PCL 6
DRIVERS\PCL6\WIN2000\ (Language) \DISK1
- PostScript
DRIVERS\PS\WIN2000\ (Language)

Windows NT 4.0

Follow these steps to set up a Windows 2000/Windows NT 4.0 client.

Preparation

Log on to the NetWare file server before starting the following procedure.

1 Double-click the **[Network Neighborhood]** icon on the desktop and navigate to the queue you want to use, and then double-click it.

The **[Printers]** dialog box appears.

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 "Installing the PCL 6/5e Printer Driver" and "Installing the PostScript Printer Driver" in "Printer Reference 1" to start the installation and then go to the next step.

5 The **[Printer Installation]** dialog box appears.

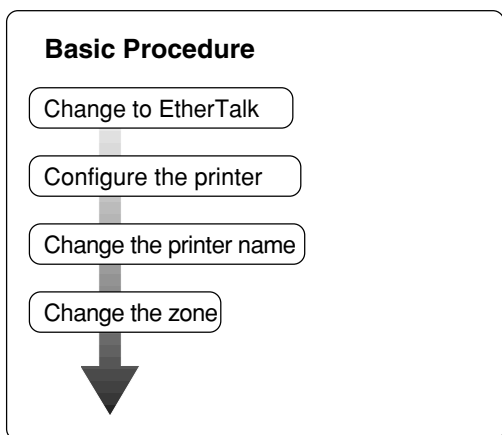
6 From the **[Port]** list, select the queue you selected in step **1**, and click **[Next >]**.

7 Follow the instructions on the screen to finish the installation of the printer driver.

7. Macintosh Configuration

Configuring Macintosh

This section describes how to configure a Macintosh to use EtherTalk. The actual procedures to configure a Macintosh may differ depending on the version of the Mac OS. The following procedure describes how to configure Mac OS 8. If you are not using Mac OS 8, see the manual that comes with your version of the Mac OS for more information.



! Limitation

- For use with Macintosh OS 8 or 9.

Changing to EtherTalk

Follow the procedure to configure a Macintosh 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 computer.

Configuring the Printer

Use the operation panel to activate the AppleTalk protocol. (The factory default is active.)

Changing the Printer Name

If the network has several same model printers, the names will be the same. Printers that have the same name will have their names changed slightly in the Chooser. For example, three printers named "printer" will appear in the chooser as "printer0", "printer1" and "printer2".

For more information about changing the printer name, see the "Type 1018 Post-Script level2 Compatible Kit Operating Instructions Supplement".

Changing the Zone

It may be necessary to change the zone configuration.

For more information about changing the printer name, see the "Type 1018 Post-Script level2 Compatible Kit Operating Instructions Supplement".

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Network Interface Board Type 1018 (option) Quick Configuration Guide



Network Interface Board Owner's Manual

This manual provides a description of the Network Interface Board for use in Novell NetWare[®], AppleTalk[™], and TCP/IP networks.

Part Number/Version: B405-8699

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Conventions used in this manual

Convention	Description
<i>Italic</i> type	Indicates placeholders where you specify a value, such as a file name, address, or other value. Italics are also used for book titles and cross-references to other chapters or sections of this manual.
Bold type	Indicates specific choices within instructions or procedures, such as keys, buttons, or other dialog box options. For example: Click on Software Installation .
Choose File -> Open	Indicates a menu selection (such as choosing the Open command from the File menu).
monospace bold type	Indicates file names, path names, and so on. Code examples are also shown in a monospace font.
Press Enter	On some keyboards, the Enter key is marked Return . (Similarly, some keyboards may use different key labels such as Esc or Escape .) Unless it is otherwise noted, you terminate all typed commands (such as in a DOS command box) by pressing Enter or Return .

Acronyms used in this manual

Acronym	Meaning
arp	Address Resolution Protocol
DIB	Directory Information Base
DHCP	Dynamic Host Configuration Protocol
ESD	Electrostatic Discharge
FTP	File Transfer Protocol
HTML	HyperText Markup Language
HTTP	HyperText Transfer Protocol
IP	Internet Protocol
IPP	Internet Printing Protocol

Acronym	Meaning
IPX	Internetwork Packet Exchange
MAP	Management Access Program
MIB	Management Information Base
NIC	Network Interface Card
NDS	NetWare Directory Services
NOS	Network Operating System
PCL	Printer Control Language
PDS	Print Device Subsystem
PPD	PostScript Printer Driver
rarp	Reverse Address Resolution Protocol
SAP	Service Advertising Protocol
SMIT	System Management Interface Tool
SNMP	Simple Network Management Protocol
SPX	Sequenced Packet Exchange
STP	Shielded Twisted Pair
TCP/IP	Transmission Control Protocol/Internet Protocol
UTP	Unshielded Twisted Pair

Structure of this manual

- Chapter 1, *Introduction*, contains information about the Network Interface Board, its features, and the hardware and NOS requirements.
- Chapter 2, *Installing the Network Interface Board*, explains how to install the card.
- Chapter 3, *Monitoring the Network Interface Board*, explains how to use the Management Access Program (MAP) or a Web browser to configure and monitor the Network Interface Board.
- Chapters 4 through 7 explain how to configure the Network Interface Board for specific environments.
- Chapter 8, *Operation and Troubleshooting*, contains information on the LED status indicators, printing status reports, and resetting the print server to factory defaults. It also contains troubleshooting checklists.
- Appendix A, *Jumper Settings*, describes the jumper settings and locations.
- Appendix B, *Network Interface Board Specifications*, lists the general specifications for the Network Interface Board, including the specifications for the 10/100BaseT cables.

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Chapter 1

Introduction

The Network Interface Board is a Network Interface Controller that you install into compatible printers to provide Ethernet® network connectivity.

This chapter describes:

- Network Interface Board features
- Contents of the Network Interface Board package
- Hardware and NOS requirements

1.1 Network Interface Board Features

The Network Interface Board has the following features:

- Automatic selection of 100BaseT Fast Ethernet connection or 10BaseT Ethernet connection
- Fully-transparent AppleTalk™ printing support for Macintosh™ systems
- IP Peer-to-Peer (serverless) discovery and printing from Microsoft® Windows™ 95/98/Me or Windows NT™ 4.0 workstations
- IPX Peer-to-Peer (serverless) discovery and printing from Windows 95/98/Me workstations, without a Novell® file server present and without using IP
- Novell NetWare® PSERVER on Bindery based configurations and Novell Directory Services (NDS)
- **lpr/lpd** over TCP/IP for UNIX™-based systems and Windows systems
- IP and IPX Simple Network Management Protocol (SNMP) support of Management Information Base-2 (MIBII) and proprietary NIC-MIB
- SNMP support of standard MIB, MIBII, proprietary NIC-MIB, and proprietary printer MIBs on compatible printers
- Integral HTTP server to allow monitoring and management of your Network Interface Board from a Web browser such as Internet Explorer or Netscape® Navigator, Communicator
- Management Access Program (MAP) to allow Windows-based HTML viewing for monitoring and managing your Network Interface Board

- FTP printing directly from a Web browser or other FTP client

1.2 Network Interface Board Package Contents

The Network Interface Board package contains the following:

- Network Interface Board
- CD-ROM containing:
 - This manual
 - MAP
 - IPX Peer-to-Peer Windows Redirector
 - IP Peer-to-Peer Windows Redirector
 - NWSetup Utility

Check each directory for a **README** file containing the latest information about the installation and operation. Read these files before installing.

Note: Each Network Interface Board has a unique six-digit serial number with a three-letter prefix — for example, “RDP”. The serial number is listed on the bottom of the Network Interface Board and displayed on the box.

1.3 Hardware and NOS Requirements

The Network Interface Board hardware and software require the following:

Version of protocol or NOS

- Novell NetWare Version 3.x (or higher), 4.x, or 5.x
- Apple Macintosh System 8.x or 9.x.
- UNIX, Windows, or LAN Server systems supporting **lpr** over TCP/IP
- Sun™ Solaris™ 2.5.1 or 2.6, 7, 8
- Hewlett Packard HP-UX™ 8.x, 9.x, 10.x, 11.0
- RED HAT Linux 6.2

Software

- NetWare printing requires NetWare Capture, NPRINT, and either PCONSOLE (later than 1.0) or NWADMIN.
- NWSetup requires Windows 95/98/Me, Windows2000 or Windows NT 4.0 and the Novell 32-bit client.
- The IP Peer-to-Peer utility requires Windows 95/98/Me or Windows NT 4.0.
- The IPX Peer-to-Peer utility requires Windows 95/98/Me.
- The MAP utility requires Windows 95/98/Me, Windows 2000 or Windows NT 4.0. MAP also requires a Web browser such as Internet Explorer or Netscape Navigator, Communicator.
- AppleTalk printing requires the appropriate PostScript® Printer Description (PPD) for the printer.
- TCP/IP setup and maintenance can be done with Telnet. To monitor and maintain with HTTP requires a Web browser.

Hardware

- Support for 10 Mbps Ethernet networks: 10BaseT (twisted pair) cables and hardware

- Support for 100 Mbps Ethernet networks: 100BaseT (twisted pair) cables and hardware
- CD-ROM drive on the workstation to accept Windows, Macintosh, or UNIX-based utilities

Chapter 2

Installing the Network Interface Board

This chapter describes:

- Installing an Network Interface Board in your printer
- Connecting the Network Interface Board to an Ethernet network
- Powering up the printer

2.1 Installing an Network Interface Board in Your Printer

1. Before installing the board, generate a printer status or test page, if possible.
This gives you detailed information on the identification and configuration of your printer, and ensures the printer is set up and operating properly.
2. Make sure the printer is operating properly, there is paper in the paper tray, and the toner bottle is setting correctly.
3. Turn off the printer and remove the power cord.
4. Install the Network Interface Board in the option port, according to the printer manufacturer's instructions.

Note: The Network Interface Board is designed to protect sensitive components from damage due to electrostatic discharge during normal operation. When installing the card, however, take proper static-control precautions to prevent damage to equipment.

2.2 Connecting the Network Interface Board to an Ethernet Network

Connect the Network Interface Board to your Ethernet network using the 10BaseT or 100BaseT Ethernet interface. This network connection uses a 4-wire RJ cable to plug into the RJ45 network connector on the Network Interface Board. For a description of the signals, see *Appendix B, Network Interface Board Specifications*.

2.3 Powering up the Printer

1. Plug in the power cord.
2. Turn on the power and wait for the printer to warm up.

The printer may print a status or start-up page if this option is not disabled.

The Network Interface Board then sends a print job to the printer that contains the Network Interface Board status information. For more information, see *Section 8.2 Status Report*.

3. Check the Network Interface Board status report. Record the serial number (six digits with a three-letter prefix) and the network address or save the status report.

You need this information when you configure the printer for your network.

Refer to the chapters relevant to your particular network setup for instructions on configuring the network for the Network Interface Board.

Chapter 3

Monitoring the Network Interface Board

This chapter describes:

- Overview of the Management Access Program (MAP)
- MAP requirements
- Where to install MAP
- Installing MAP in Windows 95/98/Me, Windows 2000 or Windows NT
- Using MAP to monitor and maintain the Network Interface Board
- Using a Web browser to monitor and maintain the Network Interface Board

3.1 MAP Overview

The Management Access Program (MAP) provides a Windows-based HTML viewer linked to a proprietary bi-directional IPX/IP channel program to allow access to the Network Interface Board's HTML pages for monitoring and maintenance capabilities.

Using MAP lets you:

- Configure your network protocols for the Network Interface Board
- Reset the Network Interface Board remotely or return it to its factory default settings
- Troubleshoot problems in the Network Interface Board
- Enable or disable the status sheet printout
- Access a context-sensitive help menu that explains how to use each Network Interface Board HTML feature

You can also access the monitoring and maintenance capabilities by using a Web browser such as Internet Explorer or Netscape Navigator. The Network Interface Board must have an IP address for access with a Web browser.

Note: To change parameter values with MAP or with a Web browser, you must know the Network Interface Board management password. The factory default password is

sysadm.

3.2 MAP Requirements

To use MAP, your workstation must have the following installed:

- Microsoft TCP/IP protocol
It is not necessary for the network to support TCP/IP. However, the TCP/IP protocol must be installed even if the network does not support it.
- A Web browser — such as Internet Explorer or Netscape Navigator
- IPX — if you want to use the IPX search functions
Both the Microsoft standard stacks and Novell 32-bit stacks are supported.

3.3 Installing MAP

You can install MAP on any workstation hard drive or network drive.

To install MAP:

1. Put the supplied CD-ROM into the CD drive of your workstation.
2. Choose **Start> Run**.
3. Type the following command and click **OK**:

```
drive: \MAP\SETUP.EXE
```

where *drive* is your CD drive.
4. Read the information in the MAP installation notes.
5. At the prompt “Do you wish to install MAP?,” click **Yes**.
6. Select a destination directory for the program (default is **C:\Program Files\MAP**) and click **Next**.
7. Select a program folder (default is MAP) and click **Next**.

Note: You cannot use MAP with Windows 3.1.

3.4 Monitoring with MAP

1. To start MAP on your workstation, choose **Start -> Map -> Map**.
MAP lists IP print servers by their IP address and lists IPX print servers by their SAP identification.
2. Select the print server you want to access.
MAP sets up a link to the print server and obtains its HTML page.

3.5 Monitoring with a Web Browser

Once you have assigned an IP address to your Network Interface Board, you can use a Web browser, such as Netscape Navigator or Internet Explorer, to view the Network Interface Board HTML pages for monitoring and maintenance as follows:

1. In your Web browser, choose **File -> Open**.
2. Enter the IP address of the Network Interface Board and click **OK**.

For example:

http://192.9.200.200

The HTTP Server screen opens.

If you have problems, make sure you are using the correct IP address.

Chapter 4

NetWare Configuration

This chapter describes configuring the Network Interface Board as follows:

- Using PCONSOLE with NetWare 3.x
- Using PCONSOLE with NetWare 4.x Bindery Services (there is no bindery function in Version 5.x)
- Using NWADMIN with NetWare 4.x and 5.x Directory Services
- Using MAP or a Web browser to access parameters for NetWare
- Using standard NW Setup utilities to change the configuration

Note: These instructions assume that your NetWare environment is set up correctly according to the Novell documentation.

4.1 Configuring NetWare 3.x

Before configuring NetWare, use MAP or a Web browser to determine if the Network Interface Board has the name you want — either the default name or a user-defined name. See Chapter 3, *Monitoring the Network Interface Board*.

Note: Novell recommends upgrading to 4.2 and no longer supports versions lower than 3.2.

The general procedure for configuring the Network Interface Board for NetWare is as follows. Refer to the relevant sections in this chapter for detailed information.

- Using PCONSOLE, select the file server you want to use
- Create the print queues
- Specify the Network Interface Board as a print server
- Configure the print server and printer
- Assign the print queues
- Set Notify options

Note: You must have supervisor privileges to configure the queue. When you are finished, turn the printer off and on again. The printer prints a status page that lists the file servers attached to the unit and the queues it services.

Before you begin:

- Verify that you have supervisor privileges on the file servers on which you are entering the Network Interface Board print server and queue.
- Verify that your version of PCONSOLE is later than 1.0.

4.1.1 Using PCONSOLE to Select a File Server

1. Log in as a supervisor or ADMIN.
2. At the command prompt, enter the **PCONSOLE** command.
3. Choose **Change Current File Server** from the Available Options menu.
A list of file servers is displayed.
4. Select the file server on which you want to install the print server.
If the name of the file server you want is not displayed, type **h** to display a list of file servers.
5. Log in to the file server.
6. Press the **Esc** key to return to the Available Options menu.

4.1.2 Creating Print Queues

A print server takes the print jobs from queues and sends them to the printer. The print server must be assigned to at least one print queue on the file server.

If the print queue that you want the Network Interface Board to service already exists, and you know the name of this queue, refer to *Section 4.1.3 Entering the Print Server Name*.

If you do not know the name of the queue or it does not exist, create a queue.

To create a queue:

1. In PCONSOLE, choose **Print Queue Information** from the Available Options menu.
A list of existing queues is displayed.
2. Press the **Insert** key.
3. Enter the name of the queue.

4. Press the **Esc** key to return to the Available Options menu.

4.1.3 Entering the Print Server Name

1. In PCONSOLE, choose **Print Server Information** from the Available Options menu.

A list of existing print servers is displayed.

2. Press the **Insert** key.

The New Print Server Name box is displayed.

3. Enter the name of the print server.

On the printer status sheet, the print server name will appear under NetWare information. The default name is the Network Interface Board serial number (six digits with a three-letter prefix).

Note: You can change the print server name using the MAP utility or a Web browser. See Chapter 3, *Monitoring the Network Interface Board*.

4.1.4 Configuring the Print Server

1. In PCONSOLE, choose the print server name from the Print Servers list.

The Print Server Information menu is displayed.

2. Choose **Print Server Configuration** from the menu.

3. Choose **Printer Configuration**.

The Configured Printers menu appears. Since this is a new Print Server entry, all printers are labeled “Not Installed.”

4. Choose **Printer 0**.

The Printer 0 Configuration screen appears with a title of “Printer 0.”

5. To change the name that the print server uses in its messages in the Notify list to users, select **Name** and enter a name.

This name helps you identify the printer — for example, LASER_PRINTER.

6. Choose **Type**.

A list of printer types is displayed.

In the list of printer types, choose **Remote Other/Unknown**.

This creates default entries in the other fields. These defaults are usually optimal, so do not change them without specific knowledge of the effects.

7. Press the **Esc** key and save your changes. Then continue to press **Esc** to return to the Print Server Configuration menu. If you have finished the configuration, save your changes and exit from PCONSOLE.

4.1.5 Assigning Print Queues to the Printer

When you assign queues to the defined printer, you authorize the print server to service these queues.

Note: Do not assign the same queue to two different print servers. If a queue is assigned to multiple print servers, print jobs might not go to the intended printer.

To assign print queues to the printer:

1. In PCONSOLE, choose **Queues Serviced By Printer** from the Print Server Configuration menu.

2. Choose the printer name from the list of defined printers.

The Available Queues list for the printer is displayed.

3. Choose the queue you want and then assign a priority level from 1 to 10 (where 1 is the highest priority. It is also the default).

The queue is displayed on the list for the printer.

You can press **Enter** again to assign additional queues.

4. When you finish assigning queues, press the **Esc** key and save your changes. Then continue to press **Esc** to return to the Print Server Configuration menu. If you have finished the configuration, save your changes and exit from PCONSOLE.

4.1.6 Setting Up Notify Options for the Printer

You can specify users or groups of users that are notified if a problem occurs when a print job is sent to the printer. The print server supports the enhanced Notify options for printers, including informing users when the printer —

- Is off-line, jammed, opened, or out of paper
- Requires a manual paper feed or a form change
- Has had an engine failure

If the print server services queues on multiple file servers, you must set up a Notify list for each file server.

To configure the Notify options:

1. In PCONSOLE, choose **Notify List for Printer** on the Print Server Configuration menu.
2. Choose the printer from the Defined Printers list.
3. Press **Enter** to view a list of Notify Candidates.
4. Select the user or group from the list.
5. Set the First and Next intervals in the Notify Intervals screen by entering a number for each interval.

The First interval is the number of seconds the network waits before it notifies candidates about a print job problem. The Next interval specifies how often, in seconds, candidates are notified.

6. After entering the intervals, press the **Esc** key and save your changes. Then continue to press **Esc** to return to the Print Server Configuration menu. If you have finished the configuration, save your changes and exit from PCONSOLE.

4.1.7 Installing the Print Server on Multiple File Servers

To install the print server on more than one file server, perform the procedures described in sections 4.1.1 through 4.1.6 for each file server. You must use the same name and password (or no password) on all file servers. You can set the password for the Network Interface Board using MAP (see *Section 4.3 Configuring the Network Interface Board*). If you use a password, specify it on each file server using the Change Password option on the Print Server Information menu of the PCONSOLE utility.

A *hop* is an intermediate connection in a string of connections linking two network devices. For example, on a network, some data packets must go through several routers before reaching their final destination. Each time a packet is forwarded to the next router,

a hop occurs. The more hops, the longer it takes the data to go from the source to the destination.

A *tick* is 1/100 of a second for the Network Interface Board (Novell has a different value). **Propagation delay** is the time it takes for the data to travel through the network, from the source to the destination.

At startup, the Network Interface Board automatically searches for and attaches to the file servers that are no more than four hops away and that have no more than eight ticks propagation delay. For extremely large or complex networks, this allows a bounded search time on startup.

If the print server must attach to file servers beyond this range, or if you want to accelerate start up by eliminating the need to search all file servers within the four hops/eight ticks radius, enter the name of the file server operating with the print server in the Print Server Configuration of a **primary file server**. The primary file server is a server close to the printer and contains a list of file servers that it services. The primary file server can be any file server within the four hops/eight ticks propagation time limits but ideally is as close as possible to the print server. Once the print server locates the primary file server and the list of file servers to be serviced, the automatic search stops and the print server goes directly to those file servers listed (and to no others).

4.1.8 Setting Up a Primary File Server

1. Log in to the server you want to designate as the primary server and run PCONSOLE on that server.
2. Choose **File Server To Be Serviced** from the Print Server Configuration menu.
3. Press the **Insert** key to display the Available File Servers list.
4. Select the name of each file server to be serviced and press **Enter** to add it to the list.
5. When the list is complete, press **Esc** to return to the menu.
6. Install the Network Interface Board on each primary file server.

4.1.9 Setting Up Preferred File Servers

You can specify a preferred file server on the Network Interface Board (see Chapter 3, *Monitoring the Network Interface Board*). If a preferred file server is listed, the Network Interface Board attaches to this identified file server instead of initiating the automatic search. If the preferred file server is also a primary file server (for example, has file servers listed under File Servers to Be Serviced), the Network Interface Board connects directly to these file servers.

Note: The Preferred File Server applies only to bindery-based queues. There is no effect on NDS queues.

4.2 Configuring NetWare Bindery Emulation

NetWare 4.x can operate in two modes:

- NetWare Directory Services (NDS)
- Bindery Services Emulation

For NDS, refer to *Section 4.3 Configuring the Network Interface Board*.

These services run simultaneously and transparently to each other. You can configure the Network Interface Board to operate with Bindery Services Mode only or to operate under NDS. When configured under NDS, the Network Interface Board also services older file servers operating in Bindery Mode.

Note: If the Network Interface Board is not properly set up for NDS and the Bindery Services Mode is not running, the Network Interface Board cannot find its file servers. The status page then indicates the NetWare protocol is not active.

4.2.1 Confirming Bindery Context

Before installing the Network Interface Board on a Novell NetWare 4.x server in Bindery Emulation Mode, check that the server has a Bindery Context (name for the server under Bindery Services Mode). If the server does not have a Bindery Context, you can install the Network Interface Board in NDS mode. If the Network Interface Board must be installed in Bindery Emulation Mode, the server must have a Bindery Context.

1. At the system console on the 4.x server, enter the **load install** command.
2. Choose **Maintenance/Selective Install** from the menu.
3. Choose **NCF Files Options** from the menu.
4. Choose **Edit AUTOEXEC.NCF** from the menu.
5. Search the file to see if you have a statement similar to the following:

```
SET BINDERY CONTEXT=0U=context
```

where *context* is the name of your file server context. If this string is not present, you can enter it in the `autoexec.ncf` file.

6. If you entered a new string in `autoexec.ncf`, then at the console prompt, enter the `SET BINDERY CONTEXT` statement that you entered in the file.
-

Note: The command at the console prompt takes effect immediately. The definition in `autoexec.ncf` takes effect when the server is restarted.

4.2.2 Configuring in Bindery Mode with PCONSOLE

Once you confirm the server has Bindery Context, use the following procedures to configure the Network Interface Board.

To configure the Network Interface Board with PCONSOLE:

1. Log in as a supervisor or ADMIN.
 2. At the command prompt, enter the `PCONSOLE` command.
 3. Press the **F4** key to switch to Bindery mode.
-

Note: If you receive a message asking you to log in to a server with Bindery connections, the server you are attached to does not have Bindery Mode enabled. Follow the steps in *Section 4.2.1 Confirming Bindery Context* or log in to a server with Bindery Services activated.

4. Choose **Quick Setup** from the Available Options list.
5. Use Quick Setup to connect your print server, print queue, and printer correctly. You can modify these later if necessary.
6. Select Print Server and press **F3** or **Insert** to modify the entry.
7. Enter the name of the print server in the **Print Server** field.

The print server name appears under Novell Network Information on the Status and Configuration report. The default name is the Network Interface Board serial number (six digits with a three-letter prefix).

8. Enter a name in the **New Printer** field.
9. Enter a name in the **New Print Queue** field.
10. In the Printer Type field, choose **Other/Unknown** from the list of printer types.
11. When you are finished, press **Esc** to save the configuration.

Repeat steps 5 through 11 for each file server that the print server services.

To view, add, delete, or modify print servers or queues after the initial setup, select either **Print Queues** or **Print Servers** on the Available Options menu.

4.3 Configuring the Network Interface Board

NDS offers a more advanced approach to network management than previous NetWare versions. It stores and tracks all network objects. As a rule, all 4.x and 5.x servers must have NDS loaded in order to function. In this way, every NetWare 4.x or 5.x server is a directory server, because it services named directory objects such as printers, print servers, and print queues. With the appropriate privileges, you can create a print server object which, once configured in its context (or location) on the network, eliminates the cumbersome setup of print servers on *every* network server. NDS provides true enterprise networking based on a shared network database rather than an individually defined physical site. The result is greatly improved print server setup and management.

The Directory Information Base (DIB) stores information about servers and services, users, printers, gateways, and so on. It is a distributed database, allowing access to data anywhere on the network wherever it is stored. NetWare versions earlier than 4.x provide the same data found in the DIB, but the NetWare Bindery stores the data. The DIB was designed with more flexible access and more specific security; moreover, since it is distributed, it was designed to be partitioned. The DIB uses an object-oriented structure rather than the flat-file structure of the Bindery, and offers network-oriented access rather than the server-oriented access found in the Bindery.

The DIB is backward-compatible with the NetWare Bindery through Bindery Emulation Mode. *Section 4.2 Configuring NetWare Bindery Emulation* describes Print Server Operation with a NetWare 4.x system in Bindery Emulation Mode. When Bindery Emulation is enabled, Directory Services accept Bindery requests and respond as if a Bindery exists on the NetWare server being accessed. Information obtained from the Bindery query may not be stored in the server because the DIB is a partitioned and distributed database. Even though the NetWare 4.x server is not operating from a Bindery, the applications making Bindery requests do not know the difference.

You can use NWADMIN to configure the printer in NDS. Before you can print, NDS must be set up as described in the following sections and the Network Interface Board must be set up with NDS Context and Tree. See *Section 4.4 Configuring the Network Interface Board*.

The following sections describe using NWADMIN to create printer, print server, and print queue objects. You can assign or associate these objects with each other. You can keep

Bindery resources on any server under NetWare 4.x if you include a SET statement in your **autoexec.ncf** file.

Alternatively, you can use PCONSOLE to set up static information about print servers, such as the queues to service and whom to notify in the event of a problem. Refer to the NetWare documentation for more information about the use of PCONSOLE for NDS.

4.3.1 Creating the Printer Object

1. Start NWADMIN. (For example, double-click the NWADMIN icon in the NetWare Tools group.)
The NetWare Administrator window opens.
2. Choose **Object -> Browse**.
Your directory tree is displayed.
3. Select the Organizational Unit or Organization where you want to create the printer in the Directory Tree, and choose **Object -> Create**.
The New Object windows appears.
4. In the Class of New Object list, choose **Printer** and click **OK**.
5. When the Create Printer window appears, enter a value in the **Printer Name** field and click **Create**.

4.3.2 Creating the Print Server Object

To create a print server object:

1. In NWADMIN, choose **Object -> Browse**.
2. Select the Organizational Unit where you want to create the print server in the directory tree and choose **Object -> Create**.
3. In the New Object window, scroll down the Class of New Object list, choose **Print Server** and click **OK**.
4. When the Create Printer window appears, enter a value in the **Print Server Name** field and click **Create**.

4.3.3 Creating the Print Queue Object

1. Start NWADMIN.
2. Choose **Object -> Browse**.
3. Select the Organizational Unit where you want to create the print queue in the directory tree and choose **Object -> Create**.

4. In the New Object window, scroll down the Class of New Object list, choose **Print Queue** and click **OK**.
5. In the Create Print Queue window, click **Directory Service Queue**, enter values for **Print Queue Name** and **Print Queue Volume** and click **Create**.

If you do not know the Print Queue Volume name (the hard drive you are accessing), click the icon to the right of the volume field. The Select Object window opens with the volume listed in Objects. If the volume is *not* listed, scroll through the Directory Context items to find the volume where you want the queue to reside.

6. Click the object (hard drive) of your choice.
The object appears in the **Selected Object** field.
7. Click **OK** and then click **Create**.

4.3.4 Assigning the Printer Object

1. In NWADMIN, choose **Object -> Browse**.
2. In the NWADMIN directory tree, double-click the printer object created in *Section 4.3.3 Creating the Print Queue Object*.
The Printer window opens.
3. Click **Assignments** and then click **Add**.
4. When the Select Object window opens, find the print queue object just created and select it.
5. Click **OK**.
The print queue just created appears in the Print Queues list in the Printer window.
6. Click **OK**.

4.3.5 Assigning Print Server Object

1. In NWADMIN, choose **Object -> Browse**.
2. In the NWADMIN directory tree, double-click the print server object you just created.
The Print Server window opens.
3. Click **Assignments** and then **Add**.
4. When the Select Object window opens, select the printer object just created in the Objects list and click **OK**.
The printer (with its context) appears in the Printers list.

5. Click **OK**.

4.3.6 Checking Assignments

1. In NWADMIN, choose **Object -> Browse**.
2. In the NWADMIN directory tree, double-click the print queue object.
The Print Queue window opens.
3. Click **Assignments**.
If you configured the print queue and printer correctly, they will appear in the proper boxes in the Print Queue window.
4. Click **Cancel**.

4.3.7 Setting Up and Resetting the Printer

After completing the NWADMIN configuration, you must set up and reset (power cycle) the printer before you can begin printing.

4.4 Configuring the Network Interface Board

Use the MAP utility or a Web browser to:

- Define the context and tree of the Print Server
- Change the Print Server name
- Set a password
- Set values for Bindery Mode

For more information, see Chapter 3, *Monitoring the Network Interface Board*.

To configure the Network Interface Board:

1. Access the setup pages for the Network Interface Board using MAP or a Web browser.
2. Once you have accessed the Network Administration pages or the Main Menu, choose **Setup NetWare** under *Protocols*.
3. Confirm that there is a check mark in the **Enable NetWare** option. If necessary, put a checkmark in that option.
4. Optionally, enter a name in the **Print Server Name** field.
To use the default name, leave the field blank.

The default name is the Network Interface Board serial number (six digits with a three-letter prefix). This is also the default name of the printer in peer-to-peer mode.

Note: If you make any changes, you will be prompted for a password. The default password is sysadm.

5. Optionally, to secure the Network Interface Board with a password, enter a password in the **Print Server Password** field and again in the **Password Retype** field.

If you are using a password, use the same password for all bindery-based and NDS-based Print Server entries.

If you enter a password, you must also enter the same password in the password field on your file server setup using PCCONSOLE or NWADMIN.

6. For Bindery emulation, enter the name of a preferred bindery-based file server in the **Preferred File Server** field.

The Preferred File Server entry applies only for Bindery- or Bindery Emulation-based operations. See *Section 4.1.9 Setting Up Preferred File Servers* for the significance of a Preferred File Server. The Print Server must be configured on the preferred file server. Incorrect setup of a Preferred File Server can interfere with NetWare printing.

7. If the Print Server operates under Novell Directory Services, enter a Context and Preferred NDS Tree in the appropriate fields.

Be sure to give the *whole* context, whether *typed* or *typeless*, and do not begin your context path with a leading period.

An example of a *typed context name* is **ou=standard.ou=organization_1**.

(If you do not know your tree, open a DOS command box and enter the **whoami** command.)

An example of a *typeless context name* is **organization_1**.

You must use a typeless context if the Network Interface Board is on the same network segment as the file server.

8. Enter the time intervals, in seconds, in which the Print Server will scan the queues that it services in the **Print Queue Scan Rate** field.

The default scan rate is once per second.

9. If your network uses multiple frame types for Novell, you can bias the frame search to the desired type by setting the radio button next to the designation under Ethernet Frame Type.

The Network Interface Board normally monitors the network to determine which frame type is used for Novell. When it recognizes a type, it assumes the same frame type. Once it selects a frame type, the Network Interface Board only operates over that Novell frame type. Monitoring normally starts looking for IEEE 802.3, then Ethernet II, then 802.3 SNAP, and so on.

10. If you are operating in NDS mode only, you can disable Bindery Mode on the Print Server by putting a checkmark in the Disable Bindery checkbox.

If you disable Bindery Mode, the Network Interface Board does not support Print Servers on a Bindery file server.

11. Once you have selected all desired settings and entered the desired NetWare information, click **Accept Settings** to save this information in the Network Interface Board NVRAM.

If you have not entered the Network Interface Board Management password previously during this session, you must enter it in the appropriate space before clicking **Accept Settings**.

The values you entered do not take effect until the Network Interface Board is reset or power cycled. You can reset from MAP or the Web browser by returning to the home page or Network Administration page, and clicking **Reset** under **System**, and then clicking **Reset Unit**. Alternatively, you can power cycle the printer. The new NetWare values are now in effect.

4.5 Using the Novell PCONSOLE Utility

You can use the PCONSOLE utility to:

- Attach and select a file server
- Select or delete queues for the print server
- Set up the Notify function

See the *NetWare Print Server Manual* for detailed information on this utility.

Note: You must have Supervisor privileges to perform many PCONSOLE operations.

4.5.1 Changing the File Server

1. Log in to the file server and run PCONSOLE on that server.
2. Choose **Change Current File Server** from the Available Options menu.
3. Press the **Insert** key to display the available file servers.

4. Select the file server you want.
5. Enter your username.

If the username requires a password, the Password screen appears. Enter the password.

The name of the file server appears in the status header at the top of the PCONSOLE window.

4.5.2 Changing Print Queues

When you print a file, your system sends the file to a print queue. The print server assigned to that queue extracts the print job and sends it to the assigned printer. If a print server services queues on multiple file servers, you must assign queues to the printer on each file server.

To change the print queues:

1. Log in to the file server and run PCONSOLE on that server.
2. Choose **Print Servers** from the Available Options menu.
3. Select the print server you want.
4. Choose **Printers** from the Print Server Information window.
5. Select the printer you want.
6. In that printer's Configuration Menu, choose **Print Queues Assigned**.
7. Select a queue from the list.
8. Select the priority for the print queue.

The highest priority queue is 1 (which is the default); the lowest is 10.

9. Press **Esc** and save all changes.

4.5.3 Setting Up a Notify List

You can specify users or groups of users that are notified if a problem occurs when a print job is sent to the printer. The print server supports the enhanced Notify options for printers, including informing users when the printer —

- Is off-line, jammed, opened, or out of paper
- Requires a manual paper feed or a form change
- Has had an engine failure

If the print server services queues on multiple file servers, you must set up a Notify list for each file server.

To set up a Notify list:

1. Log in to the file server and run PCONSOLE on that server.
2. Choose **Print Servers** from the Available Options menu.
3. Select the print server you want.
4. Choose **Printers** from the Print Server Information window.
5. Select the printer you want.
6. In that printer's Configuration Menu, choose **Notification** and press **Enter**.
7. Press the **Insert** key to get a list of available options.
The Notify Candidates screen appears.
8. Select the notification candidate you want.
The Notify Interval screen appears.
9. Specify the notify intervals you want.
The **First** interval is the time the network waits before it notifies users about a print job problem. The **Next** interval specifies how often users are notified.
10. Press **Esc** and save all changes.

4.6 Configuring NetWare and Print Servers Using NWSetup

The NWSetup program lets you set up NetWare and your network interface card (NIC) using one program. NWSetup combines the following configuration steps:

- Setting up the Novell file servers and print servers for NetWare printing (without using NWSetup utilities)
- Setting up your print server printers for network printing

4.6.1 Installing and Running NWSetup

1. Put the CD-ROM into your CD drive on your workstation.
2. Choose **Start -> Run**.
3. Type the following command and click **OK**:
`drive:\NWSETUP\SETUP.EXE`
where *drive* specifies your CD drive.
4. Follow the instructions in the Setup program.

After you install NWSetup, a program icon appears in your **Start** menu. To start the program, choose **Start -> NWSetup -> NWSetup**.

Note: If you are configuring for NDS, make sure you are logged in to the correct tree and context before running NWSetup.

4.6.2 Selecting a Print Server

NWSetup displays a list of all NICs available on your network. Each NIC is listed with its serial number.

Note: NWSetup allows configuration of NICs that are connected to the same context of your NetWare server as the workstation running NWSetup.

To choose the NIC you want to configure, do either of the following:

- Highlight the NIC you want and click **Select**.
- Double-click the NIC you want.

The Print Server Settings screen appears. This screen lets you set up your version of NetWare for the NIC.

4.6.3 Configuring the Network Interface Board for NetWare

There are two Settings screens that you need to complete to configure the Network Interface Board for NetWare, including Directory and Bindery Services.

The following table describes the fields on the Settings screens.

Field	Description
Print Server Name	Indicates the NetWare print server name that the Network Interface Board uses to log in to NetWare. You can enter any name that does not already exist in the network directory or server bindery. The maximum length is 48 characters.

Print Queue Scan Rate	<p>Specifies the rate at which a Network Interface Board polls print queues for a new print job. For example, if you put 1 in the field, the Network Interface Board polls for new print jobs each second.</p> <p>The minimum value is 1 and the maximum is 250.</p>
Print Server Password and Print Server Password Retype	<p>Indicates the password for a Network Interface Board used to log in to NetWare. When you change this field, NWSetup sets the password in both NetWare and the Network Interface Board.</p> <p>The maximum length is 32 characters.</p> <p>Note: The values in the Password and Password Retype fields must be identical before you can choose Finish on this screen.</p>
Ethernet Frame Type	<p>Indicates the Ethernet frame type that should be used by the NetWare protocol stack by default. Only one frame type can be selected.</p>
Enable NDS Mode	<p>Indicates whether the Network Interface Board supports Directory Services. When the box is checked, the Network Interface Board supports Directory Services.</p> <p>If this box is not checked, all other fields on this screen are not enabled.</p>
Preferred NDS Context	<p>Enter a text string to set the NDS directory context that the Network Interface Board uses to log in to the network. The maximum length is 128 characters.</p>
Preferred NDS Tree	<p>Enter a text string to set the NDS tree that the Network Interface Board uses to log in. The maximum length is 48 characters.</p>
Enable Bindery Mode	<p>Determines whether the Network Interface Board should attempt to service the NetWare network in Bindery Mode.</p> <p>If this option is not enabled, the Primary File Server option is not enabled.</p>

Primary File Server	Specifies the NetWare file server that the Network Interface Board uses as the primary file server. If no primary file server has been selected yet, or if an unavailable server is selected, the first file server in the list is selected.
---------------------	--

4.6.4 Entering Print Server Settings

NWSetup also lets you set up each print server and queue. This information is usually entered using NWADMIN or PCONSOLE. NWSetup eliminates the need for configuring the file server with any NetWare utility.

The following table contains a description of the NWSetup dialog box options.

Dialog Box Option	Description
Enable Printer	Indicates whether support for the Network Interface Board and printer is enabled. <ul style="list-style-type: none"> • If this box is checked, then the printer is enabled. • If the box is not checked, then the printer is not enabled, and the remaining fields on the screen are disabled.
Printer	Displays the name of the printer. This is a read-only field.
Queues Serviced by <i>printer-name</i>	Lists all the queues that are to be serviced by the printer. <ul style="list-style-type: none"> • Queues associated with bindery connections are listed in the format <i>bindery server name: queue name</i>. • Queues associated with NDS connections are listed by their distinguished names. <p>For example: If a printer services a queue named YOURPTR_Q on a bindery server named OLD_SERVER, the queue is named OLD_SERVER:YOURPTR_Q. If an NDS server has a distinguishing name such as ENGINEERING.CORP and a queue named ENGINEERING_Q servicing the printer, the queue is listed as ENGINEERING_Q.ENGINEERING.CORP.</p>

Dialog Box Option	Description
Users/Groups Notified by <i>printer-name</i>	<p>Lists all users and user groups who are notified when a printer error is detected.</p> <ul style="list-style-type: none"> • Users and groups associated with bindery connections are listed in the format <i>bindery server name: user name</i>. • Users and groups associated with NDS connections are listed by their distinguished names. <p>For example: If a user named Susan on the bindery server OLD_SERVER is listed on the printer's notify list, the user is listed as OLD_SERVER:SUSAN. If a user named Albert with an NDS context of ENGINEERING.CORP is on the printer's notify list, that user is listed as ALBERT.ENGINEERING.CORP. When you double-click an entry in this field, the Notify Settings screen appears. See <i>Section 4.6.5 Configuring the Notify Settings</i>.</p> <p>Note: The Network Interface Board supports the Notify function only in Bindery Mode.</p>
Add Queue/ Delete Queue	<p>Select Add Queue and/or Delete Queue to make changes. See <i>Sections 4.6.4.1 Adding a Queue</i> and <i>4.6.4.2 Deleting a Queue</i> for detailed information.</p>
Add User/ Delete User	<p>Select Add User or Delete User to add or remove users or groups for notification. See <i>Section 4.6.4.3 Adding Users/Groups for Notification</i>.</p>

Dialog Box Option	Description
Create Queue	<ul style="list-style-type: none"> • Queue Name — Enter the name of the new queue. This field must be completed in order to create a new queue. The maximum length is 48 characters. • File Server Volume — Indicates the volume on which the queue should be created. This field is enabled only if the current connection is an NDS connection. When enabled, it contains a list of all available volumes. For Bindery Services, the default volume name is SYS. • NDS Context — Specifies the NDS context in which the queue is created. This field is enabled only when an NDS connection is being used. When this field first appears, it lists the NDS context specified in the Add Queue dialog box. If you change the context, NWSetup verifies that the new context exists on the directory tree. Click OK to start the verification process.

4.6.4.1 Adding a Queue

To add a queue to the printer, click **Add Queue**.

A dialog box opens containing the following buttons and fields:

Dialog Box Option	Description
Create Queue	<ul style="list-style-type: none">• Queue Name — Enter the name of the new queue. This field must be completed to create a new queue. The maximum field length is 48 characters.• File Server Volume — Indicates the volume on which the queue should be created. This field is enabled only if the current connection is an NDS connection. When enabled, it contains a list of all available volumes. For Bindery Services, the default volume name is SYS.• NDS Context — Specifies the NDS context in which the queue is created. This field is enabled only when an NDS connection is being used. If you change the context, NWSetup verifies that the new context exists on the directory tree. Click OK to start the verification process.
Connection/Server	Selects a server connection. This list includes the NDS connection and all of the bindery file server connections that the user has. The NDS connection is always listed first, by default. When a new connection is selected, the Queue field is automatically updated.
NDS Context	Specifies an NDS context for the queue. NWSetup lists all the queues within this context or the subcontexts in the Queue field. This field is only enabled when NDS support is enabled. By default, the NDS Context should be set to the preferred NDS context specified in the Print Server Settings screen.

Dialog Box Option	Description
Queue	<p>Lists all queues available on the currently selected connection.</p> <ul style="list-style-type: none"> • If an NDS connection is specified, then a list of all queue names in the selected context and all subcontexts displays. • If you change the context in the NDS Context field or change the connection in the Connection/Server field, the queue list refreshes to reflect the new connection or context. • If you double-click a queue in the list, the queue is automatically added to the printer's service and you exit this screen.

4.6.4.2 Deleting a Queue

1. In NWSetup, highlight the queue you want to delete.
2. Click **Delete Queue**.

A confirmation screen asks if you really want to delete the highlighted queue.

3. Select **Yes** to delete or **No** to cancel.

Note: Deleting a queue does not physically remove it from the file server. To remove the queue from a file server, you must use the NetWare utility to delete the queue from the file server queue list.

4.6.4.3 Adding Users/Groups for Notification

To add users and groups for notification, click **Add Users/Groups**. A dialog box opens, containing the following buttons and fields:

Dialog Box Option	Description
Connection	<p>Selects a connection from this field. This list includes the NDS connection and all of the bindery file server connections that a user can access. The NDS connection is always listed first, by default.</p>

NDS Context	Specifies the NDS context to use when generating a list of users and/or groups. This field is enabled only for NDS connections. When first displayed, this field lists the preferred NDS context specified in the Print Server Settings screen. If you change this value, NWSetup verifies that it is correct when you attempt to move to another field or when you click OK .
Users/Groups	Lists all the users and groups available on the selected connection. Any entry on this list can be added to a printer's service list. The list includes print job owner (the user whose job is currently being printed). <ul style="list-style-type: none"> • If an NDS connection is selected, NWSetup generates a list of all users and groups in the currently selected context and all subcontexts. • When you double-click an entry in the list, the entry is added to the printer's service list. • The user/group list is updated whenever the Connection or NDS Context field is changed.
Delay in seconds for first	Indicates how long the Network Interface Board should wait before sending a notification message that an error condition has been detected.
Delay in seconds for repeat	Indicates how long the Network Interface Board should wait before sending a repeat notification of an error condition. Note: The Network Interface Board supports Notify in Bindery Mode only.

4.6.5 Configuring the Notify Settings

To configure the Notify function for the users or group, double-click an entry in the **Users/Groups Notified by Printer** field on the Print Server screen. The Notify Settings screen appears with the following options.

Field	Description
-------	-------------

User/Group name	Indicates the name of the user or group that is being edited. This field cannot be changed.
Delay in seconds for first	Indicates how long the Network Interface Board should wait before sending a notification message to the user that an error condition has occurred.
Delay in seconds for repeat	Indicates how long the Network Interface Board should wait before sending a repeat notification message to a user or group when an error condition has occurred. Note: The Network Interface Board supports Notify in Bindery Mode only.

Chapter 5

Windows Peer-to-Peer Printing

This chapter describes:

- Windows IPX Peer-to-Peer Printing, including preparing for the installation, installing, operating, setting up printing, and adding printers.
- Windows IP Peer-to-Peer Printing, including preparing for the installation, installing, setting up printing, and adding printers.

5.1 Windows IPX Peer-to-Peer Printing

Windows IPX Peer-to-Peer printing allows workstations to print to Network Interface Board printers without an intervening server and without using IP. The main features of Windows IPX Peer-to-Peer printing are:

- Runs on Windows 95/98/Me workstations “out of the box”
- Runs on networks with or without a NetWare file server
- Implements IPX peer-to-peer bi-directional printing between Windows workstations and Network Interface Board printers

5.1.1 Introduction and Preparation

The Peer-to-Peer implementation uses the IPX/SPX stacks provided with Windows 95/98/Me. The redirector software provided establishes a connection with the printers supporting IPX Peer-to-Peer, without using an intermediate file server, whether your network uses NetWare or not.

When configuring the network capabilities for Windows, you must include the IPX/SPX Compatible Protocol. If you are not using NetWare, you need not activate any NetWare Client application.

You can include IPX/SPX after the initial Windows installation by choosing **Start -> Settings -> Control Panel -> Network**. You will also need the Windows disks or CD-ROM.

Note: Peer-to-Peer printing uses the IPX/SPX protocol. Therefore, Novell operation must remain enabled on the Network Interface Board even if you are not using Novell printing facilities. The name of the Peer-to-Peer printer in the Windows Port List is the same as the Novell Print Server name. You can change the Novell Print Server name using MAP or a Web browser. See Chapter 3, *Monitoring the Network Interface Board*.

On power-up, the Network Interface Board checks the network for any Novell activity. If there is activity, the Network Interface Board uses the frame type and the local network number that it senses. In addition, if the Network Interface Board can log in to a file server, it assumes Novell is normally used and stores this frame type and new number in NVRAM. Thus, when the Network Interface Board comes up again, it does not have to spend time sensing (which can cause a delay).

However, if the Network Interface Board cannot attach to a file server, it will use the sensed values but will not store them.

If the Network Interface Board does not see any Novell activity, it uses 802.2 on 802.3 as a frame type and assigns itself a network number of 0 (zero). The status and configuration sheet contains information on the frame type and network number used.

If you move Network Interface Board from a site that has active NetWare to a site that does not, you should reset the Network Interface Board to factory default values to clear the frame type and network number information.

5.1.2 Installing the IPX Peer-to-Peer Redirector

1. Put the CD-ROM labeled “Print Server Software and Documentation” into your CD drive.
2. Choose **Start -> Run**.
3. Type the following command and click **OK**:
`drive:\IPX-P2P\SETUP.EXE`
where *drive* specifies the CD drive on your system.
4. Follow the instructions in the Setup program.

Note: If there is a previous installation of the IPX Peer-to-Peer Redirector, the Setup program prompts you to have Setup delete the old driver and continue the installation procedure. Click **Yes** or **No**.

Once the redirector is installed, each printer on the network that supports this peer-to-peer capability appears as a port under Printer Properties.

5.1.3 Setting Up IPX Peer-to-Peer Printing

IPX Peer-to-Peer printing allows you to print to a network printer for networks without a file server or for networks where you do not want to use the server for printing. Use peer-to-peer printing on Windows 95/98/Me systems.

To set up IPX Peer-to-Peer printing, choose **Start -> IPX-P2P -> IPX-P2P**. The IPX peer-to-peer printing setup screen appears. The following table describes the fields and buttons in the screen.

Field or Button	Description
Available Printers	<p>The list of printers detected on the network. To clear this list, click Clear. To update the list, click Find Printers.</p> <ul style="list-style-type: none"> • Unit Name — The Print Server Name defined in the printer. The default name is the Network Interface Board serial number (six digits with a three-letter prefix). • Description — Typically, the manufacturer's name and the printer's model number. • Flags — Selected (S) or Permanent (P) <p>Any printers flagged with S appear in the Windows Port List. When you are adding or changing a printer, only selected printers are listed. Only 30 printers can be selected at one time.</p> <p>Any printer flagged with P remains in the Available Printers list even if the printer is physically removed from the network or if you click Clear.</p>
OK	Accepts changes made to setup and exits the program.
Cancel	Discards any changes made to setup and exits the program.
Clear	Clears the Available Printers list. This does not clear any printer marked with the Permanent flag (P).

Field or Button	Description
Delete	Deletes the highlighted printers from the Available Printers list. Printers deleted this way no longer appear in the Windows Port List when you are adding a printer. However, the printer is not actually deleted from the network — it is only removed from the list. You can put the printer back on the list by clicking Find Printers , so long as the printer is still connected to the network.
Permanent	Flags the highlighted printers with a P. These printers remain in the Available Printers list even if the printers are physically removed from the network or you click Clear .
Find Printers	Searches the network for printers and lists them by their Print Server Name (defined in the printer). The default name is the Network Interface Board serial number (six digits with a three-letter prefix).
Select	Flags the highlighted printers with an S. Only 30 printers can be selected at one time. When the Windows Port List is displayed during the process of adding or changing a printer, only selected printers are listed.

5.1.4 Adding Printers for IPX Peer-To-Peer Printing

You can add printers manually if the program cannot find printers automatically because of router setup or hop count setting. In general, this should not be necessary.

Using IPX-P2P to Add Printers to the port list:

1. Choose **Start -> IPX-P2P -> IPX-P2P**.

The IPX Peer-to-Peer Setup screen appears. A list of available IPX-enabled printers appears after a brief pause while the program searches the network.

2. Highlight one or more printers you want to display in the Windows Printer Port listing and click **Select**.

This ensures that these printers are included in the Windows Printer Port listing. You can have a maximum of 30 printers selected at a time.

3. Click **OK** when you have finished selecting all the printers you want to display in the Windows Printer Port list.

Using the Add Printers Wizard:

1. Choose **Start -> Settings -> Printers**.

2. Double-click **Add Printer**.

The Add Printer wizard appears. Click **Next** to proceed.

3. Choose the **Local Printer** option and click **Next**.

4. Select the make and model of the printer you want to use and click **Next**.

A list of printer ports appears. Any IPX peer-to-peer printers that have been selected from IPX-P2P Setup appear in this list.

5. Select the IPX printer you want to use.

6. Complete the remainder of the printer setup procedure as you would normally.

To change the printer port:

1. Right-click the printer icon.

2. Choose **Properties** and then choose the **Details** tab (it can take up to 15 seconds to access).

3. Select the printer address you want to use from the **Print to the Following Port** list. (In Windows NT and Windows 2000, you must first deselect the previous printer port.)

4. Click **OK**.

5.2 Windows IP Peer-to-Peer Printing

Windows IP Peer-to-Peer printing allows Windows 95/98/Me workstations or Windows NT 4.0 workstations and servers to print to Network Interface Board printers without an intervening server and without using IPX. The main features of Windows IP Peer-to-Peer printing are:

- Runs on Windows 95/98/Me workstations and on Windows NT 4.0 workstations or servers “out of the box”
- Implements IP peer-to-peer bi-directional printing between Windows workstations and Network Interface Board printers

5.2.1 Introduction and Preparation

The Peer-to-Peer implementation uses the TCP/IP stacks provided with Windows 95/98/Me or Windows NT. The redirector software provided establishes a connection with the printers supporting Peer-to-Peer, using a direct IP connection over the network.

When configuring the network capabilities for the Windows computer, you must include the TCP/IP Protocol. You do not need to activate any TCP/IP Client application.

You can include TCP/IP after the initial Windows installation by choosing **Start -> Settings -> Control Panel -> Network**. You will also need the Windows CD-ROM.

For more detailed information on TCP/IP setup and printing, see Chapter 7, *TCP/IP Configuration*.

Note: Peer-to-Peer uses TCP/IP. Therefore, TCP/IP operation must remain enabled on the Network Interface Board, and the Network Interface Board must be assigned a valid IP address. By default, the name of the Peer-to-Peer printer as it appears in the Windows Port List is the same as the IP Address assigned to the Network Interface Board. You can change the IP address by using a Web browser or MAP. Refer to Chapter 3, *Monitoring the Network Interface Board*, for details.

If you are moving the Network Interface Board from a site that had active TCP/IP to a site that does not have it, you should restore the Network Interface Board to the factory default settings to clear the IP address and other network information.

5.2.2 Installation and Operation

To install the Windows IP Peer-to-Peer redirector:

1. Put the Network Interface Board CD-ROM into the CD drive on your workstation.
2. Choose **Start -> Run**.

3. Type the following command and click **OK**:

***drive*:\IP-P2P\SETUP.EXE**

where *drive* specifies your CD drive.

4. Follow the instructions in the Setup program.

Note: If the Setup program detected a previous installation of the IP Peer-to-Peer Redirector, the program asks whether to delete the old driver and continue the installation procedure. Click **Yes** or **No**.

Once the redirector is installed, each printer on the network that supports this peer-to-peer capability appears as a Port under Printer Properties.

5.2.3 Setting Up IP Peer-to-Peer

IP Peer-to-Peer printing allows you to print to a network printer on networks without a file server or on a network where you do not want to use the server for printing. You can use peer-to-peer printing on Windows 95/98/Me or Windows NT 4.0.

To set up IP Peer-to-Peer printing, choose **Start -> IP-P2P -> IP-P2P**. The Peer-to-Peer printing setup screen appears. The following table describes the fields in the setup screen.

Field or Button	Description
Max Hops for Search	The hop count determines how many networks the program searches to find units. The default count is 2. An entry of 0 (zero) means the program searches only the network wire directly connected to the workstation. An entry of 2 searches the wire directly connected to the workstation and also searches all networks accessible through two routers. Entries of 15 or higher cause an automatic search of every connected network. (This is not recommended due to the network traffic it could generate.)

Field or Button	Description
IP Port Base	<p>The starting port number for the print server. Each print server is assigned an IP port number. By default, the Network Interface Board is assigned port number 10001. However, the network administrator can change this setting. If the print servers on your network have been configured to use a different set of port numbers, then you should configure the IP Peer-to-Peer software accordingly. Note that IP Peer-to-Peer uses the new port number to communicate with all print servers.</p> <p>Note: The IP Port selected here and in the print server should be one less than the actual port. For example, if port 10001 is desired, the IP Port on the this screen and on the Network Interface Board's HTML pages should be defined as 10000.</p>
Printer Names	<p>Lets you select how the printer names are displayed in the Windows Port List:</p> <ul style="list-style-type: none"> • Based on Serial Number — Uses the print server serial number to identify the printer names. For example, if SN991354 is the serial number of the unit, SN991354 would be the printer port. • Based on IP Address — Uses the IP address to identify the printer port. For example, if the IP address for the unit is 199.99.92.99, the printer port is also 199.99.92.99. (This is the default.) • Based on DNS — Uses the Domain Name Server (DNS) name to identify the printer name. • Based on Unit Name — Uses the Network Interface Board Peer-to-Peer name set in the Novell section of the print server setup. This is the name used to identify the printer. The default name is the Network Interface Board serial number (six digits with a three-letter prefix). <p>Note: If you have both the IP Peer-to-Peer and IPX Peer-to-Peer Redirector Programs installed, you should not select the option to display IP Peer-to-Peer units based on Unit Name. This conflicts with the IPX Peer-to-Peer redirector and may cause conflicts in the Windows Printer Port List.</p>

Field or Button	Description
Printers	Displays the next program screen.
OK	Accepts changes made to setup and exits the program.
Cancel	Discards any changes made to setup and exits the program.
Help	Displays a description of the Hop Count and IP port number.

When you click **Printers**, the Windows Port List appears, allowing you to list, search, remove and manually add printers.

The following table contains an explanation of the fields and buttons in the Windows Port List:

Field or Button	Description
IP Address	Allows you to manually enter the IP address of a printer you want to add to the list.
Name	The name you want the printer to be listed by in the Unit Name field.
Port	The actual port for communicating with the printer. Default is 10001.
Description	The description you want listed in the Description field for the printer.

Field or Button	Description
Available Printers	<p>The list of printers detected on the network. To clear this list, click Clear. To update the list, click Find Printers.</p> <ul style="list-style-type: none"> • Unit Name — The Printer Name based on the method defined in the previous screen. The default Printer Name method is by IP address. Printers can also be displayed by the Network Interface Board serial number, by the DNS Name of the printer, or by the Unit Name. The Unit Name is the Print Server Name defined in the Network Interface Board. • Unit IP — The actual IP address of the unit. This appears regardless of the selected Unit Name method. • Port Number — The IP port number used to connect with the printer over the network. The default port number is 10001. <p>Note: The IP Port selected on the previous screen and in the printer should be one less than the number displayed here (that is, if port 10001 displays here, the IP Port in the previous screen and in the printer should be defined as 10000).</p> <ul style="list-style-type: none"> • Description — Typically, the manufacturer's name and the printer's model. • Flags — Selected (S) or Permanent (P) <p>Any printers flagged with S appear in the Windows Port List. When you are adding a or changing a printer, only selected printers are listed. Only 30 printers can be selected at one time.</p> <p>Any printer flagged with P remains in the Available Printers list even if the printer is physically removed from the network or if you click Clear.</p>
OK	Applies the changes you have made to setup and returns to the previous screen.
Cancel	Discards any changes you have made and returns to the previous screen.

Field or Button	Description
Add	Lets you manually add a printer to the Available Printers list by entering information in the fields to the left of the button. This bypasses the Find Printers function. The port is not checked to see if it is actually available on the network.
Delete	Deletes the highlighted printers from the Available Printers list. Printers deleted this way no longer appear in the Windows Port List. However, the printer is not actually deleted from the network — it is only removed from the list. You can put the printer back on the list by clicking Find Printers so long as the printer is still connected to the network.
Find Printers	Searches the network for printers. The default method for displaying the list of printers is by IP Address.
Clear	Clears the Available Printers list. This does not clear any printer marked with the Permanent flag (P).
Select	Flags the highlighted printers with an S. Only 30 printers can be selected at one time. When the Windows Port List is displayed during the process of adding or changing a printer, only selected printers are listed.
Permanent	Flags the highlighted printers with a P. These printers remain in the Available Printers list even if the printers are physically removed from the network or you click Clear .

5.2.4 Manually Adding Printers for IP Peer-to-Peer Printing

You can add printers manually whenever the program cannot find printers automatically because of the router setup or hop count setting. In general, this should not be necessary.

Using IP-P2P to Add Printers to the port list:

1. Choose **Start** -> **IP-P2P** -> **IP-P2P**.
The IP Peer-to-Peer Setup screen appears.
2. Click **Printers**.
3. Enter information for the printer in all the following fields:
 - **IP Address**
Enter the IP address of the printer you want to add.

- **Name**
Assign a name to identify the printer you want to add.
 - **Port Number**
Enter the port number of the printer. Default is 10001.
 - **Description**
Use this field to describe the printer's physical location, the users who can access the printer, or other convenient description information.
4. When you have entered all the information, click **Add**.
The printer is listed in the **Available Printers** field at the bottom of the screen.
 5. Highlight the printer you have just added and click the S flag for this printer.

Using the Add Printers Wizard:

1. Choose **Start -> Settings -> Printers**.
2. Click **Add Printer**.
The Add Printer wizard appears. Click **Next** to proceed.
3. Choose the **Local Printer** option and click **Next**.
4. Select the make and model of the printer you want to use and click **Next**.
A list of printer ports appears. Any IP peer-to-peer printers that have been selected from IP-P2P Setup appear in this list.
5. Select the IP printer you want to use.
6. Complete the remainder of the printer setup procedure normally.

To change the printer port:

1. Right-click the printer icon.
2. Choose **Properties** and then choose the **Details** tab (it can take up to 15 seconds to access).
3. Select the printer address you want to use from the **Print to the Following Port** list. (In Windows NT and Windows 2000, you must first deselect the previous printer port.)
4. Click **OK**.

Chapter 6

AppleTalk Configuration

This chapter describes:

- Creating the printer
- Configuring the Network Interface Board using AppleTalk
- Changing the device names and AppleTalk zones
- Displaying the error log
- Configuring network protocols other than AppleTalk
- Setting up status report printing

6.1 Choosing the Printer

To verify that AppleTalk is enabled:

1. Make sure you have loaded the print driver and file drivers appropriate to your printer.
2. Choose **Control Panel** from the Apple menu.
3. Choose **AppleTalk**.
4. Choose **Connect via Ethernet** and close the window.

To create a printer:

1. Choose **Chooser** from the Apple menu.
A list of AppleTalk zones is displayed (unless your network has only one zone).
2. Select the zone containing the printer from the AppleTalk Zones list, and then select the device driver type corresponding to your printer from those in the list in the upper left of the screen.
The choice of driver determines the name of the list — Select PostScript Printer, Select LaserWriter Printer, and so on.

3. Select the printer from the Select a Printer list.
The AppleTalk printer name for your printer appears in the Status and Configuration report under AppleTalk Connection Information.
4. Click **Create**.
A dialog box appears so you can choose the PostScript Printer Description (PPD) you want.
5. Choose the PPD you want and click **Select**.
(An additional dialog box may appear depending on the options available for that printer.)
The printer now appears both on your desktop and in the list in Chooser.
6. To view printer information, change PPDs, or change other configuration options, click **Setup**.
7. If you are finished, exit from Chooser.

Chapter 7

TCP/IP Configuration

7.1 Overview

This chapter describes configuring the Network Interface Board and your network for use with TCP/IP communication in various environments. This includes:

- Installing in a Windows environment
- Dynamic Host Configuration Protocol (DHCP)
- Windows Internet Name Service (WINS)
- FTP printing
- Printing on UNIX-based systems, including Linux
- Running Telnet
- Using the Internet Printing Protocol (IPP)

The Network Interface Board TCP/IP capability also operates with **lpr** spoolers on other systems, and with spooler/supervisor capabilities that communicate raw print jobs to the TCP/IP port.

The IP Peer-to-Peer redirector provided with the Network Interface Board for Windows 95/98/ME or Windows NT uses this TCP/IP port. The default port number is 10001 but can be changed by using Telnet or SNMP or by accessing the Network Interface Board HTML pages with MAP or a Web browser. For information on using Telnet, see *Section 7.7 Running Telnet*. For information on MAP and the HTML pages, see Chapter 3, *Monitoring the Network Interface Board*.

7.2 Installing in a Windows Environment

Several versions and variations of Windows can be used on NetWare and TCP/IP networks, as well as in a native Windows network. This flexibility provides you with various options for setting up the network printing system even though this Network Interface Board does not support NetBEUI.

If the Windows workstations are connected to a NetWare network, configure the printer interfaces for NetWare and use standard Windows and NetWare utilities to provide access to the printer. See Chapter 4, *NetWare Configuration*.

If you are not using NetWare, you can access the printer using TCP/IP.

If you are using Windows 95/98 or Windows NT 4.x, you can also use the Network Interface Board Peer-to-Peer capability described in Chapter 5, *Windows Peer-to-Peer Printing*.

7.2.1 Installing TCP/IP on Windows

Windows 95/98/ME and Windows NT come with TCP/IP and **lpr** capabilities, although these must be installed when the unit is configured. You must install the TCP/IP Protocol, Simple TCP/IP Services, and Microsoft TCP/IP Printing prior to entering the network printer on the workstation.

Once **lpr** is installed on a Windows system and you have allowed printer sharing, other workstations can use the printer through the Microsoft Windows Network without having to have separate **lpr** queues installed on each workstation.

7.2.2 Setting Up the Network Interface Board

1. Install the Network Interface Board in your printer.
2. Power up the printer.

Keep the status sheet handy for the Ethernet (MAC) address. It shows that TCP/IP is enabled but that the IP address is not configured.

If the unit already has an IP address, these procedures do not work. However, you can use Telnet to access the unit and change the IP parameters.

7.2.3 Assigning an IP Address

The Network Interface Board must be given an IP address and routing information to be used with TCP/IP. To do this:

- If you have a NetWare connection, use MAP (see Chapter 3, *Monitoring the Network Interface Board*).
- Otherwise, use **arp** (see *Section 7.2.3.1 Using arp*)

7.2.3.1 Using arp

The Network Interface Board must be on the same network segment as the workstation you are using to configure it. The TCP/IP stack must be installed and operating.

To assign an IP Address with arp:

1. Open a DOS command box and enter the following command:

```
ping psc-ip-address
```

where *psc-ip-address* is the IP address you want to use for the Network Interface Board. The request should time out with no response (which indicates that the address is unused).

2. Enter the following command:

```
ping ip-address
```

where *ip-address* is any valid IP address on your network. The identified unit should reply.

3. After the response, enter the following command:

```
arp -s psc-ip-address mac-address
```

where *psc-ip-address* is the IP address of the Network Interface Board and *mac-address* is its MAC address.

The entry should be accepted.

4. Enter the **ping** command from Step 1 again. The request should time out.
5. Let the Network Interface Board reset itself.
The Network Interface Board generates a status page that should include the entered IP address.
6. When the Network Interface Board is up again, re-issue the **ping** command from Step 1. Continue until you get a reply.

Note: This only enters the IP address. To enter other IP parameters, use Telnet (*Section 7.7 Running Telnet*) or use MAP or a Web browser (see Chapter 3, *Monitoring the Network Interface Board*).

7.2.4 Setting Other IP parameters

The Network Interface Board provides for a setup connection through the standard Telnet port. To make changes to a unit with factory default settings, you must log in as the system administrator. You can change this password using Telnet (see *Section 7.7 Running Telnet*).

To set up IP and lpr parameters:

1. Use Telnet to access the Network Interface Board.
The default login and password are both `sysadm`.
2. Turn off the protocols you are not using (Option 3).
3. Set up the subnet mask and default gateway for the Network Interface Board, if applicable (Option 1).
4. Exit, save, and reset the Network Interface Board.

Alternatively, you can set up IP and `lpr` parameters by accessing the Network Interface Board HTML pages with MAP or a Web browser (see Chapter 3, *Monitoring the Network Interface Board*). The password to change parameters with the HTML pages is the same as the Telnet password.

7.2.5 Setting Up lpr on Windows NT or Windows 2000

1. Choose **Start -> Settings -> Printers**.
2. Click **Add Printer**.
The Add Printer wizard appears. Click **Next** to proceed.
3. **On Windows NT:**
 - Choose the **My Computer** option and click **Next**.
 - Click **Add Port**. A list of printer ports is displayed.
 - Select **LPR Port** in the list of ports and click **New Port**. The Add LPR Compatible Printer window appears.
3. **On Windows 2000:**
 - Choose the **Local Printer** option and click **Next**.
 - Choose **Create a New Port** and select **LPR Port** from the list.
 - Click **Next**.
4. Specify the IP address of the Network Interface Board. For the name of the printer or queue, specify `PORT1` (all uppercase, no space) and click **OK**.
5. **On Windows NT:** In the list of available ports, put a checkmark next to the LPR port you created and click **Next**.
6. Select the printer manufacturer and printer and click **Next**.
7. Optionally, specify the printer name and click **Next**.
8. You can choose the **Shared** option and select one or more operating systems that will print to this printer. Click **Next**.

9. Print a test page and click **Finish**.

7.3 Dynamic Host Configuration Protocol (DHCP)

DHCP is a service that provides a method for assigning and maintaining IP addresses. The Network Interface Board obtains IP information from this service.

There are two user-defined variables related to the DHCP function:

- DHCP enable
- Use IP info in NVRAM

These variables are accessible in the TCP section of Network Administration, in the HTML pages.

If DHCP is not enabled:

- The Network Interface Board makes no DHCP requests under any circumstances.

If DHCP is enabled:

- The Network Interface Board makes DHCP requests when the Network Interface Board is reset or on power up, provided that the Network Interface Board does not have an IP address stored or that “Use IP info in NVRAM” is OFF.
- If the Network Interface Board has an IP address in NVRAM and “Use IP info in NVRAM” is ON, the Network Interface Board uses the IP information from NVRAM and there is no DHCP activity on the part of the Network Interface Board.

The factory default is DHCP disabled and “Use IP info in NVRAM” is set ON. When DHCP is enabled and IP address in NVRAM is set OFF, the Network Interface Board issues DHCP requests if it does not already have IP identification information stored in NVRAM.

7.4 Windows Internet Name Service (WINS/DHCP)

Windows Internet Name Service (WINS) allows a device, such as your print server, to register a NetBIOS name such as the Network Interface Board serial number (six digits with a three-letter prefix) along with its current IP address (for example, 199.92.187.171). A client that wants to contact the printer uses the WINS server to match the NetBIOS name with an IP address. Most users find it easier to remember the NetBIOS name for the printer rather than its IP address.

7.4.1 Using WINS with Your Print Server

To use WINS with your Print Server, enter the IP address of the WINS Server on the TCP/IP configuration screen. You can access this screen with a Web browser or MAP utility (refer to Chapter 3, *Monitoring the Network Interface Board*).

7.4.2 Configuring the WINS Server

You can configure your DHCP Server to automatically provide WINS Server information to the print server, or you can use the print server's TCP/IP Configuration Menu to manually enter the necessary information. Refer to your DHCP Server's documentation for further information on automatic configuration through the DHCP Server.

To manually configure your print server to work with the WINS server:

1. Assign an IP address to the print server.
To assign the address, you can use MAP, Address Resolution Protocol (**arp**), DHCP, Reverse Address Resolution Protocol (**rarp**).
2. Run your Web browser — Internet Explorer or Netscape Navigator.

3. Choose **File -> Open**.

The Open dialog box opens.

4. Enter the print server's IP address to access the print server's TCP/IP Configuration Menu.

5. Choose **TCP/IP Configuration** from the main menu.

The NetBIOS Name for the print server is shown on this screen. The default name is the Network Interface Board serial number (six digits with a three-letter prefix) unless you have previously configured a name for the print server with DHCP.

6. Optionally, specify a new NetBIOS name (15 characters or less).

7. If you have previously configured a DHCP Server to provide the print server with the IP address of the Primary WINS Server, the address is shown on the TCP/IP Configuration Menu. Otherwise, specify the IP address of the Primary NetBIOS Name Server here.

8. Optionally specify the IP address of a Secondary NetBIOS Name Server as well. If you have configured your DHCP Server to provide the address of a Secondary WINS Server to the print server, the address fields are automatically completed for you.

9. Reboot the printer/print server.

The printer's status page now shows that the print server has successfully registered with the WINS server. The check boxes labeled "Primary Server Logged in" and "Secondary Server Logged in" on the TCP/IP Configuration Menu now indicate any WINS Servers with which the print server has registered.

Normally, the print server automatically renews its registration with the WINS Server before its lease expires.

7.5 FTP Printing

7.5.1 FTP Printing Using Netscape

FTP printing with Netscape requires Navigator 2.0 or higher.

To print from Netscape:

1. Connect to the port you want to send the print job to on your print server.

2. Enter the command:

```
ftp://PORT1@dest-srvr-addr
```

where *dest-srvr-addr* is the IP address of the print server to which you want to send the print job.

3. Run Netscape.
 4. Choose **File -> Upload File** and specify the file, or drag and drop the file to your browser window and click **OK**.
-

Note: FTP printing does *not* support selecting multiple file names. Only **one** user can be logged on to a port at any particular time.

7.5.2 Printing from an FTP Client

1. Open a DOS Command window and enter the following command:

```
ftp dest-srvr-addr
```

where *dest-srvr-addr* is the IP address of the print server to which you want to send the print job.

2. Specify **PORT1** as the login.
3. Enter the following FTP command:

```
put filename
```

where *filename* is the file you want to print.

7.6 UNIX Printing

The Network Interface Board can support UNIX TCP/IP printing in the following mode:

- Printer-based **lpd** where the printer appears as a host running a line printer daemon

In general, printer-based **lpd** is easiest to use on BSD UNIX systems, requiring an entry in the **printcap** file once the Network Interface Board has its IP information.

7.6.1 Configuring the IP Address on the Network Interface Board

The Network Interface Board must be given IP address and routing parameters. You can configure the IP address for the Network Interface Board in one of the following ways:

- Use MAP, as described in Chapter 3

- Use the reverse ARP (**rarp**, **Ethernet II frame type only**).
- Use **arp** and **ping**

For each method, you need to provide the Ethernet address of the Network Interface Board. The Ethernet address is the 12-character code that is printed under Network Address on the configuration status report each time the printer is turned on.

You can use the **rarp**, or **ping** procedures only when the Print Server is in its factory default state (no IP information entered.) After the Print Server has an IP address, you must use the Telnet utility or the Network Interface Board HTML management pages accessed through the MAP utility or a web Browser to change an IP address, Subnet Mask and Default Gateway.

7.6.1.1 Using **rarp**

The Reverse Address Resolution Protocol (**rarp**) allows network devices to query a server for their IP addresses on start up. For this procedure, there needs to be a workstation with a **rarp** server. To store the IP address, use the following procedure:

1. Turn off the printer.
2. Log in as **superuser** on a host on the same subnet as the print server.

However, if the server resides on another subnet, complete this procedure to store the IP address in the print server. Reconnect the print server anywhere on the network, and then use the TelNet or the HTML pages accessed by MAP or a Web Browser to adjust the IP parameters for the subnet on which the Network Interface Board is operate.

3. Find the Ethernet address of the Network Interface Board. The address is printed on the configuration status report when you power on the printer.
4. Edit the hosts file (usually **/etc/hosts**) or use NIS or DNS to add the IP Address and Network Interface Board's node name. See the network administrator for the IP address.

For example, a print server with the name of **printfast** has the following entry:

```
192.9.200.200 printfast
```

5. Edit the **/etc/ethers** file or use NIS or DNS to add the Ethernet address.

To continue the example, for the printfast card with an Ethernet address of 00:40:c8:00:00:ff, make the following entry:

```
0:40:c8:0:0:ff printfast
```

6. If the **rarp** daemon is running, stop it and restart it. Verify that the daemon is running.
7. Check the printer to see that the print server is connected to the network. Turn on

the printer.

8. Wait until the printer powers up and finishes initializing to allow enough time for the IP address to become known and to be saved in non-volatile memory. The Network Interface Board should then reset itself.
9. After the Network Interface Board has reset, use the **ping** command to verify that the print server obtained its IP address. For example:

```
ping 192.9.200.200
```

If the server has the address, the result is a confirmation message:

```
192.9.200.200 is alive
```

10. Remove, or comment out, your changes to the **/etc/ethers** file.
11. Stop the **rarp** daemon and, if you want it to run, restart it.

7.6.1.2 Using ping

Use the following procedure to enter the IP Address:

1. Turn off the printer.
2. Log in as **superuser** on a host on the same subnet as the print server.

However, if the server resides on another subnet, complete this procedure to store the IP address in the print server. Reconnect the print server anywhere on the network, and then use Telnet or the HTML pages accessed by MAP or a Web Browser utility to change the IP Address.

See 7.7 Running Telnet, for instructions on using Telnet.

3. Find the Ethernet address of the Network Interface Board. The address is printed on the configuration status report each time you turn the printer on.

The address is printed on the configuration status report each time you turn the printer on.

4. Edit the hosts file (usually **/etc/hosts**) or use NIS or DNS to add the IP address and print server's node name. See the network administrator for the IP address.

For example, a print server with the name of **printfast** has the following entry:

```
192.9.200.200 printfast
```

5. Add an entry to the **arp** cache for the Print Server's IP address and Ethernet address.

For example:

```
arp -s 192.9.200.200 0:40:c8:0:0:ff
```

6. Check the printer to see that the Print Server is connected to the network. Turn on the printer.

7. Send a **ping** command the Network Interface Board to verify it is running on the network.

For example:

```
ping 192.9.200.200 or
ping printfast
```

The Network Interface Board will not respond to this **ping** command but it will read its IP address from the packets.

8. Turn the printer off and back on again and then send the ping command again to verify that the print server obtained its IP address. If the Print Server has the address, the result is a confirmation message:

```
192.9.200.200 is alive
```

9. Remove the entry from the **arp** cache using the following command. Specify the Print Server either by its IP address or by its name.

For example:

```
arp -d printfast
```

7.6.2 lpd/lpr Printing

The **lpd/lpr** is an implementation of the standard UNIX line printer daemon which lets you print across a TCP/IP network without installing software on your workstation with all filtering and banners done by the Network Interface Board. Remote printing uses the same commands (**lpr**, **lpq**, **lpc**) as local printing.

The process begins when the **lpr** call finds a printer on a remote system by looking at the remote (**rm**) entry in the **/etc/printcap** file for that printer. The **lpr** handles a print job for a remote printer by opening a connection with the **lpd/lpr** process on the remote system and sending the data file (followed by the control file containing control information for this job) to the remote system. The printer-based **lpd** then filters the data and prints the job according to information contained in the control file and its own **printcap** file.

The Network Interface Board **lpd** recognizes the format of certain printer emulations and filters the data, if possible, so the data can be printed on the printer type you specify.

You can indicate to the Network Interface Board **lpd** what type of printer is attached to by either:

- Accept the default port setting (PCL, PostScript, and other)
- Change the listed emulations via the Telnet or the HTML pages accessed by MAP or a Web Browser utility

The following sections give specific **lpd/lpr** setup instructions for various systems.

7.6.2.1 Setting Up a BSD Remote Printer to Use lpd

To set up a remote printer on the host that sends jobs to Network Interface Board using printer-resident `lpd`, add an entry to the `/etc/printcap` file on your host for each printer you use.

The steps are described below.

1. Open the `/etc/printcap` file. Make an entry naming the Network Interface Board as the remote host and `PORT1` as the remote printer name. A typical `printcap` entry is shown below:

```
<printer_name>\
  (for example, lprprinter)
  :lp=:\
  :rm=<remote_host>:\
    (for example, name as entered in /etc/hosts)
  :rp=PORT1:\
  :sd=/usr/spool/lpd/<printer_name>:
    (for example, spool directory on system used to
  spool data and control files)
```

This entry will send jobs spooled at `/usr/spool/lpd/<printer_name>` to the printer designated `<printer_name>` to be printed at `lp` (the internal connection to the printer) of the Network Interface Board designated as `<remote_host>`.

2. Create the spooling directory. For example, type:
`mkdir /usr/spool/lpd/<printer_name>`
3. To print via the spooler, use the `lpr` command. Type:

```
lpr -P<printer_name> <file_name>
```

Installation and testing is done. You are now ready to print.

7.7 Running Telnet

The Telnet utility uses the standard remote terminal protocol to configure the IP address, `lpd/lpr` printers, and other parameters on your system. You have the same functionality with Telnet as with accessing the Network Interface Board HTML pages with MAP or a Web browser (see Chapter 3, *Monitoring the Network Interface Board*).

Use the following guidelines to run Telnet:

- Typically you make selections from menus by toggling between one choice or another, by selecting/deselecting or enabling/disabling an item.
- Press **Enter** when not selecting an item. This returns you to a previous menu.

- If you do not make a menu selection for two minutes, you get a two-minute warning that within two more minutes your Telnet session ends. This ensures that no one user leaves a session idle for too long.

7.7.1 Making the Connection and Accessing the Main Menu

To make the connection and access the Main menu:

1. At the prompt, type the following command:

```
telnet ip-address
```

where *ip-address* is the IP address of the card.

2. When the login prompt appears, type **guest** if you are interested in only browsing the menus, or type **sysadm** if you want to change the configuration.
3. When the password prompt appears, again type **guest** or **sysadm**.

The main menu is displayed. This utility lets you change the IP parameters, **lpd/lpr** printers, protocols, and password, and lets you restore to factory defaults.

4. Type the number for the parameter you want to check or change and press **Enter**.

<ol style="list-style-type: none">1. IP Parameters2. LPD Printers3. Protocols4. Restore Factory Defaults5. Change PasswordE. Exit
--

5. To end your Telnet session, type **E** at the Main Menu.

If you have made any changes you are prompted to either Save Changes and Exit or Exit Without Saving Changes. Choose the appropriate option and press **Enter**.

Note: To get online help in Telnet, type **?** (question mark).

7.7.2 Configuring IP Parameters

Although the Network Interface Board must have an IP address before a Telnet connection can be made, you can use the Telnet utility to change the address or the other IP parameters. The Network Interface Board automatically initiates a soft reset when it senses the IP address change.

Note: This causes the Telnet connection to be broken. It is advisable to make all other desired changes before changing the IP address.

To configure IP parameters:

1. At the main menu, type **1** and press **Enter** to display the IP Parameters menu.
2. Type **1** again and press **Enter**.

The IP Address submenu is displayed:

1. IP Address	199.92.187.37
2. Subnet Mask	255.255.255.0
3. Default Gateway	199.92.187.254
4. Base Port Number	10000

3. Type the number for the parameter you want to change and press **Enter**.
-

Note: The base port number is one less than the actual TCP/IP port number used by the printer. For example, to set the port number to 9100, enter 9099.

7.7.3 Selecting Printer Languages

Selection 2 in the main menu lets you designate the emulations (printer interpreter languages) that the printer supports. This lets the resident **lpd/lpr** modify files intended for other emulations so they can be printed. The menu also allows you to enable or disable banners attached to **lpd/lpr** handled jobs.

The emulation choices are:

- Printer Control Language (PCL)
- PostScript (PS)
- ASCII (simple text)
- Other (any print job not recognized as PCL, PS, or ASCII)

The file modifications and conditions are:

Print Server Setup	Job detected as	Action
PCL, (PostScript)	ASCII	<CR> changed to <CR><LF>
PostScript	PCL, Other	PostScript header added
not PostScript	PostScript	Job discarded
PostScript	ASCII	PostScript header added, <CR> changed to <CR><LF>
PCL, PS, ASCII	any	No action

To select the printer language:

1. To access the LPD Printers menu, type **2** and press **Enter**.

For a unit at factory default, the following menu appears.

LPD Printers	
1. Printer 1	PCL PS OTHER
2. Banners	DISABLED

2. To change the set of emulations, type **1** and press **Enter**.

The following options are displayed.

Printer 1	PCL PS OTHER
1. PCL	
2. PS	
3. ASCII	
4. OTHER	

3. To delete an emulation, select the number opposite the language listed and press **Enter**.
4. From the LPD Printers menu, type **2** to toggle Banners between Enabled/Disabled.

7.7.4 Enabling/Disabling Network Protocols

To enable network protocols, type **3** at the main menu.

You are given the choice of disabling either NetWare or AppleTalk since both network OSs are enabled by default. For example, to disable Appletalk, type **2** and press **Enter**.

7.7.5 Restoring Factory Defaults

When you need to restore factory defaults on your print server, type **4** at the Main Menu and press **Enter**. All NVRAM stored parameters are returned to their factory default values. The factory default values do not take effect until you exit the Telnet program or the unit is powered off and on.

7.7.6 Changing a Password

1. Type **5** at the main menu.
2. Type up to eight characters at the New Password query and press **Enter**.
3. Retype the same characters at the Retype New Password query and press **Enter**.
4. Choose the **Save Changes and Exit** option.

Once you have set your password, the `sysadm` password is no longer valid.

Note: There is a single maintenance access password to the Network Interface Board. You use this password with Telnet or when accessing the Network Interface Board HTML pages with MAP or a Web browser.

7.7.7 Exiting Telnet

1. Type **E** at the main menu.

If you have made any changes, the exit menu is displayed:

Exit
1. Save Changes and Exit
2. Save Changes and Reset
3. Exit Without Saving Changes

2. Choose an exiting option and press **Enter**.

7.8 Internet Printing Protocol (IPP) Printing

7.8.1 Setting Up a Printer Using IPP

You can use the IPP with Windows 2000.

To set up a printer for IPP printing:

1. Assign an IP address to your print server.
2. Reset the print server.
3. Use the **ping** command to make sure the print server responds.

7.8.2 Setting Up the IPP Functions of the Printer

You can set up the IPP functions of the printer by using MAP or a Web browser. For IPP printing, your workstation must have an IPP client installed (either from Microsoft or a third-party).

To configure the printer for printing:

1. Choose **Start -> Settings -> Printers**.
2. Click **Add Printer**.
The Add Printer wizard appears. Click **Next** to proceed.
3. Choose the **Network Printer** option and click **Next**.
4. On the Locate Your Printer screen, select **Connect to a printer on the Internet or on your intranet** and type the correct printer path. (case sensitive)

The format is:

URL: `http://ip-addr:631/Print`

where *ip-addr* is the IP address of the printer. For example:

URL: `http://199.92.186.97:631/Print`

Note: Your printer port number is listed on the NIB Status Page next to the Internet Printing Protocol.

5. Click **Next** and finish printer setup.
For example, select the appropriate printer type.
6. Perform a Test Print from your printer and check the printer for the test page.

The printer configuration is complete.

Chapter 8

Operation and Troubleshooting

This chapter describes:

- Normal operation of the Network Interface Board in the printer
- LED status indicator
- Status reports
- Resetting the Print Server to factory defaults
- Troubleshooting any problems you might have with the Network Interface Board

8.1 LED Status Indicators

The Network Interface Board has two LED status indicators: orange and green. The orange LED generally indicates job activity. The green LED indicates the operating condition of the Network Interface Board.

8.1.1 Normal Operating Condition

Green LED

- When you first power on the printer, the green LED is on solid (that is, not blinking). This indicates that the Network Interface Board is performing self tests. The green LED may also be on solid when the printer is awaiting a print job and the Network Interface Board is functioning properly.
- When the printer finishes the self-tests, the green LED blinks, and may blink again after initialization with the printer is completed. If the Print Status Report on Power up feature is enabled, the Network Interface Board generates a status report.

Orange LED

- When the printer is receiving print jobs over the network, the orange LED blinks. It is off when there is no activity.
- The orange LED is on solid (not blinking) to indicate that the network connection has been lost — typically, because the server has been shut down.

8.1.2 Error Conditions

Combinations of blinking LEDs — 1 to 7 orange blinks followed by 1 to 12 green blinks — indicate various hardware failures. You should then notify the supplier of your printer according to whatever arrangements you have for technical support or replacement of defective equipment.

8.2 Status Report

The Status/Configuration report is generated when the print server is powered on (if the Print Status Report on Power up feature is enabled). The following sample report shows the configuration of the print server immediately before the report is printed. Some printers also allow you to use a command from the front panel that produces a status report.

You should generate and review a status report after installation and any time the setup changes. If your status report does not include a protocol that was configured, make sure the procedure was done properly.

Sample Status Report

```
-----  
Unit Serial No: 123456                      Version: 05.60  
Network Address: 00:11:22:33:44:55  
Network Topology: Ethernet                  Connector: RJ45  
Network Speed: 100 Megabits  
  
Novell Network Information                  enabled  
  Novell Print Server Name: RDP_123456  
  Password Defined: No  
  Directory Services Context not defined  
  Frame Type: 802.3  
Peer-to-Peer Information                   enabled  
  Frame Type: 802.2 on 802.  
  Network ID: 6  
TCP/IP Network Information                 enabled  
  Frame Type: Ethernet II                  Protocol Address: 123.123.123.123  
  Subnet Mask: 123.123.123.123           Default Gateway: 123.123.123.123  
  WINS Name:  
IPP Network Information                   enabled  
  Internet Printing Protocol              http://123.123.123.123:631/Print  
AppleTalk Network Information             enabled
```



```
Frame Type: 802.2 SNAP on 802.3
Protocol Address: Net Number 123 Node Number:45 Socket Number 678
Preferred AppleTalk Zone:          Default Zone
Novell Connection Information
Printer Name: Assigned Name
File Server: NameOfFileServer
    Queue: NameOfQueue Priority: 1    Attached: yes
    Notify: Supervisor First: 30    Repeat: 60
Peer-to-Peer Connection Information
Port Name: RDP_123456
AppleTalk Connection Information
AppleTalk Printer Name: RDP_123456
TCP/IP Connection Information
Port Number: 10001
```

8.3 Returning the Network Interface Board to Factory Default Settings

You can restore parameters on the Network Interface Board to their factory default settings. You should do this before the Network Interface Board is moved to a new location where the environment (AppleTalk network zones, NetWare file servers, IP subnets, and so on) is different.

Note: Returning to factory default settings means that the print server loses all data such as names and IP addresses. It does not lose its serial number or MAC (Ethernet or Token Ring hardware) address.

To restore the factory default settings, you can use Telnet or the Network Interface Board's HTML pages (via MAP or a Web browser). If the network is not available, you can use the following method.

To reset the Network Interface Board:

1. Power off the printer and remove the Network Interface Board from the printer.
The removal process is the reverse of the installation process described in Chapter 2, *Installing the Network Interface Board*.
2. Locate the Reset Jumper (labeled OP2. Refer to the diagram in *Appendix A*). Move this jumper to the **ON** position.

3. Reinstall the Network Interface Board as described in Chapter 2 but do not connect the printer to the network.
4. Power on the printer.

The Network Interface Board performs self-diagnostic tests. The green LED blinks 3 times and then goes into an alternating green/orange sequence. When you see this LED pattern, do the following steps.
5. Power off the printer.
6. Remove the Network Interface Board from the printer.
7. Move the OP2 jumper to its **OFF** position, so that the jumper covers the center pin and the pin nearest the OFF designation.
8. Reinstall the Network Interface Board according to Chapter 2, *Installing the Network Interface Board*.
9. Reconnect to the network and power on the printer.

8.4 Troubleshooting Checklists

8.4.1 General Troubleshooting

Use the following list to determine the cause of printing problems:

- Verify that the printer is functioning properly:
 - Is the printer printing? To check whether the printer is operating properly, make it generate a test page. See your printer's owner's manual for instructions on generating a test page.
 - Is the printer on-line?
 - Does the control panel indicate an error? Refer to your printer documentation for an explanation of the error messages.
 - Did you get a Network Interface Board status page (if the Print Status Report on Power up feature is enabled)? On preppy, the Network Interface Board sends a status page which contains information that is useful for troubleshooting. Keep the status page available until the problem is resolved.
 - Check the Network Interface Board's LED status indicators to make sure there is no error condition. See *Section 8.1 LED Status Indicators* for more information.
 - Check the status report to see what protocols are enabled and active.

- See the appropriate chapter of this manual to confirm that you have installed and configured your network protocol correctly for the Network Interface Board. See *Section 8.2 Status Report* for a sample status report.
- If you added, changed, or removed any hardware on the network, verify that it was installed or removed correctly.
- If you added any new software applications, make sure the program is compatible and installed correctly on the network. See your network protocol documentation for more information.
- Can other users print? If they cannot print and they are all using the same network protocol, go to the troubleshooting section for that protocol.

When you have determined the nature of the problem, use the checklists in the next section.

8.4.2 Troubleshooting Network Hardware Connections

- Make sure the Network Interface Board has properly selected the connector type that you are using. The connector type is on the status/configuration report — RJ45 or BNC.
- For Thinnet, check that the network connector is plugged into the BNC connector on the Network Interface Board. If the printer is at the end of a run, ensure that a 50-ohm terminator is installed.
- For 100BaseT or 10BaseT, check that the network connector is plugged into the RJ45 connector on the Network Interface Board.
- If the network connectors are properly plugged in and the problem persists, try another cable.
- If you are using a 10BaseT Network Interface Board connected to a concentrator hub that does not support the link signal, use Manual Ethernet Port selection instead of the factory default of Automatic Ethernet Port selection. See *Appendix A, Jumper Settings*.

8.4.3 NetWare Troubleshooting

Use MAP to get the NetWare setup and parameter values. If you cannot resolve the problem after running MAP, go through the checklists in this section.

8.4.3.1 NetWare Checklist

- Is the print server name entered correctly?
- The default name is the Network Interface Board serial number (six digits with a three-letter prefix). This number is located on the card.
- Did you assign print queues to the printer?
- It is recommended you assign each print queue to only one Network Interface Board-connected printer. If print queues are assigned to other network printers, the print jobs might be going to another network printer.
- Did you assign the printer to the type **Remote Other/Unknown**?
- If the server settings are correct, the connection between the printer and network might have been broken. In this case:
 - Turn the printer off and, using NWADMIN or PCONSOLE, wait for the status message Not Connected.
 - Turn the printer on and the status should change to **Waiting for Job**.

8.4.3.2 File Server Checklist

- Is there enough disk space on the file server and is it running?
- Is the correct file server associated with the printer? Use NWADMIN or PCONSOLE to check this.
- Did you have the proper rights to configure the printer?
- Are the File Server and the Print Server communicating? Run the NetWare COMCHECK utility from any network workstation to check this.
- Are there enough user positions on the File Server? The Print Server function logs on as a user.

8.4.3.3 Workstation Checklist

- Is the network loaded onto the workstation? See your Novell documentation.
- Is the application set up to print to the printer? For example, are you using the correct driver?
- Is the workstation connected to the correct print queue? Print a file and verify that the file goes to the queue.
- Are the print queues assigned to the Network Interface Board-connected printer also assigned to another network printer? If so, the print jobs may be going to that printer.

- From NWADMIN or PCONSOLE, enter a sample print job directly into an assigned queue. Does the job become Active? Is the job printed?
- Is **AUTO ENDCAP** enabled? This option lets you send data to a network printer. Use PRINTCON to check.

8.4.3.4 Network Interface Board Configuration Checklist

If all your hardware connections are correct, check the following:

- Use MAP to check the status of the print server.
The Report Print Server Status screen shows the status for the selected Network Interface Board. This report includes a status of file servers and queues assigned to a printer along with a description of any problems.
- The printer might not be assigned to the correct print queues.
Use NWADMIN or PCONSOLE to direct print jobs to the correct queues, then check to see if the print job is in the queue.
- If devices were added or changed, use NWADMIN or PCONSOLE to make sure you configured the new devices correctly.
- Make sure the Network Interface Board's name has been entered correctly. If you changed the name in MAP, you must also change the name in NWADMIN or PCONSOLE before you can print.
- Use NWADMIN or PCONSOLE to check the printer status. Make sure it is not stopped or paused.

8.4.3.5 Printer Server, File Server, and Printer Checklist

- Can the Network Interface Board log in to the file server, and can it service jobs from a file server?
- Is the print server name listed on that file server?
- Does the print server password assigned to the Network Interface Board through NWADMIN or PCONSOLE match the print server password assigned through MAP?
(Use MAP to update the password stored in the network print server's memory.)
- Is the print job in the print queue and waiting to be printed? Use NWADMIN or PCONSOLE to check whether the print jobs are being sent to the printer.

8.4.3.6 Workstation to Network Interface Board Connection Checklist

To make sure the workstation is communicating with the Network Interface Board:

- Print a file from the workstation. Use NWADMIN or PCONSOLE to verify that the print job gets to the print queue. If the print job does get to the queue, the problem is not with the workstation/print server connection.
- Use CAPTURE to send data to the printer from a software application. See your Novell documentation for information.
- Make sure another printer is not taking the print jobs from the queues before the Network Interface Board can service the job. Disable the other printer until you can verify the Network Interface Board-connected printer setup.

8.4.3.7 If the Network Interface Board Loses Its File Server Connection

If the network interface board loses its connection to the file server, it can take approximately 5–10 minutes to reconnect. If the connection is not made after some reasonable time, check the error conditions to troubleshoot the problem.

8.4.3.8 Cannot Print from a Different Context

The Network Interface Board does not support printing from a context different from the context you are installed in. If you want to do this, you must create an alias queue. See your Novell documentation for more information.

8.4.4 AppleTalk Troubleshooting

- Is the Macintosh connected to the network through Ethernet and has the AppleTalk driver been selected? To check, choose **Control Panel** from the Apple menu and then choose **Networks**.
- Did you select the correct Network Interface Board and correct zone?
- Is AppleTalk enabled on the Macintosh? Use Chooser to check this.
- If you are on a network with multiple zones, is the zone correct?
- Did you select the correct printer driver in Chooser? You must first select the printer icon and then select the printer name. (Not all printers communicate with the default Macintosh driver.)
- If you renamed the printer in the AppleTalk program, did you re-select the printer under its new name?
- If you put the printer in a new zone, did you re-select the zone?
- Are there other printers with similar names in Chooser? Make sure you chose the Network Interface Board-connected printer.

8.4.5 TCP/IP Troubleshooting

Problem: Cannot access the Network Interface Board from the network

- Make sure the Network Interface Board has a valid IP address. Use **ping** to check the IP address assigned to the card.
- Check the TCP/IP parameters (subnet mask, gateway, and so on).
- If your network supports DHCP or WINS:
 - Are the server names set correctly on the Network Interface Board Status Configuration page?
 - Is the DHCP Server or WINS Server running?
 - If the DHCP Server or WINS Server is running, is it configured properly? Refer to your network documentation for more information on configuring servers.

Problem: Cannot print from **lpr**

- Do you have the correct drivers?
- Is the print job directed to the correct IP address?
- Is the **lpr** channel full because of other jobs in the queue?

Problem: Cannot print from IP-P2P or Windows 2000 direct IP

- Do you have the correct drivers?
- Is the print job directed to the correct IP address?
- Is the correct port number being used for Raw Sockets printing? (The default for the Network Interface Board is 10001.)
- Is the printer reporting any errors?
- Was the print job removed from the spooler? (Check the Windows spooler for any details on the status of a failed job.)

Problem: Cannot print from IPP

- Do you have the correct drivers?
- Is the print job directed to the correct IP address in the IPP client (that is, **http://ip-address:631/Print**)?
- Was the print job removed from the spooler? (Check the Windows spooler for any details on the status of a failed job.)

Appendix A

Jumper Settings

This appendix describes:

- Changing jumper settings
- Network Interface Board and jumper locations
- Reset to factory defaults
- BUS handshake
- Ethernet-specific jumpers (10BaseT only)

A.1 Changing Jumper Settings

The Network Interface Board normally configures the network configuration automatically without the need to access internal jumpers. However, there are certain jumpers on the board that you might have to access under certain circumstances. If you need to change the jumpers, follow the steps in this section.

Note: Handling Precautions for Static Sensitive Devices: The Network Interface Board is designed to protect sensitive components from damage due to electrostatic discharge during normal operation. When installing the card, however, take proper static-control precautions to prevent damage to equipment.

Make sure you do not have the printer plugged into a wall outlet. If it is plugged in, unplug the power cord *before* you open the unit. Remove the Network Interface Board according to the printer instructions.

A.2 Reset to Factory Defaults

The Network Interface Board can be restored to factory default conditions by jumper OP2. The function of OP2 is to reconfigure NVRAM. Do this when a unit is moved from one site to another and should be restored to as-new condition.

If the unit is powered up with jumper OP2 in the FACT position (opposite of the CUST position), the board resets all parameters to their factory default values. This is indicated

by the three quick green flashes followed by the alternating amber and green indications (once per second rate). You should then turn off power and shift the OP2 jumper to the CUST or OFF position (opposite of the FACT or ON position). The unit operates normally when you turn the power on again.

Appendix B

Network Interface Board Specifications

This appendix describes:

- General specifications for the Network Interface Board
- 10/100BaseT cables

B.1 General Specifications for the Network Interface Board

Size:	Length: 123.7 mm Width: 95 mm
Weight:	8 ounces
Environment:	0–50° C 5%–80% humidity
Controls and Indicators:	One green LED and one amber LED
Configuration:	Stored in NVRAM
Connectors:	Any of the following: <ul style="list-style-type: none">• Ethernet: 8-wire RJ45 10/100BaseT

B.2 10/100BaseT Cables

Use the following universal Ethernet standard when configuring your 10/100BaseT cables to connect to the RJ45 connector on the Network Interface Board. The cable should be Category/Type 5 or better (depending on length).

Pin	Color	Ethernet
8	Blue/white	
7	Blue	
6	Orange/white	Receive –
5	Green/white	
4	Green	
3	Orange	Receive +
2	Brown/white	Transmit –
1	Brown	Transmit +

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